

# cto

corporate training options

## About Us

Our mission at CTO is empowering people through learning that drives lasting growth and organisational success.

With that focus, we provide high-quality, practical training designed to help individuals and organisations build skills, improve performance and adapt to an ever changing business environment.

With experienced trainers and flexible delivery options, CTO provides engaging, results-focused learning designed to strengthen capability and support long-term business success.

*“Hope is NOT a  
Development Plan.”*

## Stress Management

### Other Personal Development Courses

- Conflict Management
- Developing Assertiveness
- Goals and Goal Setting
- Time Management
- Professionalism in the Office
- Effective Communication
- Business Etiquette and Professionalism

*Skills that Build Teams that Win*

## Contact Us

*We would love to collaborate with you*



training@cto.com.au



1300 667 660



[www.cto.com.au](http://www.cto.com.au)

*Our trainers are located all across  
Australia.*



corporate training options

## *Personal Development: Stress Management*

### *The Challenge*

Workplace stress is epidemic, costing organizations billions in lost productivity, health issues and turnover. Stress doesn't just affect wellbeing—it impairs decision-making, damages relationships and reduces performance. While some stress is unavoidable, chronic stress is manageable with the right strategies. The difference between those who thrive and those who burn out is how they manage pressure.



## *What you will Learn*

- ✓ Recognise your personal stress triggers and early warning signs
- ✓ Use proven techniques to reduce stress in the moment
- ✓ Build resilience to handle pressure more effectively
- ✓ Establish boundaries that protect your wellbeing
- ✓ Manage workload and expectations to prevent overwhelm
- ✓ Develop healthy coping mechanisms that sustain you
- ✓ Create work-life practices that support long-term balance

## *Who should Attend*

This vital program is designed for anyone experiencing workplace stress or wanting to build resilience before stress becomes overwhelming. Ideal participants include:

- Professionals in high-pressure roles
- Managers balancing competing demands
- Anyone experiencing stress-related symptoms
- Employees wanting to build stress resilience

## *Course Delivery*

- Online via Microsoft Teams
- Onsite at your Workplace
- Hybrid (combination of both)

## *Duration*

- Full Day Course

## *Group Sizes*

Our prices are based on group sizes and not per person (the more the merrier)

- 1 - 3 trainees
- 4 - 15 trainees
- 16 - 20 trainees

## *Pre Requisites*

None - Open to all

# Course Modules

## Module 1. Understanding Stress

- What stress really is and the difference between pressure, stress and burnout
- The business case - how chronic stress drains performance, health and retention
- Why some stress is useful and where it tips into harmful
- Common myths that keep people pushing through rather than addressing stress

## Module 2. Knowing your triggers and warning signs

- Identifying your personal stress triggers - situational, relational and internal
- Recognising your early warning signs before stress becomes overwhelming
- The difference between everyday pressure and a pattern worth addressing
- Why self-awareness is the first lever for managing stress

## Module 3. In-the-Moment Techniques

- Proven techniques to reduce stress in the moment it occurs
- Quick physiological resets - breathing, grounding and the body's stress response
- Reframing techniques to shift perspective under pressure
- Knowing which technique to reach for in which situation

## Module 4. Building Resilience

- What resilience actually is and isn't
- The habits and mindsets that help people handle pressure more effectively
- Building a personal resilience "buffer" before high-pressure periods hit
- Learning from setbacks rather than being derailed by them

## Module 5. Setting Boundaries that protect you

- Why boundaries are a wellbeing strategy, not a luxury
- Identifying where your current boundaries are too porous
- Communicating boundaries clearly and professionally
- Holding boundaries under pressure from others and from yourself

## Module 6. Managing Workload and Expectations

- Why overwhelm is often a workload -expectations mismatch, not a personal failing
- Prioritisation strategies that protect what matters most
- Having the conversation - managing other's expectations of you
- Saying no, renegotiating deadlines and delegating without guilt

## Module 7. Developing Healthy Coping Mechanisms

- The difference between coping mechanisms that sustain you and those that don't
- Replacing short-term relief habits with sustainable ones
- Building a personal toolkit of healthy responses to pressure
- Recognising when a coping strategy has stopped working

## Module 8. Sustaining Work-Life Balance

- Creating daily and weekly practices that protect long-term balance
- Why balance is something you build not something you find
- Recognising the signs that the balance is slipping before burnout hits
- A personal stress management plan to carry forward

Elevate and Empower - Educate