

Stress Management

Stress, unavoidable in today's world, can take a physical and emotional toll if not properly managed. Learn to recognize on-the-job stressors. Become skilled at practicing simple, effective techniques for responding to daily stress in a positive way.

Learning Outcomes

- Review current research on the nature, physiology and effects of the stress reaction
- Recognize physical, behavioral and emotional symptoms of stress
- Identify early warning signs
- Assess your own level of stress, using the Holmes-Rahe Life Stress Inventory
- Learn and utilize simple, effective stress reduction techniques
- In your action plan at the end of class, record what you learned and how you plan to use it to reduce the impact of stress

Who Should Attend? Required for all COPP enrollees.
Recommended for all HCC administrative professionals, secretaries, office managers, and all frontline staff.
Open to all full-time & part-time HCC employees.

Length: 2 hours

Program: College Office Professionals Program (COPP) – Required Course
College Leadership Program (CLP) – Elective Course

Sponsored By: Employee Learning and Organizational Development (ELOD)

Course Number: WP5108

Registration: Register online via @ Your Service.
To log in, type **myhcc** in your browser address bar
> Click on Human Resources (under Administrative Resources)
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> Sign in to PeopleSoft
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> Employee Home
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> Search by Course Number
> Enter WP5108

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