



COURSE INTRODUCTION

IN TODAY'S FAST-PACED PROFESSIONAL ENVIRONMENT, STRESS IS A SIGNIFICANT CHALLENGE IMPACTING PRODUCTIVITY, WELL-BEING, AND ORGANIZATIONAL SUCCESS. THIS WORKSHOP PROVIDES PRACTICAL TOOLS AND TECHNIQUES FOR MANAGING STRESS EFFECTIVELY, ENHANCING RESILIENCE, AND FOSTERING A HEALTHIER WORK ENVIRONMENT. TAILORED FOR PROFESSIONALS ACROSS VARIOUS INDUSTRIES, INCLUDING PHARMACEUTICAL COMPANIES, THIS COURSE OFFERS STRATEGIES TO UNDERSTAND, MITIGATE, AND THRIVE UNDER PRESSURE

DETAILED COURSE OUTLINE:

- **HOURL 1: INTRODUCTION TO STRESS MANAGEMENT**
 - DEFINING STRESS AND ITS IMPACT.
 - IDENTIFYING SOURCES OF STRESS IN PROFESSIONAL SETTINGS.
- **HOURL 2: TIME MANAGEMENT AND PRIORITIZATION**
 - TIME MANAGEMENT TECHNIQUES (EISENHOWER MATRIX).
 - PRIORITIZING TASKS EFFECTIVELY.
- **HOURL 3: COMMUNICATION SKILLS FOR STRESS REDUCTION**
 - ASSERTIVE COMMUNICATION SKILLS.
 - HANDLING DIFFICULT CONVERSATIONS.
- **HOURL 4: PHYSICAL AND MENTAL RELAXATION TECHNIQUES**
 - DEEP BREATHING AND PROGRESSIVE MUSCLE RELAXATION.
 - VISUALIZATION TECHNIQUES.
- **HOURL 5: BUILDING RESILIENCE AND GOAL SETTING**
 - BUILDING RESILIENCE IN THE WORKPLACE.
 - SETTING SMART GOALS FOR PERSONAL AND PROFESSIONAL GROWTH.
- **HOURL 6: ACTION PLANNING AND WRAP-UP**
 - CREATING A PERSONALIZED STRESS MANAGEMENT ACTION PLAN.
 - IDENTIFYING CHALLENGES AND SUPPORT SYSTEMS.





WHAT YOU WILL LEARN:

1. UNDERSTAND THE DEFINITION OF STRESS AND ITS IMPACT ON MENTAL AND PHYSICAL HEALTH.
2. IDENTIFY SOURCES OF STRESS IN PROFESSIONAL SETTINGS, INCLUDING THOSE SPECIFIC TO THE PHARMACEUTICAL INDUSTRY AND OTHER ORGANIZATIONS.
3. LEARN AND APPLY TIME MANAGEMENT TECHNIQUES TO PRIORITIZE TASKS EFFECTIVELY AND REDUCE FEELINGS OF OVERWHELM.
4. DEVELOP ASSERTIVE COMMUNICATION SKILLS FOR HANDLING DIFFICULT CONVERSATIONS AND SETTING BOUNDARIES.
5. PRACTICE PHYSICAL RELAXATION TECHNIQUES SUCH AS DEEP BREATHING AND PROGRESSIVE MUSCLE RELAXATION.
6. UTILIZE MENTAL STRATEGIES LIKE VISUALIZATION AND POSITIVE REFRAMING FOR STRESS REDUCTION.
7. UNDERSTAND THE CONCEPT OF RESILIENCE AND DEVELOP STRATEGIES TO BUILD RESILIENCE IN THE WORKPLACE.
8. SET ACHIEVABLE SMART GOALS FOR PERSONAL AND PROFESSIONAL GROWTH RELATED TO STRESS MANAGEMENT.
9. CREATE A PERSONALIZED STRESS MANAGEMENT ACTION PLAN.
10. IMPLEMENT STRATEGIES FOR MANAGING STRESS AND BUILDING SUPPORT SYSTEMS IN THE WORKPLACE.
11. APPLY THE EISENHOWER MATRIX FOR PRIORITIZING URGENT AND IMPORTANT TASKS.
12. PRACTICE ASSERTIVE COMMUNICATION THROUGH ROLE-PLAYING SCENARIOS.
13. LEARN TO DISTINGUISH BETWEEN ASSERTIVE AND AGGRESSIVE COMMUNICATION STYLES.
14. UNDERSTAND THE IMPORTANCE OF SELF-CARE IN MANAGING STRESS AND PREVENTING BURNOUT.
15. IDENTIFY PERSONAL TRIGGERS AND DEVELOP COPING MECHANISMS.
16. EXPLORE THE BENEFITS OF MINDFULNESS AND MEDITATION IN STRESS REDUCTION.
17. LEARN HOW TO MANAGE CONFLICTS AND RESOLVE ISSUES CONSTRUCTIVELY.
18. IMPLEMENT STRATEGIES FOR CREATING A POSITIVE AND SUPPORTIVE WORK ENVIRONMENT.
19. PRACTICE ACTIVE LISTENING SKILLS FOR BETTER COMMUNICATION AND UNDERSTANDING.
20. UNDERSTAND THE ROLE OF WORK-LIFE BALANCE IN STRESS MANAGEMENT.
21. SET HEALTHY BOUNDARIES BETWEEN WORK AND PERSONAL LIFE.
22. BUILD A NETWORK OF SUPPORT FOR ONGOING STRESS MANAGEMENT.

