



10 Commandments Of Stress Management

For superior performance and
optimal decision making



Stress Management

Individuals | Teams | Onsite | Offsite

Stress and Anxiety accounts for more sick days than any other ailment combined and negatively affects performance of individuals and teams.

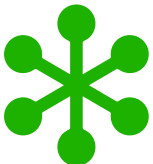
Stress management in the workplace encompasses a wide spectrum of techniques aimed at managing a person's level of stress to improving everyday functioning. It's for anyone who is performance or deadline driven that seeks to optimise decision making, energy and enthusiasm and general day to day performance.



Individuals and Teams experience superior performance and optimal decision making



Better engagement with peers and more effective completion of tasks



Mindfulness enhances resilience, emotional intelligence, empathy, creativity and mental focus.

Stress Reduction & Meditation...

A life-changing program that gives delegates skills and techniques in order to manage negative stress effectively, and use positive stress to achieve happiness and success in life.

Module Content:

- What is stress? How to identify personal stress triggers or hooks.
- Proactive and Reactive Behavior.
- Choosing ones own response to stressful situations.
- Self Image.
- Skills and techniques to ensure the creation, development and maintenance of a positive self image.
- Conflict Resolution/Management
- Communication skills to reduce stress and resolve conflict in relationships.
- Time Management.
- The use of a diary, prioritizing tasks, the wheel of life – achieving a balance between work and recreation to reduce stress and tension.
- Goal Setting
- Short term, medium term and long term goals – personal plan of action to fulfill aims in life.
- A Healthy Lifestyle
- Nutrition and eating habits, steps to a peaceful night's sleep, regular exercise and leisure time.
- Stress in the Work Environment
- The key contributors to burnout in the working environment and how to manage these .
- Breathing and Relaxation.
- Muscular relaxation and breathing exercises to help you cope with your stress.
- Happiness and Well-being.
- How to harness all the skills that have been learnt in order to achieve optimum performance and a total sense of wellness.

COURSE OVERVIEW

Individuals | Teams | Onsite | Offsite

One-on-One

Enrol for a one-on-one individual program with an expert facilitator at The Voice Clinic Campus.

Individual: 10 x 1hr individual sessions
One-on-one with trained facilitator
Scheduled to suit delegate
Program completed in 6 - 12 weeks

Included: Personalised Training Manual

Join a Group

Book a 2 day Corporate Group Program either at The Voice Clinic Campus or onsite.

Group: 8 - 12 Delegates
Corporate Groups scheduled as required

Included: Training Pack lunch and refreshments

10 Commandments

Program Outcomes :

- Encourages the recognition and understanding of personal stress triggers and those situations which cause intense tension and stress to the individual.
- Develops an awareness of harmful stress levels and provides coping mechanisms to manage stress positively.
- Assists individuals in creating, enhancing and maintaining a positive self-image.
- Develops goal setting and time management techniques to ensure that optimum performance is reached.
- Encourages breathing and relaxation techniques in order to reduce stress and tension.
- Demonstrate ways to work effectively with others to ensure healthy interactions and high productivity levels.
- Encourages the enjoyment of life – both socially and in work environments – through the reduction of anxiety and tension.
- Develops the ability to embrace lifestyle changes to promote self growth and self understanding.
- Develops the ability to accept change, and when necessary adapt ones approach effectively within a variety of situations.
- Identifies ways to align ones behaviour with personal needs, priorities and goals through dedication.
- Establishes the ability to initiate and drive ones own behaviour with resilience and enthusiasm.
- Assists in identifying and understanding ones emotions, personal strengths, development areas, values, needs, interests and how these affect relationships.
- Develops the ability to resolve disagreement in a way that is appropriate to the situation.
- Encourages the ability to adopt a general positive outlook on life – despite setbacks and obstacles.

Inclusive of:

Training Manual, Ten Commandments of Stress Laminated Handout and Certificate of Completion.





The Voice Clinic

Celebrating 30 years of changing lives.

www.thevoiceclinic.co.za

Level 2 BBBEE company.

SETA Accredited 093.

HEAD OFFICE: 125 OXFORD RD,
SAXONWOLD, JHB, 011 880 2334

PTA	CT	DBN
1053	3rd Flr Earigo	316 Lillian
Pretorius Str,	Park Road,	Ngoyi Rd,
Hatfield.	Tamboerskloof	Morningside.
012 342 5020	021 423 4288	031 303 1314