

A close-up photograph of a vibrant green leaf, likely from a grass or similar plant, covered in numerous clear water droplets. The droplets are of various sizes and are scattered across the surface of the leaf, which shows distinct veins. The background is a soft, out-of-focus green, suggesting a natural outdoor setting.

*in* equilibrium

Call us free: 0800 622 6932

In-house training course details

## Managers Managing Stress

## Course Background

Managers and supervisors have a key role to play in reducing the risk of stress for the people they work with and for the organisation. The objective of the Managers Managing Stress training course is to provide managers with the knowledge and tools to manage stress as part of their day-to-day activities.

The course will raise awareness and understanding to enable managers and the organisation to meet their legal and HSE compliance responsibilities in assessing and managing stress in the workplace.

## Purpose of the Course & Format

The course is very practical and will enable managers to:

- Identify the signs of stress in their team members
- Discuss the employee's stress triggers with them
- Agree individual strategies to be reviewed at a later date

The course is highly interactive and contains a variety of group and individual exercises, including case studies, scenarios, questionnaires, group discussion, personal reflection, and action planning.

The course comprises 4 sections:

- Stress Awareness
- Proactive Stress Management
- Reactive Stress Management
- Action Planning and Resources Format

## Course Materials

Participants will receive a course workbook and a resource CD with information and tools to assist them in the workplace.

### Key benefits of the course

- Clarifies understanding of stress and the risk implications for employees and the organisation
- Enables managers to meet their legal and HSE compliance responsibilities
- Enables managers to 'create the right climate' to encourage open discussion about stress
- Managers learn to identify stress problems early so that remedial action can be taken to minimise stress
- Equips managers with frameworks and practical approaches/ tools they can use to prevent stress
- Through case study scenarios, managers learn how tools and frameworks can be applied in the workplace
- Enables managers to complete a full individual stress risk assessment if required
- Provides managers with an extensive resource CD with information and tools they can use after the course

## Course Content:

### Introductions

Course structure, purpose and objectives

### Section 1 - Stress Awareness

- What is stress and what is stress risk management?
- Early identification of stress and stress-related problems
- Stress and the law, including HSE Management Standards
- Case study
- Work pressure profiling exercise

### Section 2 - Proactive Stress Management

- Creating a good climate
- The CUSP™ framework for stress prevention
- Stress prevention exercise and debrief
- HSE/CIPD Stress management competency indicator tool
- Behaviour/reaction management strategies to minimise risk

### Section 3 - Reactive Stress Risk Management

- Stress scenarios, appropriate support and adjustments
- Individual stress risk assessment and management

### Section 4 - Action Planning and Resources

- Personal action planning
- Using the information resources CD

#### Testimonial

*"I can honestly say that the Stress Management training day our Management Team participated in recently was one of the most thought-provoking and impactful events of this nature that I have attended. My objective was for us to obtain a collective understanding of the nature of stress in the workplace and strategies to address it. This was met 100% and we are now working on a cross-organisational action plan. Our facilitator was outstanding and was able to attend to our individual and collective needs as well as our lively and enthusiastic participation!"*

**The Royal National College  
for the Blind**

Shirley Evans, Director Business,  
Enterprise and Development

#### Course Details

Duration: 1 day

Optimum delegate numbers: 12

For more information, contact:

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### **What's on the Information Resources CD?**

The CD has a number of valuable information resources you can access and refer to. Please make full use of them in your day-to-day management of well-being at work:

#### **Stress Management tools and techniques**

The CD will contain some tools and techniques that you can use to manage your own stress. A 'stressed out manager' will increase the stress risk to those they manage. Please check these out and learn the ones that work for you.

#### **Early identification of stress and increased vulnerability**

This document provides practical advice on how to spot stress problems early and the kinds of data, particularly negative changes, to look out for.

#### **The 'CUSP'™ Framework**

This framework and management tool is helpful for generating good options to prevent and reduce stress at work. The document provides practical hints and tips on enabling control, reducing uncertainty, providing support, and managing pressures.

#### **HSE Management Standards (2004)**

This document lists each of the Management Standards for Stress, and discussed the implications of these Standards for management practice.

#### **Work Pressure Profiling Tool**

This tool enables an employee to develop their own 'work pressure profile'. The profile can then be discussed with the manager, enabling effective action planning to minimise risk to well-being.

#### **Individual stress risk assessment forms**

This set of forms enables you to follow the risk management process and complete a stress risk assessment with an employee if you need to. This enables you to record what you have done to minimise risk to well-being in a structured way. If you want to use these forms please make sure that you comply with data protection regulations and your organisation's policy. Consult your HR adviser if in any doubt.

#### **Individual stress risk assessment guidance notes**

These guidance notes are designed to help you complete the risk assessment forms.

#### **Stress Management Competency Indicator Tool**

The 'Stress management competency indicator tool' is designed to allow you to assess whether the behaviours identified as effective for preventing and reducing stress at work are part of your management repertoire or not. The aim is to help you to reflect upon your own behaviour and management style.