

Learn. Internalize. Apply



EFFECTIVE STRESS MANAGEMENT TRAINING

DATE : 25TH TO 29TH MARCH 2024
VENUE : MIDLAND HOTEL, NAKURU
COST : KSHS 92,500 EXCLUDING VAT PER PERSON
NITA : NITA/TRN/916
IHRM : C00380

INTRODUCTION

Stress is universal. Evermore people are confronting stress, overload, and the strain of time limitations in their lives. Some stress is essentially good because it stimulates you to face challenges. However, excessive ongoing stress causes a constant stimulation of the body's stress reaction system.

It is vital to realize when we are in a state of Distress. 50% of absenteeism at work is a direct or indirect result of stress. And in this competitive world, the pressure to perform and be the best at work, family, and social areas increases as the years go by and reduces the lifespan of the individual struggling to fight stress.

In this Stress Management Training Course offered by DGMB, you will delve into the harmful effects of stress on our health. You will also learn to manage personal stress more realistically. So, how do you become stress-free? What are the practical techniques to manage stress? This program will take you through strategies that may include lifestyle changes and stress management techniques like exercise, music, humor, and relaxation training. The whole mental development through these techniques operates in developing effective habits that build self-confidence and eliminating worry and fear by properly handling it.

SPECIFIC OBJECTIVES OF THIS TRAINING

By the end of the Stress Management Training Course, the participants of this curriculum will be able to:

- Comprehend the basic rules of stress management
- Understand your stress-triggers and controlling them
- Develop proactive reactions to stressful conditions
- Use tips for managing stress in job, family and social life
- Learn to handle stress through lifestyle changes
- Develop an effective plan to diminish and curtail stress
- Understand the intangible issues linked to stress
- Interpret the psychological mechanisms linked to stress
- Learn the major foundational therapies used for stress management
- Learn the mindset designed for relaxation
- Understand relaxation and its clinical applications
- Learn the psychophysiological perspectives of anxiety and stress
- Learn the basics of respiratory therapy to effectively control stress
- Pharmacological methodologies that can help in overcoming stress

BENEFITS TO YOUR ORGANISATION

Organizational benefits of employees who participate in the Stress Management Training Course will be as follows:

- The organization is relieved in handling multiple behavioral issues
- There is a better mental and physical health among the employees
- There will be reduced negativity in the organization
- Increased individual productivity is noticed within the organization
- There is reduced absenteeism among the employees
- A sense of satisfaction and happiness is noticed within the departments
- There is a sense of responsibility among the employees
- There is better communication, understanding, and morale within the teams
- Increased retention of valued employees is noticed
- The organization gains improved customer satisfaction

BENEFITS TO PARTICIPANTS

Below are the Individual benefits of persons participating in the Stress Training Course:

- There is a reduced personal stress
- Individuals have improved decision-making capabilities
- There is increased productivity in tasks of everyday life
- A better connection is built among family & friends
- There is an increased balance & value in daily activities
- Individuals learn to understand their body, mind, and selves better
- They become helpful to others undergoing times and situations of stress
- They are better evaluators of situations and circumstances and how to handle them
- Individuals live better overall lives with longer lifespans with these life skills

TARGET GROUP

This program is designed for individuals and professionals who are working in stressful ecosystems. This is most suitable for managers, supervisors, team leaders, top management officials, target driven workforce and any other professionals who require to understand the harmful effects of stress on their physical, mental and emotional health; and learn the advanced strategies and techniques to overcome stress and achieve an improved lifestyle. Any individual under pressure and who experiences the negative impact of stress, and those who want to become support systems to their colleagues and organization should attend this program.

OUR TRAINING METHODOLOGY

At DGMB, we have spent a couple of years developing and refining our training approach in this area. Our methodology has several features that will ensure your staff experience a robust and relevant program; one that strengthens team dynamics and the organization deliver improved results. Some of the highlights of our unique approach are:

- **Reduced Emphasis on Formal Training**

We base our course designs on the 70:20:10 paradigms. Research indicates that about 70% of what adults learn is through on-the-job experience, 20% through social learning, and 10% through formal training. We present information in ways that engage participants and generate plenty of discussion and sharing of experiences. We also provide individual and group assignments that encourage participants to integrate new concepts into their daily work.

- **Practical and Relevant Content**

In assessing and designing customer service and communications skills course, we remembered Hermann Ebbinghaus' famous 'forgetting curve' that shows we forget 50% of learned material within one hour unless it is put into practice. Our needs analysis and instructional design practices produce engaging, real-world learning materials, customized so that participants relate fully with the content.

- **Employing the Wisdom of Renowned Management Thinkers**

We employ the wisdom of renowned academics and authors on business and management like Henry Mintzberg who believes that:

- ✓ Management should emphasize teamwork, rather than rely on heroic individualism
- ✓ effective staff are reflective in the context of taking action
- ✓ Management development works best as social learning in small groups

- **Research-supported Methods**

Our training delivery is always informed by research on adult learning principles and by our experience as organizational development consultants, instructional designers and facilitators. Consequently, we include plenty of opportunities for learners to apply key concepts, using scenarios and simulations, personal action plans, accountability partners, and other techniques. These methods ensure participants retain what they have learned, apply what they have learned quickly, refine their approach, and internalize learning for long-term use.

