

### Stress Management Strategies:

#### How To Make Stress Your Friend

Training for Employees In Need of Stress Management Strategies



#### *Facilitator's Guide*

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#### **Facilitator's Note:**

This training will take one hour to complete. This training is intended for employees, at any level, in need of developing strategies for managing stress in the workplace. You will need to take some time to look over this guide to familiarize yourself with its content and flow. You will need to open the PowerPoint associated with this guide and share the PowerPoint on your screen. Make sure to set up poll questions in Zoom, prior to the training (go to *meetings* page, scroll to the bottom to find the *poll* option, click *add* to begin creating poll). Please note that the link for the training has already been sent to the participants.

#### **Producer's Pre-Work:**

You will need to review this guide to familiarize with the content and flow of the course. There are several breakout rooms in this training. Breakout rooms will include at least two people or more, depending on the total number of participants. Breakout rooms will be set up randomly initially but groups will remain the same throughout the module of activities so participants can build upon previous activities. You will need to be open PowerPoint file associated with this guide and share the PowerPoint on your screen. Please start Zoom application and make sure attendees and chat are visible. Please also open Spotify playlist.

#### **Learning Objectives:**

- Identify the causes of stress and how it can affect them.
- Describe stress management strategies to manage stress in the workplace.



### Materials and Equipment:


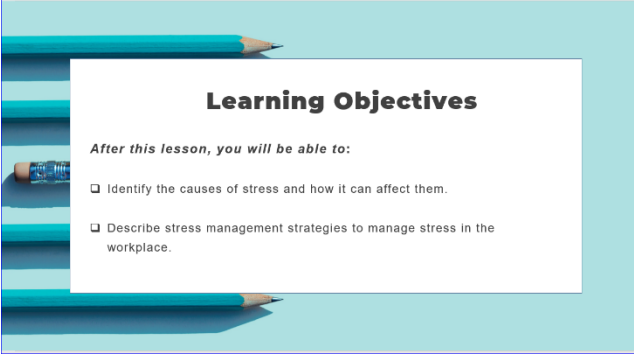
- Stress Management Strategies Training PowerPoint Slides
- Computer with camera and microphone
- Log-in access to Zoom
- Electronic copy of Participant Guide and handouts

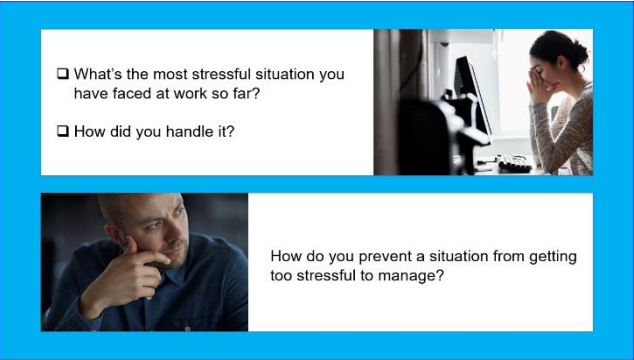
### Lesson Outline

Topic	Additional Information	Time
Introduction	-Welcome -Ground Rules -Agenda -Learning Objectives	5 minutes
Discussion	-What's the most stressful situation you have faced at work so far? How did you handle it? -How do you prevent a situation from getting too stressful to manage?	10 minutes
How To Make Stress Our Friend Video	-View Video -Debrief	16 minutes
What is Stress?	-Definition -What happens to our body -Physical and Emotional Symptoms -Unhealthy Behaviors	5 minutes
Knowledge Check	-Zoom Poll	3 minutes
Causes of Stress	-Causes	5 minutes
Stress Management Strategies	-5 Stress Management Strategies	6 minutes
Knowledge Check	-Zoom Poll	3 minutes
Recap	-Summary of training	2 minutes
What Stuck?	-Zoom whiteboard	5 minutes
<b>Total Time</b>		60 minutes

Lesson Content:

