

Design Document-Stress Management and Resilience

<i>Business Purpose</i>	Stress can significantly influence an individual's job performance and overall productivity in the workplace. The purpose of this training is to equip participants with the knowledge and techniques to identify and reduce stress which will help them cultivate a healthier work-life balance, enhance their overall well-being, and maximize their potential for success both professionally and personally.
<i>Target Audience</i>	Professionals in any job role who need to manage and reduce stress
<i>Training Time</i>	90-95 minutes
<i>Training Recommendation</i>	1 VILT course that will guide learners through ways to identify, manage, and reduce stress. A VILT course will allow learners to ask questions and discuss their ideas.
<i>Deliverables</i>	• Powerpoint Deck • Facilitator Guide
<i>Learning Objectives</i>	• Define stress and the impact it has on your mind and body. • Recognize the physical and emotional signs of stress. • Identify effective techniques to manage stress. • Identify ways to build resilience against stress.
<i>Training Outline</i>	Technology Usage: • Zoom whiteboard tool • Zoom breakout rooms Engagement tools: • Responses in chat • Mentimeter Poll • Timed breakout rooms • Music to bring participants back to main session Waiting room • Play calm music as participants enter the training Welcome/Introduction • Welcome participants and introduce the trainer and producer • Present ground rules, agenda, and ground rules • Opening discussion question-How would you define stress? LO 1: Define stress and the impact it has on your mind and body • Definition of stress • The impact of stress on your mind and body • Discussion questions-Whole group-Participants respond in chat

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	LO 2: Recognize the physical and emotional signs of stress. • Take a poll asking learners to rate their current stress level from 1-5. 1 being the lowest level and 5 being the highest level. • Work related and personal stressors • Recognizing signs of stress • Breakout rooms-Discuss with your group: 1. Why is it important to recognize the signs of stress? 2. What happens when you ignore these signs? • Share-out/recap LO 3: Apply effective techniques to manage stress. • Deep breathing and mindfulness exercises • Time management for stress reduction • Physical activity and relaxation techniques • Breakout rooms-Discuss with your group: 1. What is a stress management technique you already use? Do you find it beneficial? 2. What is a technique you would like to try and why? • Share-out/recap LO 4: Identify ways to build resilience against stress. • Developing a growth mindset • Seeking support and maintaining social connections • Breakout rooms-Discuss with your group: What is your biggest struggle in developing a growth mindset? What would be the greatest benefits to better managing stress (professionally and personally)? • Share-out/recap Summary Closing • Thank participants for attending • 5-10 minutes (built-in) for Q and A
<i>Assessment Plan</i>	The instructor will be monitoring understanding during breakout sessions and debriefing after, asking questions with answers typed in the chat. Google Forms survey in which participants will reflect on their biggest takeaway from the training and what strategies they plan to use. Participants will also rate the effectiveness with this training with the opportunity to describe any improvements that they feel could be made.