

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Dealing with Work Stress**

KEY TEACHING POINTS

DO

- Approach situations like a problem solver, not a victim.
- Put matters in perspective, every problem isn't a crisis.
- Maintain self confidence.
- Adopt cooperative work style.
- Accept no one is perfect.
- Forgive yourself (and others) for making mistakes.
- Set priorities and tackle tasks in an organized way.
- Find a constructive way to express anger or concerns.
- Exercise - walk, join a health club, take up a sport.
- Get enough rest.
- Laugh as often as possible.
- Get professional help if you're having trouble handling stress.

DO NOT

- React to every problem as if it is a crisis.
- Take work-related problems or situations personally.
- Be a "control freak."
- Be afraid to make a mistake.
- Blow up at yourself or others.
- Try to assign blame.
- Expect the worse.
- Worry about potentially stressful situations or people.
- Use alcohol or other drugs to reduce stress.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Do not use alcohol or other dugs to reduce stress.	<input type="checkbox"/>	<input type="checkbox"/>
2 Adopt a cooperative work style.	<input type="checkbox"/>	<input type="checkbox"/>
3 Exercise - walk, join a health club, take up a sport.	<input type="checkbox"/>	<input type="checkbox"/>
4 Get professional help if you are having trouble handling stress.	<input type="checkbox"/>	<input type="checkbox"/>
5 Put matters in perspective; every problem isn't a crisis.	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. True 4. True 5. True