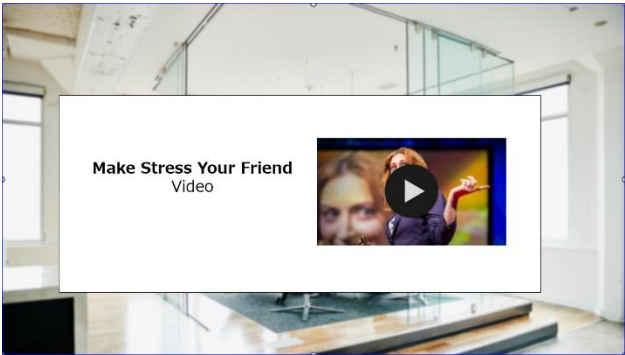
Slides	Facilitator Notes	Slide Image	Producer Notes
<p><b>Slide 1:</b> Welcome</p>	<p><b>DO:</b> Share your screen and display slide.</p> <p>Turn on camera, unmute mic, and welcome participants as they join the training.</p> <p>Introduce yourself (name, position, interesting fact/relevant information).</p>		<p><b>DO:</b> Start Spotify playlist.</p> <p>Admit participants into the meeting.</p> <p>Greet early participants.</p> <p>Ask participants to stay muted unless called upon.</p> <p>Remind participants to have a notebook nearby or be prepared to take notes electronically.</p> <p>Stop playlist when facilitator is ready to begin.</p>
<p><b>Slide 2:</b> Ground Rules</p>	<p><b>DO:</b> Display slide</p> <p>Review ground rules.</p> <p><b>SAY:</b> I encourage you to turn on your cameras to receive the most out of today’s training, however, we understand if you are not comfortable turning on your cameras.</p>		<p>N/A</p>
<p><b>Slide 3:</b></p>	<p><b>DO:</b></p>		<p>N/A</p>


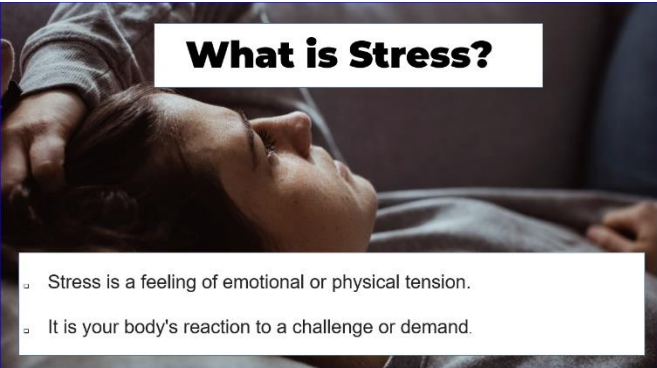
<p>Agenda</p>	<p>Display slide</p> <p>Review the agenda.</p>		
<p><b>Slide 4:</b> Learning Outcomes</p>	<p><b>DO:</b> Display slide</p> <p>Read the learning objectives.</p>		<p>N/A</p>



<p><b>Slide 5:</b> Discussion</p>	<p><b>DO:</b> Display slide</p> <p><b>SAY:</b> You will spend five minutes discussing the two questions and will be in breakout rooms. After the breakout rooms are created, click the join breakout room, introduce yourself and begin the discussion. You will receive a one-minute countdown when the breakout room is almost done.</p> <p><b>DO:</b> Ask participants to share their responses to the questions when they return to the main room.</p> <p>Thank participants for sharing and tell them we will talk further about the mentioned points throughout the training.</p>		<p><b>DO:</b> Create breakout rooms while facilitator is explaining the activity.</p> <p>Set timer for five minutes.</p> <p>Start playlist while participants are working in breakout rooms.</p> <p>Give participants one minute warning before the timer finishes.</p> <p>End playlist when timer ends.</p>
<p><b>Slide 6:</b> “How To Make Stress Our Friend” Video</p>	<p><b>DO:</b> Display slide</p> <p><b>SAY:</b></p>		<p>N/A</p>

You will now watch a video which discusses how to make stress "our" friend.

