

Stress Management and Resilience

Producer: Pre-work	This guide has an accompanying PowerPoint presentation to be used during the course.
	- Slides 11, 16, and 20 will be done in breakout rooms. Collaborate with the Facilitator to decide if participants should be put into specific groups or if the groups can be chosen at random. - Each breakout room should have 4-6 people in it depending on how large the group is. - Each breakout room involves participants staying in one breakout room for 5 minutes. - On slides 1, 11, 16, and 20 you will need to play calm music. <u>DO NOT use YouTube for copyright reasons.</u> You can plug your cell phone into the computer if you have specific music from apps like Spotify.
	A poll (using Mentimeter) will need to be ready for use on slide 8. Also have the Google Form link (https://docs.google.com/forms/d/e/1FAIpQLSciYIAHpbtaRx8i_NDdl4U0PXKUkxxvV16Se8XiJMfmzdmhWQ/viewform) ready to be posted in the chat on Slide 24.
	Have an on-screen timer ready to go. This is open to your selection.
	- Make sure the following Zoom settings are enabled: -Use participant waiting room -Mute upon entry -Make facilitator the cohost -Breakout rooms are premade.
	Test computer, projector, & speakers to be sure they're working & ready.
	The PowerPoint does have animations on some slides that need to be manually activated. This was done so you can control the pace at which you advance. <click> is used to indicate when to advance the animation. Collaborate with the Facilitator to determine who will advance the animation/slides.

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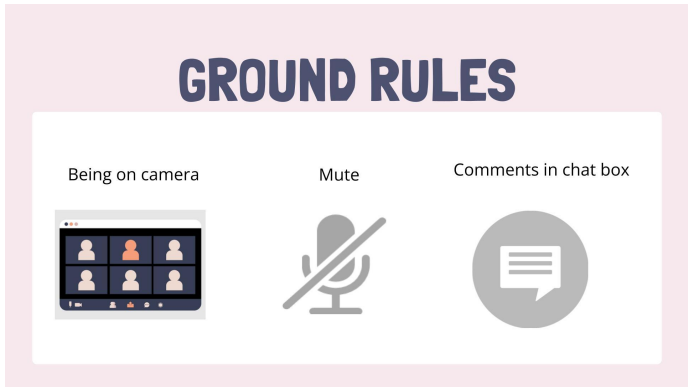
Facilitator Pre-Work:	This guide was developed for the purposes of delivering this course via ZOOM, TEAMS, or other online platforms.
	This session contains three breakout room activities, where participants will need to be divided into groups of 4-6 depending on how large the group is. Collaborate with the Producer about whether you feel those groups should be formed a certain way or if the Producer can make them at random.
	Review the PowerPoint slides ahead of time.
	Check to make sure the computer has a working camera and microphone. Sound quality is good.
	Login access to ZOOM, TEAMS, or the online platform being used.
	Key talking points are included in this guide. You may also fill in with your expertise on the topic to add context.
	Aim towards generating a response from the learner(s) at least once every five minutes; this will keep learners engaged and will encourage them to follow along closely. Examples of these types of responses have been noted using ASK

Session #1		
Slides	Approximate Timing	Topic
1	1 min.	Title Slide/Introduction
2	1 min.	Ground Rules
3	1 min.	Agenda
4	1 min.	Learning Objectives
5	5 min.	Discussion-How would you define stress?
6	2 min.	Stress
7	5 min.	Discussion-What could happen in the long run if one doesn't learn to handle stress?

