



Dagon Services

'Bite Size Training'

Well Being Programme

Dagon Services is offering a variety of short experiential sessions that will help to support all employees in dealing with the pressures of work. The sessions will involve theoretical and practical exercises. Handouts and advice leaflets will be available. There will be a maximum of 12 delegates per session providing opportunities for personal exploration(s) and effective learning.

Managers Sessions

Stress Awareness for Managers - 2 hours

Do you sometimes feel under pressure in juggling the demands of being a manager and meeting targets, and supporting staff at the same time ? We will spend time exploring some of the everyday issues that managers face. This session is about how managers deal with their own stress.

- Identifying the pressures on managers
- Management style(s)
- Good management practice
- Looking after ourselves

Dealing with 'stressed' staff - 2 hours

Do you find it difficult managing staff who are experiencing negative stress ? We will spend time discussing some of the issues to be considered, and ideas and options for managing the process. The programme will include :

- What is stress ?
- Effect on people and the organisation
- Identifying stressors in others
- Options and ideas for dealing with 'stressed' staff

Management Responsibilities – 1 hour

This short session will look at the Health and Safety Executive Guidelines and Good Management Practice relating to stress. The programme will include responsibilities of managers and employees.

Training and Development Consultancy for Organisations, Groups and Individuals

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Staff Programme

Stress Awareness for Staff – 2 hours

Do you sometimes feel under pressure, or want to spend time considering how you can manage your 'stress' more effectively? Come along to this session. We will explore :

- What is stress ?
- Effect on people and the organisation
- Identifying stressors - stress map
- Reducing pressures
- Improving coping mechanisms

All Employees

Working Styles – 2 hours

This session will provide an opportunity to explore the way that you like to work, and how this may influence your response to pressure. It will explore theories of Transactional Analysis and Type A behaviours. Use will be made of questionnaires for employees to consider their own styles. We will also explore how we can harness our way of working when under pressure.

Teams juggling the pressures – 2 hours

During this session we will work with whole teams to help them explore the tensions and pressures of the workplace, and how in practicable terms these pressures can be managed more effectively. The programme will link to the Stress Risk Assessment and provide a Team Action Plan. NB Delegates attending these sessions will need to be from the same team for maximum benefit, and preferably have attended the Stress Awareness Session.

Looking after yourself – 1 or 2 hours

Come and spend an hour finding out how much you care for yourself. Areas to be covered are :

- Diet
- Exercise
- Relaxation techniques
- Quality time



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Effective Time Management -1 or 2 hours

Managing time more effectively is something that many people find difficult so come and learn some useful tips and techniques. In this short session we will cover :

- Identifying problems with time
- Tips and techniques to effective time management