



Pro-Active College™
FREEDOMTHROUGHKNOWLEDGE

STRESS MANAGEMENT

This skills programme empowers learners to manage stress and time constraints in their personal lives and work environments in order to improve their quality of work life and enhance their leadership performance.



Unit Standard
Aligned



SETA
Accredited



Outcomes
Based

Designed and developed by Pro-Active College, this skills programme is aligned to the unit standards:

DEMONSTRATE AN UNDERSTANDING OF STRESS IN ORDER TO APPLY STRATEGIES TO ACHIEVE OPTIMAL STRESS LEVELS IN PERSONAL AND WORK SITUATIONS
(US: 15096)

NQF Level 5
5 Credits

TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- all individuals and officials who desire to improve their work performance.

BENEFITS

The benefits of this skills programme include:

- improved and more efficient work performance; and
- the ability to deal with personal and work related stress in an effective manner.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

Contact Us

☎ 0861 727 726

✉ info@pscollege.co.za

🌐 www.proactivecollege.co.za



PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- describe stress in personal life and work situations;
- analyse the causes of stress in personal life and work situations;
- describe reactions to stress; and
- apply strategies to manage stress in personal life and work situations.

ENTRY REQUIREMENTS

The credit calculation in the relevant unit standards is based on the assumption that learners are competent in:

- communication (NQF level 4);
- mathematical literacy (NQF level 4).

DURATION

One day contact session combined with practical workplace experience.

PORTFOLIO OF EVIDENCE

To be declared competent in these unit standards the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

Programme Outline

Learning Unit One

Definition and Causes of Stress in Your Personal and Work Life

- Definition of stress
- Causes of stress
- Effects of stress on workplace performance and health
- Stress management basics

Learning Unit Two

Stress Management Strategies

- Stress relief methods
- The cognitive approach to stress management
- Using stress management techniques
 - The four A's
 - Time management
 - Learning to relax
 - The behavioural approach to feeling good
 - Diet
 - Sleep and rest
 - Exercise
 - Anger management and stress
- The stress diary