

The University of Toledo
College of Business Administration
Executive Center for Global Competitiveness

STRESS REDUCTION TECHNIQUES

Program Overview

Do your employees seem stressed by pressures on the job or in their personal lives? Do they appear tired or nervous, or act frustrated more often than not? Is it affecting their work performance?

If your employees need to relieve stress, become more engaged at work and live a more balanced life, then send them to the *Stress Reduction Techniques* seminar. This program will provide an opportunity for them to learn some ready-to-use techniques for managing stress that can be applied in their lives immediately.

Program Objectives

During this retreat from a stressful world, participants will learn how to:

- ◆ Identify the characteristics and effects of stress
- ◆ Recognize their personal stress signals and spot symptoms in others
- ◆ Increase their awareness of the mind's role in the stress cycle
- ◆ Reprogram themselves to avoid automatic or defensive responses to stress
- ◆ Get rid of their worries and break the anger habit
- ◆ Manage physical stress through nutrition, exercise, and relaxation
- ◆ Use a six-step problem-solving model to take control of their stressful situations

Program Agenda

Understanding the Impact of Stress

- ◆ The ravages of stress
- ◆ Stress—the “invisible” disease
- ◆ Your personal stressors and stress reactions
- ◆ The challenge of what you can and cannot control

Managing Mental Stress

- ◆ Using a stress management model to understand the ABCs of stress
- ◆ Three key elements of stress—perception, paradigm, and self-talk
- ◆ Distorted thinking styles and how to redirect them
- ◆ Reducing stress with positive self-talk
- ◆ The power of affirmations
- ◆ How to handle the two most unpopular “stress emotions”

Managing Physical Stress

- ◆ Eating habits for a winning performance
- ◆ When feeling “snackish”
- ◆ Exercise—the key to giving yourself an energy boost
- ◆ How to create more “active minutes”
- ◆ Making time to relax at work

Controlling Stress

- ◆ Problem solving—the counterattack against stress
- ◆ How to solve problems instead of worrying about them
- ◆ 20 practical ways to relieve stress
- ◆ When all else fails—the two most important stress reduction rules

About the Instructor

Debra A. Smith is a nationally respected consultant, speaker, and seminar leader. Her subject is professionalism—a composite of respect for the organization, respect for the people it serves, and respect for oneself. She develops this professionalism in her listeners, thereby enabling employees to reach their highest potential within the organization. People who attend her seminars gain new insight and direction, reinforced by effective skills that greatly enhance their performance. Every year Debra travels to over 100 cities in the United States and Canada to deliver her seminars on communication, time management, conflict resolution, and customer relations. Her seminars are skillfully designed to meet the needs of managerial, supervisory, and support personnel. She has trained over 450,000 people from organizations in the private sector and government as well as in numerous colleges and universities.

If you wish to tailor this program for onsite training at your company, please contact Carrie Herr, the Director of ECGC, by calling 419-724-2591 or via email at carrie.herr@utoledo.edu.