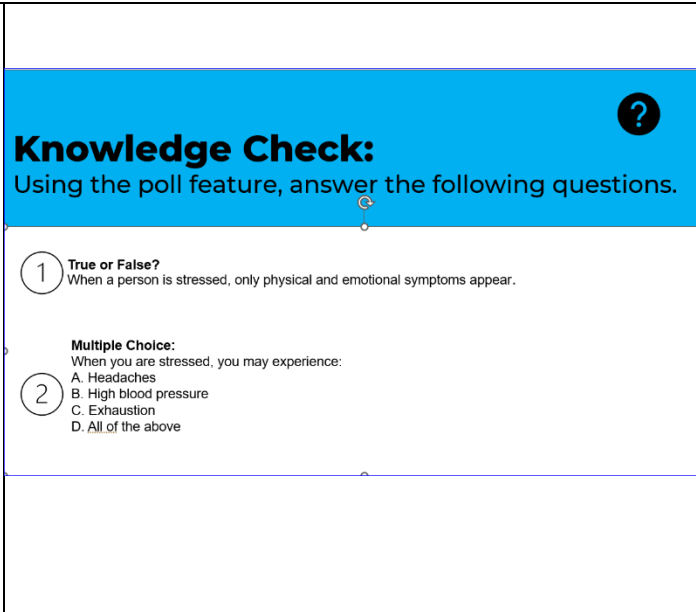
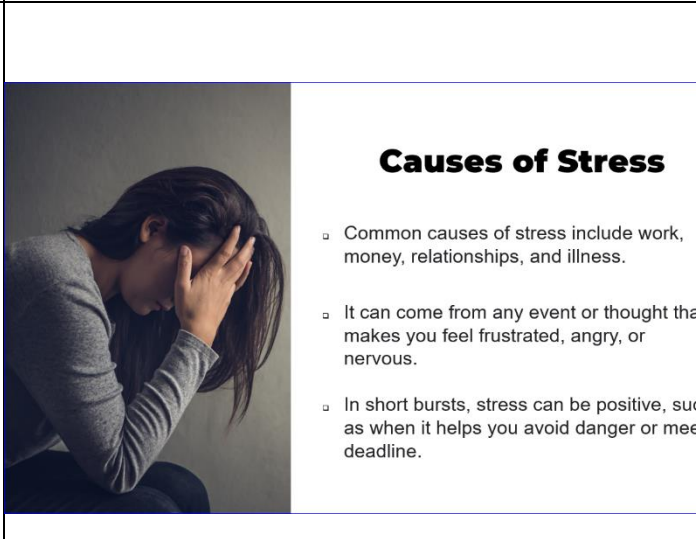
**DO:**  
Play the video which talks about how to make stress "our" friend.





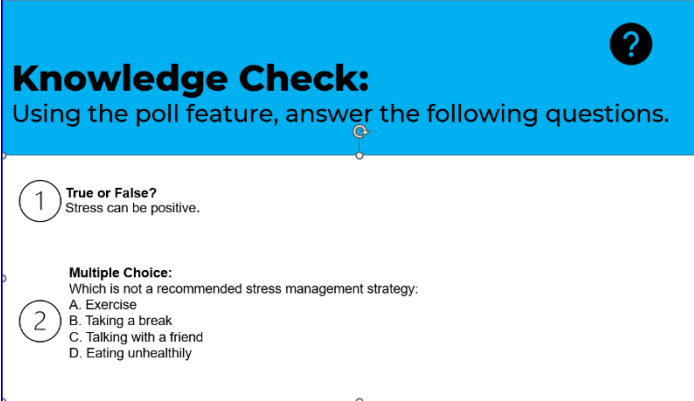

<p><b>Slide 7: Video Debrief</b></p>	<p><b>DO:</b> Display slide</p> <p><b>SAY:</b> You can use the chat or use the “raised hand” feature to unmute yourselves to debrief the video.</p> <p><b>DO:</b> Encourage participants to share, remain neutral, clarify questions/concerns, and paraphrase participants viewpoints.</p> <p><b>Thank</b> participants for sharing.</p>		<p><b>DO:</b> From the participants with a raised hand icon, call on one person at a time to share with the group.</p> <p>Monitor responses in chat.</p> <p>Make sure volunteer sharing is unmuted.</p>
<p><b>Slide 8: What is Stress?</b></p>	<p><b>DO:</b> Display slide</p> <p>Review the slide.</p> <p><b>SAY:</b> Everyone deals with stress at some point in their lives. Define stress as the feeling of emotional or physical tension and your body’s reaction to a challenge or demand.</p>		<p>N/A</p>


<p><b>Slide 9:</b> What happens to your body during stress?</p>	<p><b>DO:</b> Display slide  Review the slide.</p> <p><b>SAY:</b> Stress effects everyone differently because our bodies get into a “fight or flight” response. People who are under stress can feel physical, emotional, or behavioral symptoms.</p>	 <p><b>What happens to your body during stress?</b></p> <ul style="list-style-type: none"> <li>▫ The body’s autonomic nervous system controls your heart rate, breathing, vision changes and more.</li> <li>▫ Its built-in stress response, the “fight-or-flight response,” helps the body face stressful situations.</li> <li>▫ When a person has long-term (chronic) stress, continued activation of the stress response causes wear and tear on the body. Physical, emotional, and behavioral symptoms develop.</li> </ul>	<p>N/A</p>
<p><b>Slide 10:</b> What are the physical symptoms of stress?</p>	<p><b>DO:</b> Display slide  Review the slide.</p> <p><b>SAY:</b> Sometimes it is important to call people to resolve issues or clarify something quickly. And because people do not see each other often, communication is more critical when working remotely.</p>	<p><b>What are the physical symptoms of stress?</b></p> <ul style="list-style-type: none"> <li>▫ Aches and pains</li> <li>▫ Chest pain or a feeling like your heart is racing</li> <li>▫ Exhaustion or trouble sleeping</li> <li>▫ Headaches, dizziness or shaking</li> <li>▫ High blood pressure</li> <li>▫ Muscle tension or jaw clenching</li> <li>▫ Stomach or digestive problems</li> <li>▫ Weak immune system</li> </ul> 	<p>N/A</p>