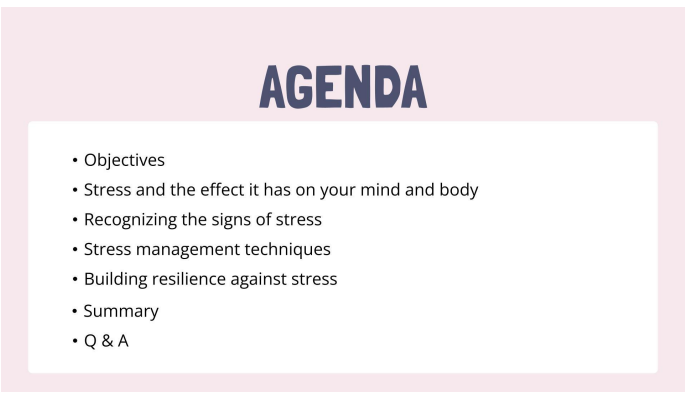
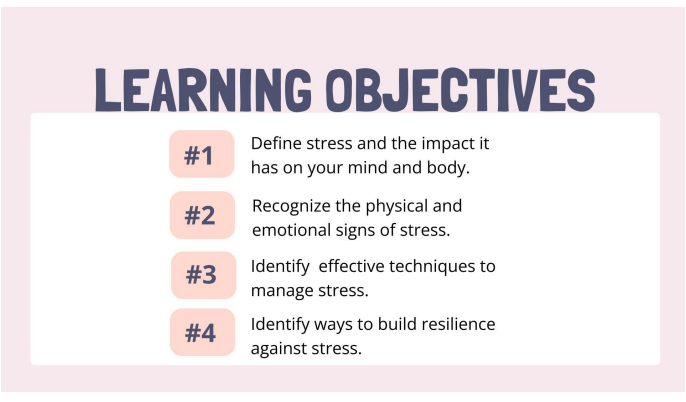
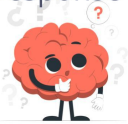
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8	2 min.	Poll Question
9	1 min.	Stressors
10	2 min.	Recognizing Signs of Stress
11-12	17 min.	Breakout Room Discussion and Debrief
13-15	10 mins.	Techniques to Manage Stress
16-17	17 min.	Breakout Room Discussion and Debrief
18-19	3 mins.	Building Resilience
20-21	17 mins.	Breakout Room Discussion and Debrief
22	1 min.	Summary
23	5 min.	Questions
24	5 min.	Google Form Survey
25	1 min.	Thank You
Total:	97 mins.	

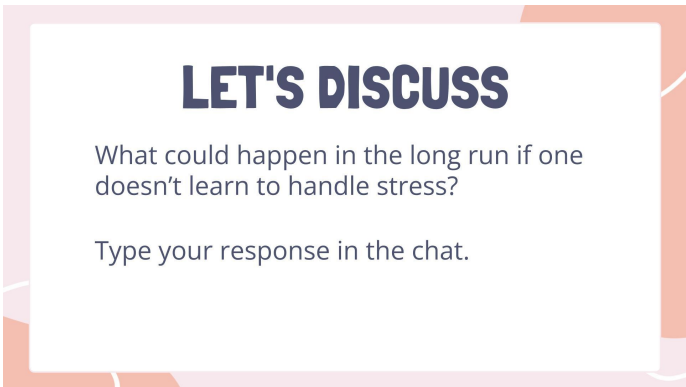
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Slide#) Duration	Slide	Facilitator Notes	Producer Notes
1) 1 min.		DO: • Unmute the mic, turn on your camera. • Greet early learners as needed, letting them know the session will begin shortly. • Remind learners that the session will be recorded and available for review. • Welcome Participants, make sure everyone is on mute before starting the introduction.	DO: • Check for facilitator readiness. • Play calming music for early attendees. • DO NOT use YouTube for copyright reasons. You can plug your cell phone into the computer if you have specific music from apps like Spotify. [ADVANCE SLIDE]
2) 1 min.		DO: • Review the ground rules listed on this slide.	DO: • <Click> to display the ground rules. [ADVANCE SLIDE]

