

## FACILITATOR GUIDE

UNIT TITLE:

**MANAGING WORKPLACE STRESS**

FACILITATOR:

COURSE DATE:

### INTRODUCTION

Welcome to the "How To Reduce Employee Stress and Foster a Healthy Work Environment" eLearning training! This scenario-based course is specifically designed for managers responsible for day-to-day operations and employee oversight. The primary goal of this training is to equip managers with the knowledge and skills to create a less stressful and more healthy work environment for their employees. By the end of this course, managers will be able to identify concrete steps to reduce employee stress and implement actions that foster an environment of respect and well-being.

### TRAINING OBJECTIVES

1. IDENTIFY CONCRETE STEPS AND ACTIONS THAT HELP LESSEN STRESS FOR EMPLOYEES.
2. IMPLEMENT ACTIONS IN THE WORKPLACE THAT FOSTER AN ENVIRONMENT OF RESPECT AND WELL-BEING.

### EXPECTED OUTCOMES

- Prior to managers taking this course, employees will be given a survey to assess their stress levels and the sources of those stresses. The survey will also ask for their opinion on the healthfulness of the current work environment.
- Three to six months after managers complete this course and implement some of the ideas,
- employees will be given the same survey to assess stress levels and workplace culture.
- **The desired outcome is that at least 80% of employees will respond that their stress level at work has been reduced and that the overall culture of the workplace has improved.**

### TRAINING DURATION

APPROXIMATELY 60 MINUTES

### MATERIALS NEEDED

- Virtual meeting platform (e.g., Zoom, Microsoft Teams) with screen sharing capabilities
- Facilitator guide
- Participant handouts (if applicable)
- Scenario-based eLearning module (accessible through a shared link or online platform)

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### TRAINING AGENDA

#### I. Welcome and Introduction (5 minutes)

- Introduce yourself as the facilitator.
- Explain the purpose and objectives of the scenario-based eLearning training.
- Highlight the importance of reducing employee stress and fostering a healthy work environment.

#### II. Scenario-Based eLearning Module (40 minutes)

- Share the screen and navigate to the scenario-based eLearning module.
- Instruct participants to access the module through the provided link or online platform.
- Encourage participants to work through the module at their own pace.
- Provide technical support or assistance if needed.

#### III. Group Discussion and Reflection (10 minutes)

- Return to the virtual meeting platform and facilitate a group discussion.
- Ask participants to share their thoughts and experiences related to reducing employee stress and creating a healthy work environment based on the encountered scenarios.
- Encourage participants to discuss the challenges they faced in the scenarios and potential strategies for addressing them.

#### IV. Implementing Actions to Reduce Employee Stress (10 minutes)

- Summarize the key actions and steps presented in the scenarios for reducing employee stress.
- Invite participants to share additional strategies they have found effective in reducing stress for their employees.
- Discuss the importance of proactive measures and support systems to address stressors in the workplace.

#### V. Fostering a Healthy Work Environment (10 minutes)

- Discuss the role of respect, well-being, and positive workplace culture in fostering a healthy work environment.
- Ask participants to share their ideas on how to create an environment of respect and well-being for their employees.
- Encourage participants to discuss ways to promote work-life balance, open communication, and professional development opportunities.

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### TRAINING AGENDA CONT.

#### VI. Q&A and Discussion (10 minutes)

- Open the floor for questions and clarifications related to the scenarios or the strategies discussed.
- Facilitate a discussion around potential challenges and solutions based on participants' experiences and the scenarios presented.
- Share additional resources or references for further exploration, if applicable.

#### VII. Summary and Action Plan (5 minutes)

- Recap the main points covered during the training and the insights gained from the scenarios.
- Emphasize the importance of applying the knowledge and skills gained in real-life situations.
- Assign participants the task of creating a personal action plan to reduce employee stress and foster a healthy work environment based on the scenarios they encountered and the strategies discussed.

#### VIII. Conclusion and Closing (5 minutes)

- Thank participants for their active participation throughout the training.
- Remind them of the importance of their role in creating a healthy work environment for their employees.
- Encourage participants to reach out if they have any questions or need further support.
- Conclude the training session with a positive and motivational note, emphasizing the positive impact they can make as managers.
- By the end of this training, managers will have gained valuable insights and practical strategies to reduce employee stress and cultivate a healthy work environment. Their implementation of these strategies will be crucial in improving workplace culture and overall well-being. Remember to provide ongoing support and resources to managers as they continue their journey towards creating a healthier and more productive workplace.

**Thank you for your commitment to this training and for taking the initiative to make a positive difference in your organization.**

### REFLECTION