

Managing Workplace Anxiety

Course Overview

This course will introduce students to managing workplace anxiety, including common types of anxiety, recognizing symptoms in others, coping strategies, not avoiding the situation, differences in anxiety and normal nervousness, physical symptoms, recognizing the positive aspects of anxiety, common anxiety triggers, and when to seek extra help.

<u>Module 01 - Getting Started</u>	1m
Getting Started	
Workshop Objectives	
<u>Module 02 - Common Types of Anxiety</u>	4m
Common Types of Anxiety	
Social Anxiety	
Generalized Anxiety Disorder	
Panic Disorder	
Phobias	
Case Study	
<u>Module 03 - Recognizing Symptoms in Others</u>	5m
Recognizing Symptoms in Others	
Avoiding Social Situations	
Difficulty in Accepting Negative Feedback	
Difficulty in Focusing on Tasks	
Irrational Fears	
Case Study	
<u>Module 04 - Coping Strategies (I)</u>	5m
Coping Strategies (I)	
Keeping a Journal	
Power of Positive Thinking	
Have a "Me" Place You Can Go	
Establish Attainable Goals	
Case Study	
<u>Module 05 - Coping Strategies (II)</u>	5m
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	

<p><u>Module 06 - Don't Avoid the Situation</u> 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</p>	5m
<p><u>Module 07 - Differences in Anxiety and Normal Nervousness</u> 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</p>	4m
<p><u>Module 08 - Physical Symptoms</u> Physical Symptoms Rapid Heartbeat Panic Attack Headache Trembling or Shaking Case Study</p>	4m
<p><u>Module 09 - Recognize the Positive Aspects of Anxiety</u> Recognize the Positive Aspects of Anxiety It Alerts Us to Danger Improves Self-Awareness Can Be a Great Motivator Prevent Mistakes Case Study</p>	4m
<p><u>Module 10 - Common Anxiety Triggers</u> Common Anxiety Triggers Uncertainty or Fear of the Unknown Holding in Feelings Public Speaking/Speaking Up Trying to be Perfect Case Study</p>	4m

Module 11 - When to Seek Extra Help

5m

When to Seek Extra Help

Feeling Overwhelmed

Physical Changes

Unable to Work or Function

Panic Attacks

Case Study

Course Closure

Total Duration: 47m