

Personal Development

Managing Workplace Anxiety Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Common Types of Anxiety

- Social Anxiety
- Generalized Anxiety Disorder
- Panic Disorder
- Phobias
- Case Study
- Module Two: Review Questions

Module Three: Recognizing Symptoms in Others

- Avoiding Social Situations
- Difficulty in Accepting Negative Feedback
- Difficulty in Focusing on Tasks
- Irrational Fears
- Case Study
- Module Three: Review Questions

Module Four: Coping Strategies (I)

- Keeping a Journal
- Power of Positive Thinking
- Have a "Me" Place You Can Go
- Establish Attainable Goals
- Case Study
- Module Four: Review Questions

Module Five: Coping Strategies (II)

- Talk With Friends and Family
- Get Enough Sleep
- Eating Well and Exercise
- Begin Small and Build Up to Larger Challenges
- Case Study
- Module Five: Review Questions

Module Six: Don't Avoid the Situation

- It's OK to Make a Mistake
- Accept the Situation, and Move On
- Avoidance Can Cause a Cycle of Anxiety
- Identify the Trigger
- Case Study
- Module Six: Review Questions

Module Seven: Differences in Anxiety and Normal Nervousness

- It Runs Along a Spectrum
- Anxiety Can Happen Without a Cause
- The Length of Time Symptoms Last
- It's an Exaggeration of Normal Feelings
- Case Study
- Module Seven: Review Questions

Module Eight: Physical Symptoms

- Rapid Heartbeat
- Panic Attack
- Headache
- Trembling or Shaking
- Case Study
- Module Eight: Review Questions

Module Nine: Recognize the Positive Aspects of Anxiety

- It Alerts Us to Danger
- Improves Self-Awareness
- Can Be a Great Motivator
- Prevent Mistakes
- Case Study
- Module Nine: Review Questions

Module Ten: Common Anxiety Triggers

- Uncertainty or Fear of the Unknown
- Holding in Feelings
- Public Speaking/Speaking Up
- Trying to Be Perfect
- Case Study
- Module Ten: Review Questions

Module Eleven: When to Seek Extra Help?

- Feeling Overwhelmed
- Physical Changes
- Unable to Work or Function
- Panic Attacks
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations