

Stress Management

Stress is like friction and without it advancement would be impossible. Alternately, stress and friction can work negatively to slow down progress, wear down ability, and even tear up future options. The key is to identify and manage healthy friction and reduce the negative aspects of stress for optimal performance.

Continuous changes in the workplace along with the pressures of meeting urgent deadlines and commitments are a constant source of triggers: both positive and negative. Our objective is to learn how to bring positive stress into our life, which compels us to action, creates greater awareness, new perspectives, anticipation, and excitement. All of which can be achieved in our hectic worlds through time management and effective planning.

Learning to understand the physical and emotional effects stress can have and how to create positive results from negative feelings in the time available is essential to your success. This course will teach you how to utilize positive stress and fend off negative stress to become more productive, more energetic, and happier.

Learn ways to...

- Determine the stress levels that best suit you and your personality
- Plan your time around the results you want
- Communicate effectively with others to avert crisis and recover from a difficult situation

Without the proper tools, the negative effects of stress can create feelings of distrust, rejection, anger, depression, health problems, and more. Identifying unrelieved stress and being aware of its effect on our lives is not sufficient for reducing its harmful effects. Just as there are many sources of stress, there are many possibilities for its management: changing the source of stress and changing your reaction to it. This program will help you:

- 1. Increase your awareness of stressors and possible emotional and physical reactions**
Develop a quick and easy mental checklist for increasing your awareness.
- 2. Recognize change opportunities and have the two key tools to change it at your disposal**
Learn the critical factors to create success for even the harshest emotional situations.
- 3. Learn the effective communication skills to assist you and others during times of stress**
Communicate confidence and comfort with position, tone, and delivery.
- 4. Prepare your critical personal and communication skills for emotionally explosive situations**
Discover the simple phrases that make a difference in how your information is received.
- 5. Learn the components to building your physical and emotional reserves to deal with stress**
Link safe experiences to learning opportunities with core values as a reserve of strength.
- 6. Drawing on your hidden reserves when nothing else is available**
Discover your grounding emotional state.
- 7. Maintain your emotional reserves**
Knowing when to recharge your “emotional” batteries is an important part of being effective.



OXFORD COMPANY

213 Second Street • Huntington Beach • CA • 92648-5103
(714) 960-7461 • fax (714) 960-5107 • info@oxfordco.com