

# Tidewater Community College

## Personal Strategies for Managing Stress

### (BUSC 1555)

**Course Introduction and Objectives:** Assists students in strategies to manage stress at work and in their daily lives by identifying their own stress levels, changing their attitudes toward stressors, managing time, and learning to cope with stress. Learn how to identify goals, and develop attitude and time management techniques to reach those goals as well as categorize stressors to make it easier to devise a stress management program.

**Textbook:** *Personal Strategies for Managing Stress*, 2<sup>nd</sup> ed., by Andrew E. Schwartz and Maya Ollson, American Management Association, Saranac Lake, NY, ISBN-13: 978-0-076121390-1.

**Teaching Methods:** This course will be taught in a participative lecture format that includes class discussion and problem solving.

#### **Course Schedule:**

<b><u>Topic</u></b>	<b><u>Subjects Covered</u></b>
1-3	<b><u>Understanding Stress:</u></b> What are we talking about?, the standard stress response, stressors and perception, using perception: your personal stress response, understanding the biological reaction to stress, the way stress builds, danger signals and distress in the workplace, and are you burning out? Followed by a Recap and Review Questions.
4-5	<b><u>Sources of Stress:</u></b> Where stress originates, stress over time, work-related sources of stress, personal sources of stress, societal stressors, and stage-of-life stressors.. Followed by a Recap and Review Questions.
6	<b><u>Measuring Your Stress Levels:</u></b> Why measure stress?, and stress audit. Followed by Recap and Review Questions.
7-10	<b><u>Attitude, Goal Setting, and Time Management:</u></b> Your susceptibility to stress, changing attitudes, setting your goals, managing your time, organizing your tasks, and time-management and organizational tips. Followed by a Recap and Review Questions.
11-14	<b><u>Coping Techniques:</u></b> Coping with situational stress, coping abilities: blunters and monitors, learning to relax, the role of exercise in coping with stress, and professional help. Followed by a Recap and Review Questions.
15-20	<b><u>Beyond Coping: The Tools of Stress Management:</u></b> The long-term view, a practical attitude, networking, personal lifestyle changes, nutrition for stamina, not stress, career development, workplace relationships, and improving your working environment. Followed by a Recap and Review Questions. <b><u>Final Examination:</u></b> The Practice Case, The Examination Case, and Selected Readings.

**Continuing Education Units (CEUs)**: Upon completion of this course students are awarded 2 CEUs, and a Certificate of Completion in Personal Strategies for Managing Stress.