



# QUEST

Training and Development

## **Stress Management Solutions 2006**



[www.managing-stress.org.uk](http://www.managing-stress.org.uk)

**Tel: 01935 706632**



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# QUEST

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## Introduction

Quest Training and Development has developed an exciting new range of training packages for individuals, teams and organisations to tackle workplace stress. The training offers instant and long-term help to you and your organisation. This is achieved by offering short or long term courses and a Professional Stress Management Counselling Service.

## Stress Management Risk Assessment

Quest Training and Development can assist Organisations to undertake stress management risk assessments in accordance with their Stress Management Policy.

We can support Organisations in identifying workplace stressors and reducing the risks from stress related illnesses. Following the initial risk assessment we can support the ongoing monitoring and reviewing of the significant outcomes of the risk assessment in accordance with Organisational Policy.

## Stress Management Policy Development

Quest Training and Development can assist Organisations to develop and implement a robust method of stress management risk assessment.

This will encompass strategies for risk assessments, consultation with Trade Unions, training, counselling and the provision of resources to implement the Organisations Stress Management Policy.

## Professional Stress Management Counselling

Quest Training and Development in conjunction with Shunyata Counselling & Psychotherapy offer an extensive range of support for individuals and groups.

If you would like to discuss your Organisations individual requirements contact Quest Training and Development on 01935 706632.



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## **An Introduction to Stress Management at Work**

(Course code MS1)

A basic foundation course to introduce delegates to understanding stress and what happens when you are under pressure. The intention is that participants will be able to understand stress and begin to develop their own personal strategies and skills for managing stress at work.

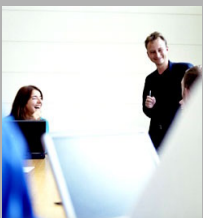
### **Course aim:**

The aim of the course is to ensure all participants have a common understanding of what stress is and where it comes from. It also deals with recognising stress in yourself and others.

### **The course will cover the following:**

- Defining stress
- Identifying sources of pressure
- Finding what creates and dictates the level of stress at work
- Recognising signs of stress
- Short and long term strategies for managing stress at work

**Course duration: 1 Day**  
**Delegates: Min 12, Max 15**  
**Price: £99.00 per delegate**



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## **Managing to Reduce Pressure at Work and How to Secure Your Team Against Stress**

(Course code MS2)

This course concentrates on ourselves as being a source of pressure to others. Aimed at people who are managers it demonstrates the possibility of unknowingly creating pressure in your colleagues. The course also looks at helping other members of your team to identify and deal with pressure.

### **Course aim:**

To give participants an awareness of how they may directly affect their colleagues with the language they use and that they may be a source of pressure to others.

To enable a support structure for employees and give participants the opportunity to practise giving help to someone under pressure.

### **The course will cover the following:**

- Defining pressure and stress
- Language and negative pressure
- Language and positive pressure
- How we might create pressure
- Becoming aware of what we do
- Helping others with stress

**Course duration: 1 Day**  
**Delegates: Min 12, Max 15**  
**Price: £99.00 per delegate**



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## Improving Your Time and Stress Management

(Course code MS3)

If you are actually experiencing stress then this course is ideal for you. It introduces participants to practical, easy to implement strategies for dealing with the adverse effects of pressure.

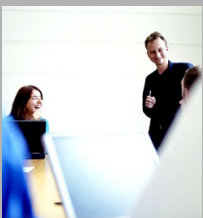
### Course aim:

To give participant the basic tools to deal with work related stress.

### The course will cover the following:

- Defining pressure and stress
- Short and long term strategies for managing stress at work
- Relaxation
- Short term and long term strategies for dealing with stress
- Time, pressure and stress
- Application in the workplace

**Course duration: 1 Day**  
**Delegates: Min 12, Max 15**  
**Price: £99.00 per delegate**



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## **Improving Your Health and Adopting a More Stress-Proof Lifestyle**

(Course code MS4)

A two day programme that will introduce participants to stress management and looks at ways to control stress. It will look at adapting ones lifestyle to protect individuals from the damaging effects of stress.

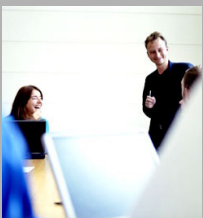
### **Course aim:**

To enable participant to identify and develop strategies for dealing with stress.

