**Stress Management**

Welcome and thank you for investing your time to improve your stress management skills. We aim to make this course stimulating, practical and full of tips to help you feel in control. You will benefit by learning tips and techniques, which will improve your coping mechanisms.

We will be running this as a live, online training course via zoom.com and have included all the information that will make this an easy to access workshop.

**INFORMATION AND AGENDA**

We hope the following information will answer any practical questions you may have. If you have any further queries, please email us at [info@totalsuccess.co.uk](mailto:info@totalsuccess.co.uk) or call us on 020 8269 1177.

**Date**:  ***30th April 2020***

**TOTAL SUCCESS TRAINING**

**Agenda:** 9.45-10.00 Log in and system check

10.00-12.30 Morning

1.00-3.30 Afternoon

*If you’ve not use zoom.com before, please ensure you download the zoom.com app on your computer and check that it works prior to log in as it takes about 30 mins to set up the free account.*

*The course joining details are as follows. Open zoom.com and log in. On Home tab, click Join and log in using meeting id and password (if prompted). Click join with video. You will be placed into the waiting room until the host logs you in.*

Meeting id: 699 762 7580

Meeting password: 374205

**COURSE OBJECTIVES AND AGENDA**

This course is designed to address both the short and long term issues of individual and work-related stress. We will show that by identifying the ‘real’ causes of stress and tackling them head on will provide the means to improve the quality of our lives, both personally and professionally. During the course delegates will begin to understand

* the causes of work-related stress
* the 4 main ways that stress affects the body
* learn tips and techniques that will enable them to feel more in control.

The focus of the course is to teach practical techniques that will help to reduce the harmful consequences of stress.

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**TOTAL SUCCESS TRAINING**

**Pre-course activities and exercises**

Please complete the Pre-course form and return it to us via email. The activities that need to be done prior to the course are set out below.

**Pre-course Briefing form – please complete and send to us 24hrs before course**

**PRE-COURSE BRIEFING**

**Name**……………………………………………………**Organisation**……………………………

**Department/Team**………………………………………………… **Date**…………………

**What do you hope to achieve from this course?**

Please list your key objective(s). Please make them action specific, e.g. “As a result of this course I will be able to ………………………..”

**1.**

**2.**

**3.**

4.

**Pre-course Activities**

Please print off all handouts and activities and complete the following prior to attending the course

**Activity 1:** How stressed are you in your daily life?

**TOTAL SUCCESS TRAINING**

This email contains:

* A pre-course form that you need to complete and send back to us. It includes your course objectives that we will run through with you during the Introduction.
* A course manual/notes that can be downloaded for reference during the seminar
* A course agenda
* All pre-course exercises that need to be completed before the course (we’ll be using these on the day)
* A full set of the activities you’ll be doing on the course. These can be completed before the course, but this is not essential
* A link to our website with all the course materials to download (if you’re having difficulty accessing the information contained on this email)
* A link to zoom.com with all the information you need to access the programme via your computer
* A post-course action plan and course evaluation form. This will be completed as proof of attending. A copy should also be sent to us.
* A link for the full set of templates and forms you can download and use after the course

**Joining instructions**

Please log into your zoom.com account and use the meeting id and password supplied. If these are not given in this email, we will email them to you within 24 hours of the course start date.

Meeting id: 699 762 7580

Meeting password: 374205

N.B. You will need to set up a zoom.com account and download the app for full functionality. This will take about 30 mins to complete. If you need help to do this zoom.com has a very comprehensive info page - [**Quick start guide for new users**](https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users#h_7f86f5ec-787b-469a-8f5e-26645da2a356)

Click on the link to access this.

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users#h_7f86f5ec-787b-469a-8f5e-26645da2a356>

**Downloadable course materials**

This link will direct you to our website and you can download the course materials used on the course plus forms and templates that you can use after the training.

Download pre-course forms and activities

[www.totalsuccess.co.uk](http://www.totalsuccess.co.uk)

Download templates and course manual

[www.totalsuccess.co.uk](http://www.totalsuccess.co.uk)

**POST-COURSE ACTION PLAN**

**Name**………………………………………………………………………………………………..

**Department/Team**…………………………………………………………………………………

**Course Title**……………………………………………………………… **Date**…………………

Please list your key objective(s). Please make them action specific, e.g. “As a result of this course I will ………………………..”

|  |  |
| --- | --- |
| **Actions** | **Date to be completed.** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

**How will you ensure your stay on track with your action plan?**

**What further training or coaching will enable you to achieve your learning goals?**

**What difficulties do you predict and what help do you need in overcoming them?**