

**Avoiding Burnout By Managing Stress/Self  
Leader Guide/Facilitation Notes  
Summary of Three Hour Seminar Time Schedule**

<b>15 Minutes</b>	<b>Part 1: Introduction of Participants</b>	Flipchart/Workbook Page
<b>15 Minutes</b>	<b>Introduction: Avoiding Burnout By Managing Stress/Self</b>	
	-Stress Line Up Activity	
	-Managing Stress/Managing Change	(Flipchart)
	-Playing the Hand Cards are Dealt...	(Flipchart)
	-Peak Performance	(Flipchart)
	-Are you Dangerously Close to Running on Empty?	p2
	-Monitoring Your Energy Levels	p4
<b>20 Minutes</b>	<b>Part 2: Stress Potential Questionnaire and Analysis</b>	
	-Stress Potential Questionnaire	p 5
	-Stress Potential Analysis	p6
	-What is Stress?	p8
<b>10 Minutes</b>	<b>Part 3: Adapting to Stress and The Type "A" Personality</b>	
	-Adapting to Stress....The Fight or Flight Response	(Flipchart)
	-Type "A" Behavior Quiz	p 9
	-Type "A" Behavior Description	p 10
<b>20 Minutes</b>	<b>Part 4: Factors Which Influence Stress</b>	
	-Factors which influence stress	p 11
	-Our Stress Potential Ratio (SPR)	p 12
	<b>OPTIONAL: Energizer Stretch</b>	
<b>15 Minutes</b>	<b>Break</b>	
<b>15 Minutes</b>	<b>Part 5: Methods of Coping</b>	
	-Methods of Coping	(Flipchart)
	-Active Coping	p 15
	-The AAABC's of Stress Management	p 16
<b>30 Minutes</b>	<b>Part 6: The AAABC's of Stress Management or "Your Stress Management Plan"</b>	
	-Introduce Dyad Activity	p19
	-Reference (Stress provoking situation)	p 5
	-Reference "Examples of Coping Options"	pps 20-24
	-Dyads complete answers to items on	p 19
	-Dyads Report Back to Large Group	
<b>30 Minutes</b>	<b>Part 7: Taking Action</b>	
	-Relaxation Techniques	
	-Power of Creative Visualization	pps 17-18
	-Final Reflections, Press Conference, Intentions	
<b>10 Minutes</b>	<b>Part 8: Completion of Evaluations</b>	
<b>180 Total Minutes</b>		