

# Lynn Page & Associates

We develop people, processes, programmes & learning solutions

**Demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations**

**Stress Wise: Managing personal stress**

Aligned to USID 9506 | Credits 5 | NQF Level 5

Duration: 2 days

Stress Wise is designed to help individuals become aware of the role of stress in their lives, help them identify their optimum stress levels and provide them with tools to manage their stress effectively.

## Programme overview:

### 1. The nature of Stress

- ◆ What is stress?
- ◆ Knowing the difference between healthy and unhealthy stress

### 2. Stress in your life

- ◆ Find out what your stress levels are
- ◆ How your body and mind responds to stress and how this affects your emotions, your relationships and your work
- ◆ How stress builds up over time and how this can affect your health

### 3. Symptoms of stress

- ◆ The danger signs of highly elevated stress levels
- ◆ Checking how many of these danger signs you experience in your own life

### 4. Managing your stress

- ◆ What you can do to manage your stress better
- ◆ Taking a new look at fitness and the role of exercise: How to make this part of your life
- ◆ The role of nutrition: How you can eat cost effectively AND healthily
- ◆ Using your mind to help you manage stress: how to stress-wise your thinking, and how to deal with challenges and difficulties in your personal, family and work life
- ◆ What kind of support can be helpful and how to get the support you need
- ◆ How to pick up when other people are suffering from stress and how to help and support them

### 5. Changing your self talk

- ◆ Assessing your destructive self talk, when you use it and how it affects you
- ◆ Creating personal, powerful and positive affirmations

### 6. Assertion skills

- ◆ Determining your boundaries
- ◆ Strategies to make saying no easier
- ◆ Providing reasons for saying no

### 7. Time management

- ◆ Evaluate your current time management skills
- ◆ Determining priorities
- ◆ Explore various time management techniques and which one/s you will personally find helpful



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