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3) 1 min.	 AGENDA • Objectives • Stress and the effect it has on your mind and body • Recognizing the signs of stress • Stress management techniques • Building resilience against stress • Summary • Q & A	DO: • Go over the agenda for the training.	DO: • <Click> to display the agenda items. [ADVANCE SLIDE]
4) 1 min.	 LEARNING OBJECTIVES #1 Define stress and the impact it has on your mind and body. #2 Recognize the physical and emotional signs of stress. #3 Identify effective techniques to manage stress. #4 Identify ways to build resilience against stress.	DO: • Go over the learning objectives.	DO: • <Click> to display the learning objectives. [ADVANCE SLIDE]
5) 5 min.	 LET'S DISCUSS How would you define stress? Type your response in the chat.  People Illustrations by Storyset	SAY: • Let's talk about stress. How would you define stress? Type your response in the chat or come off mute to share your ideas.	DO: • Monitor the chat. [ADVANCE SLIDE]

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6) 2 min.		SAY: - A basic definition of stress is that it is a feeling of emotional or physical tension. In short bursts, stress can be positive, but when stress lasts for a long time. EXPLAIN: - Sometimes stress can be a positive force, motivating you to do well at something like a work presentation or dance recital. But often it is a negative force. If you experience stress over a prolonged period of time, it can become chronic.	DO: <Click> to display the information. [ADVANCE SLIDE]
7) 5 min.		SAY: - Let's talk about the long-term effects of stress. What could happen in the long run if one doesn't learn to handle stress? - Type your response in the chat or come off mute to share your ideas.	DO: Monitor the chat. [ADVANCE SLIDE]

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8) 2 min.		SAY: Please click on the link pushed out in the chat box to answer the poll question.	DO: Push this link to participants: https://www.menti.com/al2f6y4uxae1 During the Mentimeter activity, switch from the Powerpoint presentation to the Mentimeter screen. This can be done by changing windows in the presenter's computer. Monitor the chat box for questions. [ADVANCE SLIDE]
9) 1 min.		SAY: - Different types of stressors can raise our stress levels. They can be work related, personal, or a combination of both. DO: - Go over the stressors listed on the slide.	DO: <Click> to display the information. [ADVANCE SLIDE]

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10) 2 min.	 Recognizing Signs of Stress Emotional • Anxious • Irritable • Depressed • Overwhelmed Physical • Sleep problems • Fatigue • Aches and pains • Frequent sickness	SAY: • It is important to recognize signs of stress. Think about your response to the poll question. If your stress level is high, think about if you experience any of these signs. DO: • Go over the emotional and physical signs of stress listed on the slide.	DO: • <Click> to display the information. [ADVANCE SLIDE]
11) 5 min.	 BREAKOUT ROOM DISCUSSION In your assigned breakout room, discuss the following questions: 1. Why is it important to recognize the signs of stress? 2. What happens when you ignore these signs?	EXPLAIN: • Participants will visit a room for 5 minutes. Each group will discuss their responses to the two questions. 1. Why is it important to recognize the signs of stress? 2. What happens when you ignore these signs? SAY: • After the breakout rooms have been created, please click the join breakout room button, and begin the discussion.	DO: • Create 4-6 breakout rooms, depending on the size of the audience. • Monitor breakout rooms to ensure each participant is in a room. • Place a 5 minute timer on the screen. • Monitor the time for the activity. • Set a timer for 5 minutes and give participants a

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		DO: - Join the breakout rooms to monitor the discussions. - Keep track of the time and when breakout rooms will end.	1-minute warning at the 4-minute mark. Play calming music as participants return from the breakout rooms and ensure everyone is on mute. [ADVANCE SLIDE]
12) 12 min.		DO: Lead a discussion that focuses on responses to the two questions that were discussed in the breakout room. Encourage participants to share any key takeaways.	[ADVANCE SLIDE]

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13) 2 min.		SAY: • We are going to discuss techniques to manage stress. The first one is deep breathing and mindfulness exercises. • When you are stressed, your breathing can become more shallow. Deep breathing exercises help you slow your breathing down and relax both physically and mentally. DO: • Practice deep breathing with the participants • Take a deep breath in through your nostrils... (4 seconds) • Hold... (7 seconds) • And slowly exhale... (8 seconds)	[ADVANCE SLIDE]
14) 6 min.		SAY: • Managing your time efficiently can help reduce your stress levels. • Try some of these tips: -use a digital or paper calendar -Prioritize your to-do list. Oftentimes we feel like everything has to get done, but think about what can wait. -Learn to say NO. Don't overcommit! -Schedule time for selfcare.	[ADVANCE SLIDE]

