

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. The overall image has a fresh, clean, and natural feel.

*in* equilibrium

Call us free: 0800 622 6932

In-house training course details

Tools and Techniques for Individuals

## Purpose

To enhance participants understanding of stress and equip them with tools and techniques that will reduce their vulnerability and boost their health and well-being.

## Participants Learn

- What is stress? - physical and psychological signs at work and at home
- Employee and employer responsibilities under Health and Safety regulations
- How to distinguish between pressures that can be controlled and those that cannot
- To prioritise those pressures that cause the most stress
- How to develop action plans to tackle the most important and controllable sources of pressure
- Other techniques that tackle causes of stress e.g. time management, assertiveness
- Some basics about positive psychology (which looks at what causes well-being and happiness)
- Tools and techniques that help to change perspectives on work and life (on 'how you see the situation you are in')
- What work-life balance means and how to build a more healthy balance into life
- Several ways to cope better e.g. social support, relaxation techniques

### Comments from previous participants who have benefited from this course:

I was clearer about the causes of stress at work and in my life

It helped to identify the pressures I could do something about, and prioritise those that caused the most stress

Thinking differently about my situation - it helped me put things in perspective

Learning new tools and techniques to manage stress

Liked the emphasis on thinking about what causes joy and happiness and not just focusing on stress

...it made me think about my whole life and what was important, not just work stress

...the course was more than just 'coping skills' and I valued that

## Course Content

The course commences with a comprehensive review of stress awareness and how participants can recognise its signs and symptoms in themselves and in their colleagues. The legal responsibilities of employers and employees is reviewed and the course is put into context with the organisation's existing health and well-being policies and support systems.

The 'PIC' formula approach is covered which gives participants a choice of tools and techniques they can use to focus on the things in their lives that can minimise the risk of stress and enhance their feelings of well-being.

The 'PIC' formula

'P' Approaches

Tool 1: Taking control of your life

Tool 2: Time management

Tool 3: Assertiveness

'I' Approaches

Tool 4: The rosy glow exercise

Tool 5: Work out what's important

Tool 6: Joy giving activities

Tool 7: Thankfulness

Tool 8: Challenging stressful thoughts

Tool 9: Acceptance

'C' Approaches

Tool 10: Social Support

Tool 11: Sleep

Tool 12: Physical exercise

Tool 13: Diet and nutrition

Tool 14: Drinking enough water

Tool 15: Breathing Exercise

### **Relaxation Techniques CD**

Each delegate attending this course receives a relaxation techniques CD. The CD is especially useful in enabling people to switch off after work.

See over for CD contents

## Relaxation Techniques CD Content

- Breathing: slowing & deepening the breathing to slow down brain waves  
(like a car going from high revs to idling)
- Breathing & Relaxing the Muscles: muscles, especially neck, shoulders, back and limbs develop muscle tension as the day goes by
- Breathing for Energy (Paced Breathing): this exercise uses the diaphragm to circulate the lymph fluid to remove the waste products produced by cells
- Breathing & Walking: allows you to relax when walking to and from car, an appointment, a shop, etc. and also increases awareness of the Present Moment and slows down the perception of time
- The Inner Voice - accessing your beliefs and inner strength
- The Tropical Island - a 20 minute deep relaxation exercise to help you to switch off after work
- The Forest with the Balloon: a relaxation and offloading technique

### Course Details

Duration: Half day

Optimum delegate numbers: 12

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