Training Topics:

- **Understanding Stress:**
  - What is Stress?
  - Types of Stress
  - Symptoms of work stress
  - Causes of Harmful Work Stress
  - Exercise: Personality and Stress Questionnaire
  - The Power of Perception
  - Reaction to Stress

- **Managing Stress:**
  - Fight or flight
  - Skills to manage stress
  - Stress management:
    - Action oriented skills
    - Emotion oriented skills
    - Acceptance oriented skills

- **Stress Management Techniques:**
  - **Action-oriented skills:**
    - Job Oriented Analysis
    - Stress Diet
    - Physical Exercise
  - **Emotion-oriented skills:**
    - Positive Attitude
    - Imagery
  - **Acceptance-oriented skills:**
    - The Power of R & R (Rest and Relaxation)
    - Physical Relaxation Techniques
    - Thought Awareness

**Tips on Handling Stress**
Training Hours:

The duration of the training program will be 8 hours