

## Managing Workplace Anxiety Workshop

### Course Duration 1 Day

The workplace is one of the leading locations where people experience stress and anxiety. Every employee will encounter it sometime during their career. Everyone should be aware of the signs of anxiety and the tools needed to cope and deal with it.

Our Managing Workplace Anxiety workshop will provide your participants the important skills and resources to recognize and manage workplace anxiety. By identifying these symptoms and coping skills employees and managers will be better suited in dealing with these common situations. Through this workshop your participants will be better suited to the challenges that the workplace can bring.

### Course Objectives

At the end of the course participants will be able to:

- Explore different types of workplace anxieties
- Learn to recognize symptoms and warning signs
- Determine ways of coping and managing problems
- Recognize common trigger and accelerants
- Learn the difference between anxiety and common nervousness

### Course Outline

#### Common Types of Anxiety

Social Anxiety  
Generalized Anxiety Disorder  
Panic Disorder  
Phobias

#### Recognizing Symptoms in Others

Avoiding Social Situations  
Difficulty in Accepting Negative Feedback  
Difficulty in Focusing on Tasks  
Irrational Fears

#### Coping Strategies (I)

Keeping a Journal  
Power of Positive Thinking  
Have a "Me" Place You Can Go  
Establish Attainable Goals

#### Coping Strategies (II)

Talk With Friends and Family  
Get Enough Sleep  
Eating Well and Exercise

Begin Small and Build Up to Larger Challenges

#### Don't Avoid the Situation

It's OK to Make a Mistake  
Accept the Situation, and Move On

Avoidance Can Cause a Cycle of Anxiety  
Identify the Trigger

#### Differences in Anxiety and Normal Nervousness

It Runs Along a Spectrum  
Anxiety Can Happen Without a Cause  
The Length of Time Symptoms Last  
It's an Exaggeration of Normal Feelings

#### Physical Symptoms

Rapid Heartbeat  
Panic Attack  
Headache  
Trembling or Shaking

#### Recognize the Positive Aspects of Anxiety

It Alerts Us to Danger  
Improves Self-Awareness  
Can Be a Great Motivator  
Prevent Mistakes

#### Common Anxiety Triggers

Uncertainty or Fear of the Unknown  
Holding in Feelings  
Public Speaking/Speaking Up  
Trying to Be Perfect

#### When to Seek Extra Help?

Feeling Overwhelmed  
Physical Changes  
Unable to Work or Function  
Panic Attacks