

OUTLINE

Managing Workplace Anxiety Course

Lesson 1

Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Lesson 2

Common Types of Stress

- Social Anxiety
- Generalized Anxiety Disorder
- Panic Disorder
- Phobias
- Case Study

Lesson 3

Recognizing Symptoms in Others

- Preventing Social Situations
- Difficulty in Accepting Negative Feedback
- Issue in Focusing on Tasks
- Irrational Fears
- Case Study

Lesson 4

Coping Strategies (I)

- Maintaining a Journal
- Power of Positive Thinking
- Have a “Me” Place You Can Go
- Establish Attainable Goals
- Case Study

Lesson 5

Coping Strategies (II)

- Talk with Friends and Family
- Get Enough Sleep
- Eating Well and Exercise
- Begin Small and Build Up to Larger Challenges
- Case Study

Lesson 6

Don't Avoid the Situation

- It's OK to Make a Mistake
- Accept the Circumstance, and Move On
- Avoidance Can Cause a Cycle of Anxiety
- Identify the Trigger
- Case Study

Lesson 7

Differences in Anxiety and Standard Nervousness

- It Runs Along a Spectrum
- Anxiety Can Occur Without a Cause
- The Length of Time Symptoms Last
- It's an Exaggeration of Normal Feelings
- Case Study

Lesson 8

Physical Symptoms

- Rapid Heartbeat
- Panic Attack
- Headache
- Trembling or Shaking
- Case Study

Lesson 9

Recognize the Positive Aspects of Anxiety

- It tells Us to Danger
- Improves Self-Awareness
- Can Be a Good Motivator
- Prevent Mistakes
- Case Study

Lesson 10

Common Anxiety Triggers

- Uncertainty or Fear of the Unknown
- Holding in Feelings
- Public Speaking/Speaking Up
- Trying to Be Perfect
- Case Study

Lesson 11

When to Seek Extra Help?

- Feeling Overwhelmed
- Physical Changes
- Unable to Function or Function
- Panic Attacks
- Case Study

Lesson 12

Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.