

Stress Management

Does this sound like you: you are generally calm, rarely impulsive, and work well under pressure? When it comes to the crunch how well you do handle tasks that are stressful or anxiety provoking or situations that involve an element of danger?

Stress is a part of life. If mismanaged it leads to trouble: health problems, relationship break down, poor performance, unemployment and domestic violence. These effects cause much grief and heartache. Solutions are not always easy or obvious. Yet to survive and thrive in today's world you need to have a repertoire of suitable responses to cope with stressful situations and life events.

PURPOSE

This one day workshop is designed to help participants understand the insidious nature of stress and develop effective strategies to cope with stressful life events. It highlights the importance of building resilience in the longer term to create a balanced lifestyle and deal with the stressful situations.

COURSE CONTENT

- Key sources of stress
- Understanding work and personal stress
- The insidious nature of stress
- Stress and health
- Five ways to manage stress and improve wellbeing
- Stress busters (three practical tools)
- Building stress hardiness
- Work life balance
- Mindfulness and stress management
- Action plans and follows up.

LEARNING OUTCOMES

By the end of this course participants will:

- Gain an understanding of the insidious nature of stress and personal reactions.
- Learn how to unwind, manage stress and build resilience.

METHODS OF DELIVERY

Learning methods will include short talks, group discussions, case studies, and relaxation and mindfulness exercises.

It is suggested that participants wear comfortable clothing.

THE PRESENTER

Barbara Miller is an organisational psychologist, life coach and trainer with degrees in social science and a diverse working background in management and adult education. She is a member of the Australian Psychological Society, Coaching Psychology Interest Group, the Australian Institute of Management and principal of Potential Unlimited, a training and development consultancy based in Canberra.

Barbara is a positive psychologist whose mission is to help people bring *flow* into their life by using strengths to dramatically improve their work performance, incorporate a healthy lifestyle, and strengthen their relationships and resources. She is an advanced skills teacher, counsellor and published writer.

TESTIMONIALS

Barbara provided a smorgasbord of opportunities for me to learn and grow and as a result I have a feast to take away and share with everyone that I come into contact with, at work, home, anywhere.

- Academic, Emotional Intelligence and Resilience,

Thanks to Barbara! The course held my attention and I enjoyed the day.

- Executive Officer, From Burnout to Balance

Barbara was an excellent trainer, helpful information, good course."

- Rebecca Chalker, Dept of Defence

I feel wonderful. So much to put into practice – but will be adding a little each day. It seems to be achievable. Great information. Easy friendly day.

- Colleen McMillan

Everything was great. Handouts were excellent. Easy friendly atmosphere. Great presenter – covered a lot of topics that helped me. Enjoyed course thoroughly.

- Vicki Harrison, ACT Government

SCHEDULE

9:00am	WELCOME
9.15am	Key sources of stress Understanding work and personal stress The insidious nature of stress
10:30am	<i>Morning Tea (15 Minutes)</i>
10.45am	Stress and health Stress busters (three practical tools) Mindfulness and stress management
12:45pm	<i>Lunch (45 minutes)</i>
1:30pm	Five ways to manage stress and improve wellbeing Relaxation and yogic breathing techniques Building stress hardiness
3:00pm	<i>Afternoon Tea (15 Minutes)</i>
3:15pm	Work life balance & healthy lifestyle Mindfulness Practices Feedback
4:30pm	Action Plan and follow up
5:00pm	Finish

About Acorn

Acorn Training and Consulting is a Canberra based training company focussed on workshops specific to the Public Sector. Since 1993 we have been offering workshops in productivity, communication skills and professional development. Acorn works closely with specialist training consultants to bring you the best training available for Public Sector employees.

Enrolment Form – Stress Management

ABN 34073999185

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre, 74 Townshend St, Phillip, ACT
Workshop dates:
Time: 9.00 a.m. to 4.45 p.m.

Attendee	Email Address	Date of Workshop
1.		
2.		
3.		
4.		
5.		
6.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Total price \$595x _____ attendees = \$_____ \$545 early bird price (early bird applies up to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____
 Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the workshop. Cancellation is accepted more than seven days prior to the workshop date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day may incur an administrative fee. We suggest you send a substitute if you can't come at the last minute. If you do not wish to receive this information please place remove in the subject line of a return email.