



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Stress Management, Third Edition

Course Number: AXO84–101

Days: 1

Description: We are more conscious of our health today than ever before. We are living longer and better because we are eating healthier and exercising more regularly. But what about stress? Stress is a normal part of everyday life, and our picture of our overall health would not be complete without some consideration of how stress affects our emotional (and physical) health. This book was written to focus attention on stress management, specifically how to find a level of stress that is not only manageable, but useful for you, and how to avoid stress beyond that level. You will also learn the basics of good emotional health, how to improve your self–image and become more self–aware, and how your emotional health ties in to your physical health.

Topic-Level Outline

Part 1: Understanding Stress

- The Effects of Stress on Emotional Health
- Recognizing Stress
- Testing Your Stress Level
- Identifying Behavior Patterns
- The Three Stages of Stress
- Identifying the Symptoms of Stress
- The Effect of Stress on the Physical Self
- Keeping the Adrenaline in Check
- Examining Workplace Stress
- Understanding Occupational Burnout
- Finding the “Right” Amount of Stress

Part 2: Taking Responsibility for Your Own Stress

- Identifying the Stress in Your Life
- Coping with Stress
- Alleviating Stress at Work
- Expressing Your Feelings
- Using Stress Releases and Safety Valves

Part 3: Reducing Stress Through Biofeedback, Mindfulness, and Meditation

Understanding Biofeedback
Developing Mindfulness
Practicing Meditation

Part 4: Improving Relationships with Self and Others

Accepting Yourself as a Unique Individual
Sorting Realistic from Unrealistic Expectations
Assessing Your Strengths
Acknowledging Universal Human Needs
Building Better Relationships
Recognizing Negative Relationship Patterns

Part 5: Enhancing Your Emotional Health

Understanding Emotional Maturity
Expressing Emotions Appropriately
Exploring Your Own Emotional Fitness
Building Self-Confidence
Solving Problems Openly
Ten Tips for Maintaining Emotional Fitness
Setting Personal Goals
Reviewing Your Personal Goals

Appendix

Summary
Appendix to Part 2
Appendix to Part 4
Appendix to Part 5
Additional Reading

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- (www.collegeafricagroup.com)

SPECIALS

- Join our loyalty program
- Sign up for a weekly newsletter
- Group Discounts available
- Onsite Training is available T&C Apply

DASHBOARDS

Create eye-catching, interactive, awesome excel dashboard reports ([Dashboard](#))

CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives
Excel Automation
([Excel Automation](#))

KEYBOARDING

Save time!
Learn to touch-type and be more accurate.
([Keyboarding](#))

MS PROJECT

Get fast reports!
Master MS Project for quick info and outcomes
([MS Project](#))

EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.
Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@colleageafricagroup.com
Click to Join our [Loyalty](#)



Committed to skills development in the Media, Advertising and ICT sector
Accreditation no: ACC/2011/07/066

Call Centre: 0861 114 679
(Office Hours)
Website: www.colleageafricagroup.com
CAG [Newsletter](#)