



OBT

OBT Course Outline

MANAGING STRESS

Main Aims and Key Benefits:	To help participants to deal with and manage stress, by using strategies to either reduce the cause of stress and/or relieve stress when it cannot be avoided.
Course Content:	<ul style="list-style-type: none">▪ What is stress and the effect it can have on employees▪ Causes of stress▪ Stress management strategies▪ Stress in the workplace▪ Developing a Personal Action Plan
Training Methods:	<ul style="list-style-type: none">▪ Presentations▪ Syndicate exercises▪ Group discussions
Who will benefit:	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
Duration:	½ day
Certification:	OBT and Progressive Training
Training Provider:	Progressive Training