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		ASK: Are there any other time management strategies you use? Have participants type a response in the chat or come off mute to share an idea.	
15) 2 min.	 The illustration is titled "Techniques to Manage Stress" with a subtitle "Physical Activity". It shows four people engaged in different exercises: a woman doing a bicep curl, a man doing a lunge, a woman doing a side plank, and a man doing a standing leg lift. There are checkmarks and a minus sign icon, suggesting positive and negative effects of exercise. At the bottom, there are two small URLs: "Home Illustrations by Storyset" and "People Illustrations by Storyset".	SAY: - At least 30 minutes of exercise each day helps reduce the negative effects of stress and improves our mood. - Exercise also helps reduce fatigue, improves concentration, and enhances overall cognitive function. - Sometimes it's hard to get started, but pick an activity you enjoy. - Exercise with a friend or family member.	[ADVANCE SLIDE]
16) 5 min.	BREAKOUT ROOM DISCUSSION In your assigned breakout room, discuss the following questions: - What is a stress management technique you already use? Do you find it beneficial? - What is a technique you would like to try?	EXPLAIN: - Participants will visit a room for 5 minutes. Each group will discuss their responses to the two questions. - What is a stress management technique you already use? Do you find it beneficial? - What is a technique you would like to try?	DO: - Create 4-6 breakout rooms, depending on the size of the audience. - Monitor breakout rooms to ensure each participant is in a room. - Place a 5 minute timer on the screen.

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		SAY: - After the breakout rooms have been created, please click the join breakout room button, and begin the discussion. DO: - Give participants a one-minute countdown when the breakout rooms have almost concluded. - Join the breakout rooms to monitor the discussions. - Keep track of the time and when breakout rooms will end.	- Monitor the time for the activity. - Set a timer for 5 minutes and give participants a 1-minute warning at the 4-minute mark. - Play calming music as participants return from the breakout rooms and ensure everyone is on mute. [ADVANCE SLIDE]
17) 12 min.		DO: Lead a discussion that focuses on responses to the two questions that were discussed in the breakout room. Encourage participants to share any key takeaways.	[ADVANCE SLIDE]

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18) 2
min.



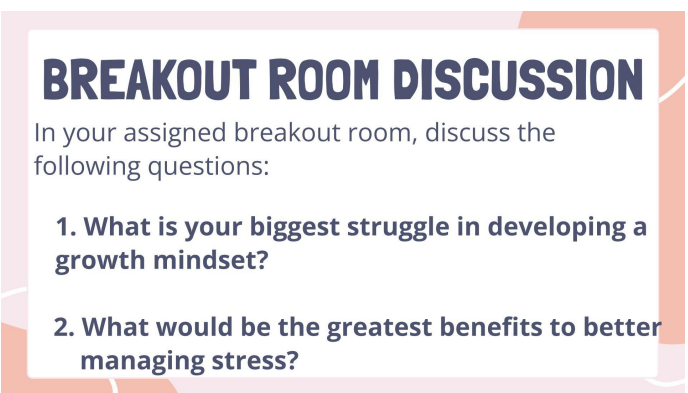
SAY:

- Stress is something we all experience, but we can build resilience and make stress easier to manage.
- One important way to build resilience is by developing a growth mindset. We can do this by:
 - Celebrating effort. Focus on the small wins, not just the big wins. It's not just about crossing the finish line, but the steps to get there.
 - Adopt a positive attitude. Having a positive attitude has a big effect on how we view ourselves, how we view problems, and our mindset to get things done.
 - Embrace challenges. Think about how challenges help you grow and make you stronger.
 - Be kind to yourself. Show yourself grace. Don't spend time beating yourself up. If you make a mistake or fall behind. Recognize it but move on.
 - Use the word "YET" more often. Don't give up so easily. It takes time to learn new things. You aren't great at this...yet.