<p><b>Slide 11:</b> Knowledge Check</p>	<p><b>DO:</b> Display slide</p> <p>Introduce knowledge check using the poll feature to answer the questions.</p> <p><b>SAY:</b> You will have 2-3 minutes to complete the poll.</p> <p><b>DO:</b> Review the poll results with participants.</p>		<p><b>DO:</b> Begin poll by clicking polls in the meeting controls.</p> <p>Click launch polling.</p> <p>Give participants one minute warning.</p> <p>Conclude sharing the poll results and share the PowerPoint presentation when the facilitator is done explaining the results.</p>
<p><b>Slide 12:</b> Causes of Stress</p>	<p><b>DO:</b> Display slide</p> <p>Review the slide.</p> <p><b>SAY:</b> It is important sometimes to call people to resolve issues or clarify something quickly. And because people do not see each other often, communication is more critical when working remotely.</p>		<p>N/A</p>

<p><b>Slide 13:</b> Stress Management Strategies</p>	<p><b>DO:</b> Display slide</p> <p><b>SAY:</b> You will now watch a video that discusses five stress management strategies.</p> <p><b>DO:</b> Play the video which talks about the 5 stress management strategies.</p>	<p style="text-align: center;"><b>Stress Management Strategies</b></p> 	<p>N/A</p>
<p><b>Slide 14:</b> Stress Management Strategies</p>	<p><b>DO:</b> Display slide</p> <p>Review the slide.</p> <p><b>SAY:</b> It is important to use one or all of the 5 strategies to manage your stress.</p>	 <ol style="list-style-type: none"> <li>1. Exercise</li> <li>2. Take a break</li> <li>3. Meditate</li> <li>4. Talk with a friend</li> <li>5. Eat right</li> </ol>	<p>N/A</p>

<p><b>Slide 15:</b> Knowledge Check</p>	<p><b>DO:</b> Display slide</p> <p>Introduce knowledge check using the poll feature to answer the questions.</p> <p><b>SAY:</b> You will have 2-3 minutes to complete the poll.</p> <p><b>DO:</b> Review the poll results with participants.</p>		<p><b>DO:</b> Begin poll by clicking polls in the meeting controls.</p> <p>Click launch polling.</p> <p>Give participants one minute warning.</p> <p>Conclude sharing the poll results and share the PowerPoint presentation when the facilitator is done explaining the results.</p>
<p><b>Slide 16:</b> Recap</p>	<p><b>DO:</b> Display slide</p> <p><b>SAY:</b> Let's recap what you have learned today.</p> <p><b>DO:</b> Review the slide.</p>		<p>N/A</p>

<p><b>Slide 17:</b> What Stuck?</p>	<p><b>DO:</b> Display slide</p> <p><b>SAY:</b> We are going to end the course with a “What Stuck” assessment. You are now going to let me know in a few words what stood out to you from today’s training using the Whiteboard in Zoom. You can write, type, or draw your responses. You will have four minutes to share your thoughts.</p> <p><b>DO:</b> Share participants’ responses.</p> <p><b>SAY:</b> Thank you for learning with us today!</p>	 <p>The image shows a woman with dark hair, wearing a bright yellow long-sleeved shirt, sitting against a yellow background. She has a thoughtful expression, with her hand resting on her chin. To her right is a solid blue rectangular area containing the text "What Stuck?" in a bold, black, sans-serif font.</p>	<p><b>DO:</b> Share the whiteboard with participants by clicking share screen, then click whiteboard, and then click share.</p> <p>Set timer for participants.</p> <p>Give participants one minute warning.</p> <p>Conclude sharing the poll results and share the PowerPoint presentation when the facilitator is done explaining the results.</p>
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