

Managing Stress Well

By Donus Loh



INTRODUCTION

Managing Stress Well is a workshop designed to help individuals learn skills to better manage their stress levels so as to achieve better work life balance at work and in their own lives. Participants will know their own stress profile and understand the impact of stress on one's life. Psychological and practical skills will be shared with participants who will develop own personal set of coping strategies to deal with life's stressors.

LEARNING OBJECTIVES

Upon completion of the course, you will learn:

- Understand the positive and negative impact stress has on our lives
- Discover one's current stress levels
- Understand what causes stress
- Learn and apply practical and psychological methods to manage stress successfully
- Develop own set of coping strategies to better manage stress

COURSE OUTLINE

DESCRIPTION OF CONTENT	INTENTION	DELIVERY
Introduction to the programme Outlining of Expectations Icebreaker Activity	<ul style="list-style-type: none"> ✦ Setting of course expectations ✦ Trainer Introductions ✦ Ice-breaker ✦ Setting the right mindsets 	<ul style="list-style-type: none"> ✦ Lecture ✦ Ice breaker ✦ Management of training expectations
Understanding Stress <ul style="list-style-type: none"> • What is stress? • Real vs Imagined Stress • What is its relationship with performance? • Why is stress necessary and what is good stress? 	Participants are introduced to the concept of stress and its relationship with performance. They are guided to appreciate there are different levels of stress and each level would have its contribution in different situations.	<ul style="list-style-type: none"> ✦ Video viewing ✦ Group activity ✦ Group discussion and sharing
Symptoms of Stress	Brief understanding the four classes of symptoms of stress. Being aware of personal stress indicators	<ul style="list-style-type: none"> ✦ Demonstration ✦ Group discussion and presentation ✦ Self-Reflection
My current Stress Level	Participants will be administered the Burnout (Stress) Questionnaire.	<ul style="list-style-type: none"> ✦ Questionnaire

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<ul style="list-style-type: none"> The three facets of Burnout 	<p>The three facets of burnout are introduced: Emotional Exhaustion, Depersonalization, and Personal Accomplishment.</p> <p>Participants learn to their stress may be linked to and explained by the above three factors. This helps them to understand why they may be unnecessarily stressed.</p>	<ul style="list-style-type: none"> ✦ Short lecture and open discussion ✦ Open sharing
<p>Stress Buster I: Managing Physical Symptoms of Stress</p> <ul style="list-style-type: none"> Relaxation Technique 1: Deep breathing exercises Relaxation Technique 2: Visualisation 	<p>Physical symptoms of stress cause a lot of discomforts and tend to make people perceive situations worse than they should be.</p> <p>Participants will be taught various simple and effective techniques to manage their physical symptoms. These techniques help participants calm down on the spot as well as help their minds relax, especially in very stressful situations e.g. tight deadlines, exams.</p>	<ul style="list-style-type: none"> ✦ Short lecture ✦ Skills demonstration and group practice
<p>Stress Buster II: Optimizing Stress through Positive Thinking</p>	<p>Participants are introduced to simple positive thinking strategies to reach healthy levels of stress so that their outputs are maximized.</p>	<ul style="list-style-type: none"> ✦ Short lecture ✦ Skill demonstration ✦ Practice and self-reflection
<p>Stress Buster III: Practical strategy in Time Management</p> <ul style="list-style-type: none"> Important and Urgent activities 	<p>Participants are taught practical strategies to organize their activities and time better. This will help participants see how to overcome negative stressors related to activities and time.</p>	<ul style="list-style-type: none"> ✦ Short lecture ✦ Group activity and open discussion
<p>Learning to say 'No' and overcoming procrastination</p>	<p>It is important to know how to decline in assertive yet polite manner, especially when one is overwhelmed with work.</p> <p>It is also important to learn how to overcome procrastination to avoid work pile-up.</p>	<ul style="list-style-type: none"> ✦ Group work and presentation ✦ Individual work and open sharing ✦ Facilitated debrief
<p>Finding Meaning in Work</p> <ul style="list-style-type: none"> The relationship between self-awareness and engagement with work 	<p>This segment invites participants to engage in self-exploration of their personal needs and wants with regards to work.</p>	<ul style="list-style-type: none"> ✦ Short lecture and demonstration ✦ Individual sharing and

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self-reflection

Facilitated discussions look into past experiences to bridge to present and future psychological needs, identifying key needs that are pivotal to one's sense of identity.