- **Uncommon Focus**

Few training firms follow good design principles consistently because it takes time, sustained focus and clarity. Compared to other strategies and methodologies, DGMB's program will:

- ✓ Help you build strong internal communities
- ✓ Help staff learn more rapidly
- ✓ Build in lasting change through reflection
- ✓ Create working teams that are more cohesive, resilient, and productive

In this we have combined the following training approaches:

- Presentations through lecturing, group exercises, demonstrations and group discussions including presentations to enable interactions between the facilitators and the participants and among participants.
- Discussions on topical issues arising from the various sessions and during the scheduled plenary discussions.
- Citation of real case scenarios to enhance understanding of the core concepts, issues and training strategies
- Role play, games and hands-on exercises
- Held plenary sessions to identify way forward

Learn. Internalize. Apply



DGMB has deployed modern training aids aimed at making the training more exciting, inspiring and interesting. The teaching aids are numerous and serve different purposes. We used the following teaching aids to be very effective in capturing the imagination of the trainees:

- ✓ Overhead Transparencies (Colored power point slides), Demonstrations and emailed training materials to each participant.

COURSE DURATION

The course duration is **five (5) days** that will run as per our proposed course content below. The length of the training is adequate to cover the entire course.

COURSE CONTENT:

Our training program on attaining excellence in administrative skills, is detailed, innovative, and value for money to delegates. Our course is applicable across all industries and sectors of the economy. Our detailed contents of this five -day intensive training is shown below:

TIME TABLE:

Find below the programme for this seminar:

DAY ONE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Introduction to stress management
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Origins and Causes of Stress
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Levels of Stress
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day One
DAY TWO	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	The Physiology of Stress
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Internal Triggers of Stress
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Physical Symptoms of Stress
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Two
DAY THREE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Controlling mental overload
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Getting Organized and Time Management
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Prioritizing Tasks and People

Learn. Internalize. Apply



4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Three
DAY FOUR	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Medical Approach to Stress
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Non-Medical Approach to Stress
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Handling Subjects: Extreme Stress
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Four
DAY FIVE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Reacting and Responding to Reactions
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Stress Management Treatment Techniques
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Emotional Intelligence
4:00 pm – 4:30 pm	Coffee/Tea, Graduation, Wrap Up & End of Training

YOUR INVESTMENT

We shall offer this training at a professional fee of **Kshs 92,500 per person excluding VAT** for the entire duration of the course. This fee will cover our charges, costs of course preparations and training materials. This cost does not cater for transport and accommodation for participants. However, participants will cater for their transport and accommodation expenses.

ADMINISTRATION DETAILS

Dates: 25th to 29th March 2024

Time: 8:00 a.m. – 5:00 p.m.

Venue: Midland Hotel, Nakuru

Attire: Smart Casual

For enquiries or registration call **David** on: (+254) 722 352 680 or **Rebecca** on (+254) 787 352 680. Email: dgmbfinance@gmail.com

PRE-REQUISITES

No prior detailed knowledge of stress management is required.

QUALITY ASSURANCE

DGMB Training Solutions Ltd strives to provide you with the most productive, effective and value for money training experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival.

TERMS AND CONDITIONS

Disclaimer: All registrations are subject to session availability. All speakers, sessions and prices were confirmed and correct at the time of printing. DGMB Training Solutions Limited reserves the right to change speakers and program details as required in addition to making changes to the schedules, venue or cancel the event altogether. **Privacy notification:** DGMB Training Solutions Limited respects the privacy of individuals, their sponsors, Organizations and acknowledges that the information you provide on registration form is confidential and third parties would not have access to. DGMB Training Solutions Limited collects this information for purposes of processing your registration and providing you information (via email and/ or mail) on upcoming events, specific products and services provided by or associated with DGMB Training Solutions Limited. Kindly register by 5pm, two working days prior to the training to enable us to cater for your course materials and catering requirements. **Notice of withdrawal:** Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. However, DGMB Training Solutions Limited accepts replacement(s) or substitution, made in writing, prior to the commencement date of the Seminar. However, no substitution of participant(s) is allowable after the commencement of the training.

CERTIFICATE OF PARTICIPATION

Participants will be awarded certificates after completing this course.

TRANSPORT AND ACCOMMODATION

Participants will cater for their own transport and accommodation.

HOW TO PAY

1. Issue Cheques in the name of “DGMB Training Solutions Ltd” or
2. Remit the Training fees via RTGS or Electronic Funds Transfer (EFT) to our Bank, the details are: - Account Name: - DGMB Training Solutions Limited, Bank: Cooperative Bank of Kenya, Branch: City Hall Branch, Nairobi, Account Number: - 01148231039600 and Branch Code: - 11049.
3. Our PIN is P051349463P