We strongly encourage that trainers review the manual for this module before using the overheads. The manual is available in downloadable PDF (Acrobat Reader) format from www.ibr.tcu.edu
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STRESS and COPING

PURPOSE OF MODULE 4

• Identify the effects of stress and signs of not coping well.
• Identify own personal coping style and whether stress is a risk factor for alcohol or drug use.
• Recognize healthy alternatives for dealing with stress.

STEP 1:

**Explain:** “There are many different dimensions and aspects of stress. This brief class will focus on effects of stress, how you respond to stress, and healthy ways of coping. We all face stress, the key is in recognizing it and how we respond to it.”
STEP 1...Show Overhead 3: Point to the left part of the overhead and explain: Stress can occur with one single stressful event or many events piled on top of each other. We know there are many different ways that the workplace can be stressful. These include the following:

- **Ambiguity**: not knowing what is required of you; getting mixed messages
- **Work Overload**: Having too much to do and not enough time to do it.
- **Change**: Having sudden or marked changes in how work is done, turnover, or changes in supervision, administration, and policies.
- **Conflict**: Conflict can cause stress when we don’t handle conflict well or resist it.

**ASK:** Is there any other source of stress at work not covered here?

**>> EXPLAIN:**

NOTE. Ask the group to recall Module 1 (Relevance) and the flipchart activity “Stress and Blocks to Service” (Step 4 in Module 1, located on page 21 of the Module 1 trainer manual). The group may have listed other types of stress in the first column of that activity.

**>> EXPLAIN: Point to the right side of the overhead and explain:** The key is in how you respond and the resources you bring to the problem. For example, what can you do in the face of any of these (ambiguity, overload, change, conflict)?

It is important to recognize that there are always two major factors behind our experience of stress: the **individual** and the **environment or working conditions**. There is increasing recognition that the workplace can put employees at risk for increased stress.
Health symptoms
- headaches
- hypertension
- stomach problems

Immune system
Muscle tension
Asthma
Exhaustion

Anxiety
Frustration
Irritable
Excitable

Poor Concentration
Inattentive
Reasoning Impaired
Distractible

Grouchy
Impulsive
Critical/Hostile
Complaining
Oversensitive
Snappy
Grumpy

Physical

Emotional

Cognitive

Social

Work

Decreased Job Involvement
Withdrawn
Less Conscientious
Easily Fatigued
Less Cooperative

FAILING TO DEAL WITH STRESS
Stress
Evaluate
Stress → Evaluate? → Pain & discomfort → Tension Release
Signs of NOT Coping Well

- Changes in sleep habits (too much or too little)
- Changes in eating habits (losing/gaining weight)
- Unable to shake off feeling blue or down in the dumps
- Increased use of alcohol or other drugs
- Feeling like “It’s just not worth it”
- Feeling like “everything is hopeless”
- Difficulty concentrating; distracted; “in a fog”
- Unable to control anger; irritable over “little things”
- Crying a lot or “shutting down” your feelings
- Fighting with family, friends, coworkers

How many of the above 10 have you had in past month?