



OBT

OBT Course Outline

16. Managing Stress

<i>Main Aims and Key Benefits:</i>	To help participants to deal with and manage stress, by using strategies to either reduce the causes of stress and/or relieve stress when it cannot be avoided.
<i>Course Content:</i>	<ul style="list-style-type: none">▪ What is stress and the affect it can have on employees▪ Causes of stress▪ Stress management strategies▪ Stress in the workplace▪ Developing a Personal Action Plan
<i>Training Methods:</i>	<ul style="list-style-type: none">▪ Presentations▪ Syndicate exercises▪ Group discussion
<i>Who will benefit:</i>	Bursars, Assistant Bursars, Heads of Department, Senior Team Leaders, HR management; employees at any level needing to develop strategies for managing stress in their workplace
<i>Duration:</i>	1 day
<i>Certification:</i>	OBT and Progressive Training
<i>Training Provider:</i>	Progressive Training