

STUDY HALL SERIES

Self-led training modules...ready when you are!



Managing Stress

When our lives and jobs are in balance, a certain amount of stress provides a source of energy and stimulation, challenging us to do our best. But when there is too much stress, either from outside events or internal pressures, both we and our work suffer. Job burn-out, illness, absenteeism, conflict, low productivity and more can all be traced to stress in the workplace, in our personal life, or both. Although life will never be completely stress-free, we can control how we react to it.

This Study Hall lesson will help you learn about various work situations that can produce stress, how stress may be caused by our individual anxieties, and offer positive approaches we can take to alleviate tension and anxiety – from learning how to communicate with our co-workers to techniques to reduce our own personal reactions to stressful situations.

This Study Hall lesson will help you to:

- Identify "stressors" that make us especially prone to stress.
- Understand what causes our own individual reaction to these stressors.
- Determine what we can do to alleviate or reduce stress at work, and outside the office.

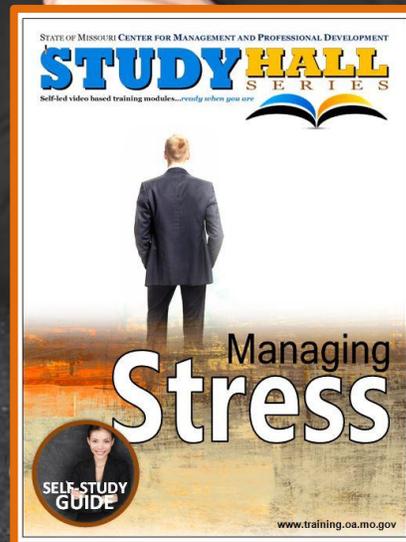
Competency: Flexibility

More About The Study Hall Series:

Each Study Hall Series lesson is intended to be viewed by **one person at their desktop computer**. Each lesson will include a video you can watch online via your computer, and a study guide that can be printed out to help you put the information in the video to good use. The study guide will encourage you to think about how things are today—and what you might want to do differently tomorrow. Working at your own pace, each lesson takes about an hour to complete.

Learn more about The Study Hall Series and other Online Learning options at www.training.oa.mo.gov

This lesson also includes the **OPTION** to speak to a Center for Management and Professional Development consultant about the information you receive. A great way to receive some one-on-one feedback *if you want it*.



STATE OF MISSOURI
Center FOR
MANAGEMENT AND
Professional Development

"We inspire current and potential leaders on their journey to excellence."

www.training.oa.mo.gov

Go ahead. Take your seat.
Enroll online today!