



## ***Stress Relief and Stress Reduction in the APS***

***Stress is now the largest contributor to sick days in the APS and staff at every level need some skills to cope. You may never be able to have a totally stress free life but you need to manage and prevent stress as much as possible.***

Stress seems like an inevitable part of life. The demands of work, home, and society can place a lot of stress on just about anyone. This one-day workshop will help you identify your personal stressors and will explore some ways to manage and prevent stress.

### **How you will benefit from this workshop**

- Understand stress
- Be better able to deal with stressful situations
- Become more stress-resilient
- Personalize techniques to manage stress
- Develop organisational and problem solving skills

### **What you will cover:**

- Defining stress
- The causes and costs of stress
- Understanding and managing precipitating factors
- Holmes-Rahe stress inventory
- The triple A approach: Alter, Avoid, and Accept
- Being flexible in the face of change
- Dealing with anger and worry
- Solving problems
- Building supportive relationships
- Using humour
- Relaxation techniques
- Nutrition, exercise, and sleep
- Making the most of vacations
- Redefine your expectations
- Getting organized at work and at home
- Delegating and saying no



**SCHEDULE**

<b>9:00am</b>	<b>WELCOME</b>
<b>9.15am</b>	<b>Module 1: Understanding Stress</b> Defining Stress The Causes of Stress The Costs of Stress Understanding and Managing Precipitating Factors Your Personal Stress Inventory
<b>10:30am</b>	<i>Morning Tea (15 Minutes)</i>
<b>10.45am</b>	<b>Module 2: Dealing with Stressful Situations</b> The Triple A Approach Alter Avoid Accept <b>Module 3: Becoming Stress-Resilient</b> Being Flexible in the Face of Change Dealing with Anger
<b>12:45pm</b>	<i>Lunch (45 minutes)</i>
<b>1:30pm</b>	Reducing Worry Solving Problems <b>Module 4: Managing Stress</b> Building Supportive Relationships Using Humour Relaxation Techniques Nutrition, Exercise, and Sleep Making the Most of Vacations
<b>3:00pm</b>	<i>Afternoon Tea (15 Minutes)</i>
<b>3:15pm</b>	<b>Module 5: Managing Time to Prevent Stress</b> Redefine Your Expectations Getting Organized at Work Getting Organized at Home Delegating Saying No
<b>4:45pm</b>	<b>Action Plan</b>
<b>5:00pm</b>	<b>Finish</b>



**Enrolment Form – Stress Relief and Stress Reduction in the APS**

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to bookings@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's name	Email address	Date (of workshop)
1.		
2.		
3.		
4.		
5.		
6.		
<b>Organisation</b>		
<b>Branch/Division</b>		
<b>Address</b>		
<b>Phone #</b>		
<b>Fax #</b>		

**Payment Details**

Total price \$495 x \_\_\_\_\_ attendees = \$\_\_\_\_\_

**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.