



CCC's Proposal to Organisations Stress Training: 'Recognising and Addressing Employee Stress' Half Day Workshop (3 hours)

Designed for:

Employees with responsibility of working in teams, managing staff and/or staff mentoring. The workshops are most effective if all attendees in one group have a similar level of responsibility.

Aims:

This half-day workshop is designed to enable participants to:

- Understand and identify stress
- Become aware of the signs of stress and how it can affect individuals
- Gain an understanding of ways of addressing stress in both yourself and others
- Share experiences of managing stress in others

Participants will derive most benefit from the workshop by being willing to give and receive feedback in small group work.

Overview:

- Pre- workshop questionnaire
- Stress – what is it?
- How to recognise it
- Impact on self, colleagues and business
- Personal stress audit and prioritising
- Review session to share examples of where stress might occur and how it can be managed
- On-going actions and support needs

Key Learning Points:

- What is stress?
- Impact on the workplace
- The impact of NOT taking action
- Recognising signs and symptoms
- Responding to signs and symptoms in self
- Responding to signs and symptoms in colleagues/employees
- How to encourage employees and managers to support one another in line with needs and ethos of each individual department.

Resources and Costs:

Sessions: One half day per group with follow up session if required

Maximum number of delegates: 8 per group

Cost: £450.00 per half day. For sessions taking place at the organisation's premises, an additional fee of £25 per hour travel time and 42 pence per mile fuel charge will also apply.

Duration: Half Day (3 hours)

Venue: On site at client organisation premises (suitable room to be provided)

Open to employees working in teams or with managing/mentoring responsibility



CCC Proposal to Organisations Stress Training: Managing Stress Lunchtime Learning Slot (1 hour)

Designed for:

All employees

Aims:

This one hour presentation is designed to enable participants to:

- Understand and identify stress in themselves
- Become aware of the signs of stress and how it can affect individuals
- Gain an understanding of ways of addressing stress

Key Learning Points:

- Causes and sources of stress
- How it affects an individual
- The physiological role of stress in humans
- The biology of stressors – healthy and unhealthy
- Healthy and unhealthy ways of dealing with stress
- Techniques to improve coping strategies
- Relaxation exercises
- How to reduce stress in their workplace

Resources and Costs:

Fee: £250 per hour. Discounts will apply for consecutive sessions taking place on the same day. For sessions taking place at the organisation's premises, an additional fee of £25 per hour travel time and 42 pence per mile fuel charge will also apply.

Duration: 1 hour per group

Venue: On site at client organisation premises (suitable room to be provided)

Open to all staff

Maximum number of delegates per group: 20

Should you wish to book either of these sessions, please contact me with details of the number and level of delegates and proposed dates. We will endeavour to fulfil all requests but cannot guarantee availability on all dates requested, as we must make a mutually convenient arrangement.

Heather Knapp

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