### **The course will cover the following:**

- Defining stress
- Identifying sources of pressure
- Recognising stress
- Finding what creates and dictates the level of stress at work
- Recognising signs of stress
- Short and long term strategies for managing stress at work
- Relaxation
- Looking after yourself
- Seeking support

**Course duration: 2 Days**  
**Delegates: Min 12, Max 15**  
**Price: £189.00 per delegate**



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## Strategies for Managing Stress

(Course code MS5)

A two day course that is designed to introduce participants to some practical and instant to implement strategies for managing stress. This course is particularly useful for individuals who are actually experiencing stress. The course will show how different behaviours in the workplace can be effective in reducing pressure and preventing stress.

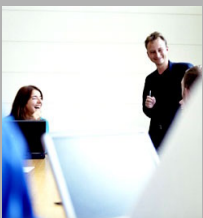
### Course aim:

To give participants the chance to develop strategies for managing workplace stress and to apply the theory in to practice.

### The course will cover the following:

- Defining stress
- Identifying sources of pressure
- Recognising stress
- Finding what creates and dictates the level of stress at work
- Short and long term strategies for managing stress at work
- Managing your time
- Being assertive
- Time, pressure and stress
- Application in the workplace

**Course duration: 2 Days**  
**Delegates: Min 12, Max 15**  
**Price: £189.00 per delegate**



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## Reducing the Stress of Change

(Course code MS6)

The course looks at how change can be so stressful, and how blame actually increases the pressure we are under.

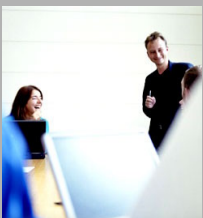
### Course aim:

To give participants the tools to reduce the pressure of change and enabling support within the organisation.

### The course will cover the following:

- Change and stress
- Introducing and implementing change
- Blame and pressure
- Seeking support from others when under pressure-it's a positive step!

**Course duration: 1 Day**  
**Delegates: Min 12, Max 15**  
**Price: £99.00 per delegate**



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## Stress Management for Managers

(Course code MS7)

This workshop is designed to give managers the tools to identify problems and develop solutions to prevent or reduce work related stress (WRS). It enables the development of a Stress Management Policy and allows Managers to assess the risk from WRS within their own workplace.

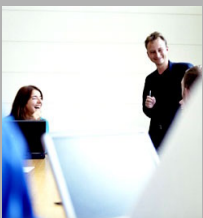
### Course aim:

To give Managers the tools to comprehensively tackle work related stress and develop a long term strategy for managing WRS.

### The course will cover the following:

- Understanding stress
- The benefits of tackling WRS
- Legislation, guidelines and policy development
- The HSE management standards
- Stress management risk assessment
- Short and long term strategies for tackling WRS
- Enabling a support structure within your organisation

**Course duration: 1 Day**  
**Delegates: Min 12, Max 15**  
**Price: £99.00 per delegate**



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## Terms of Business

### Payment

The course must be paid, in full, no later than 21 working days before the start of the course. Expenses will be calculated and invoiced at the same time. Quest Training and Development reserve the right to reallocate the course if fees are not paid in time.

### Course Cost

Course cost is based on training at your workplace. An additional charge will be included when an external venue is arranged. The course cost is calculated on the minimum number of delegates (regardless of attendance) to the maximum delegate numbers. Please call for a full quotation.

### Transferring of Course

If a client wishes to transfer the course date, at least a minimum of 14 days notice must be given. An administration fee of 25% of the course cost will apply in the event of insufficient notice.

### Cancelling Course

All cancellations to bookings must be made 14 working days before the start of the course.

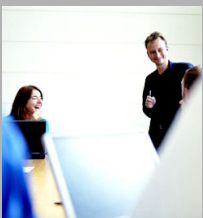
If a booking is not cancelled within 14 working days of the course date fees will not be refunded.

### Cancellation of Course by Quest Training and Development

Quest Training and Development reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date, a credit note or a refund.

### Changes to Course Content

Quest Training and Development constantly update and improve their courses. For this reason the right to alter any courses content without prior notice is reserved.



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