Method of Instruction: Highly participative and interactive consisting of discussions, self-reflection exercises, lectures, case-studies and practical tips and strategies for managing everyday stress in our lives.

For Whom: For anyone who needs to better manage stress.

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TRAINER PROFILE

Donus Loh is a trained psychologist with more than 11 years of experience. Donus has vast experience working directly with people who work in the prison setting as well as with those who have been incarcerated. He has had careers as a psychologist with the Ministry of Community, Youth and Sports, working on juvenile delinquency and child abuse cases as well as a Senior Psychologist at the Institute of Mental Health (IMH). In IMH, he had gained vast experience working with the forensic team where he assessed and offered counselling and therapies to patients who were incarcerated in IMH or in Changi Prison and Queenstown Remand Centre. He is a skilled therapist and counsellor in various good evidence-based methods, e.g. Cognitive Behaviour Therapy, Solution-Focused Therapy, Behavioral Modification, Motivational Interviewing, Facilitated Group Therapy, etc. He has taught and supervised students in counselling degree programs (e.g. UniSIM Degree in Counselling) and has successfully conducted many training workshops on basic counselling skills in the workplace in both public and private sector settings.

Donus' greatest passion is to guide people in finding happiness and meaning in their lives, so that they can contribute at their optimal level and live to their fullest potential. Using psychological strategies and techniques that are scientifically validated, his training and coaching guides others to nurture and successfully manoeuvre their beliefs and emotions to create positive outcomes. The training programs he develops and delivers range from leadership and people development, work-life integration, building emotional intelligence and resiliency, managing change, rediscover meaning and engagement at work, dealing with inter-generational issue, and many more. He has trained extensively for both private and public sectors. A consummate trainer, facilitator and coach, his style of training keeps participants engaged while imparting vital skills and knowledge to them.

Donus has an Honours degree in Psychology from the Australian National University and is also a double Masters holder; he has a Masters in Research Psychology from University of Edinburgh and a Masters in Clinical Neuroscience from Institute of Neurology, University College London. He is a level 5 Certified PEAKS Consultant using PEAKS Personality Profiling Technology in improving people's psychological capital. In addition, he is also a certified Adaptiv Resiliency Coach & trainer as well as a Certified Gottman Educator in Singapore.

He is a full member of the Singapore Psychological Society.

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Date: [] 13/07/2018

Venue: TBA, 9am – 5pm

Fee: [] S\$650 (before GST) for D&B Subscriber [] S\$760 (before GST) for Non-subscriber
(Includes materials, refreshments and lunch)

Email completed forms to adrian.chai@dnb.com.sg or Fax to 6226 0178

Participant(s) Information

Name 1: _____ **Job Title:** _____

Email: _____ **(DID):** _____

Name 2: _____ **Job Title:** _____

Email: _____ **(DID):** _____

Name 3: _____ **Job Title:** _____

Email: _____ **(DID):** _____

Company's Information

Name of Company: _____

Address: _____ **(Postal Code)** _____

Telephone: _____ **Fax:** _____

Liaison Officer: _____ **Job Title:** _____

Email: _____ **(DID):** _____

Payment Information

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Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received.
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. Only cancellation made 14 working days before commencement is entitled to full refund of seminar charges (only applicable to cheque or credit card payment). No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. For D&B subscribers opting to pay through D&B subscription units, deductions would be made upon receipt of completed registration form. In the event of any postponement/cancellation of seminar by D&B; or withdrawal from seminar by participant(s), units deducted would not be credited. However, a replacement of seminar (of same value) would be given and to be utilized within 6 months.
4. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made cheque/credit payment towards the event and such registrants shall have no claims against the company.
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