DO:

- <Click> to display the information.

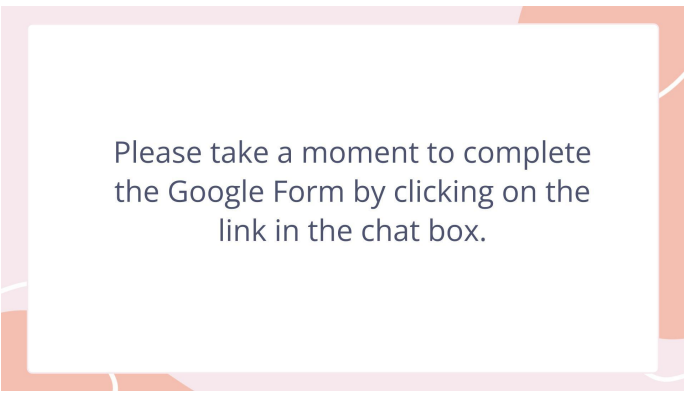
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19) 1 min.	 Building Resilience Seek Support and Maintain Social Connections • Stay in touch with family and friends • Seek help with problems • Talk to a health professional <i>Cheer up!</i> via freepress.com/learn/illustrations by Storytel/da	SAY: • It is easy to withdraw when we are stressed, but it is important to seek support and maintain social connections. These relationships can help us stay steady and prevent stress from taking a toll mentally. • Stay in touch with family and friends. • Seek help with problems. You don't have to face everything alone. • Talk to a health professional or counselor.	DO: • <Click> to display the information.
20) 5 min.	 BREAKOUT ROOM DISCUSSION In your assigned breakout room, discuss the following questions: 1. What is your biggest struggle in developing a growth mindset? 2. What would be the greatest benefits to better managing stress?	EXPLAIN: • Participants will visit a room for 5 minutes. Each group will discuss their responses to the two questions. 1. What is your biggest struggle in developing a growth mindset? 2. What would be the greatest benefits to better managing stress? SAY: • After the breakout rooms have been created, please click the join breakout room button, and begin the discussion.	DO: • Create 4-6 breakout rooms, depending on the size of the audience. • Monitor breakout rooms to ensure each participant is in a room. • Place a 5 minute timer on the screen. • Monitor the time for the activity. • Set a timer for 5 minutes and give participants a

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		DO: • Give participants a one-minute countdown when the breakout rooms have almost concluded. • Join the breakout rooms to monitor the discussions. • Keep track of the time and when breakout rooms will end.	1-minute warning at the 4-minute mark. • Play calming music as participants return from the breakout rooms and ensure everyone is on mute. [ADVANCE SLIDE]
21) 12 min.		DO: • Lead a discussion that focuses on responses to the two questions that were discussed in the breakout room. Encourage participants to share any key takeaways.	[ADVANCE SLIDE]

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22) 1 min.	 Summary • Stress impacts your mind and body. • Recognize the emotional and physical signs of stress. • Use stress management techniques to help reduce and manage stress. • Develop a growth mindset and seek support.	DO: • Go over the summary of information on this slide.	DO: • <Click> to display the information. [ADVANCE SLIDE]
23) 5 min.	 QUESTIONS?	ASK: • What questions do you have? (Continue until questions are answered or time is up.)	DO: • Monitor the chat box for questions. [ADVANCE SLIDE]
24) 5 min.	 Please take a moment to complete the Google Form by clicking on the link in the chat box.	SAY: • Please complete the survey/questions by clicking on the link pushed out in the chat box.	DO: • Push out the Google Forms link in the chat: https://docs.google.com/forms/d/e/1FAIpQLSciYIAHpbtaRx8i_NDdl4U0PXKUkxxvV16Se8XiJMfmzdmhWQ/viewform

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			[ADVANCE SLIDE]
25) 1 min.		DO: • Thank participants for attending the training. Share your email with the participants.	DO: • Email participants a copy of the PowerPoint and the recording.