

FGC9-19 Stress Management \$189 Avg. hours 16

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Stress isn't the enemy. It is our perceptions of stress that amp our anxiety and use up all our steam. Events happen every day. How we interpret those events can set the stage for how we feel and how we react to others. Reducing stress is as easy as understanding what stress is to you, and using that knowledge to restructure your thoughts. Turn stress into a stepping stone, not a stumbling block?



Course Outline

Unit 1

Defining the stress monster

- How we *you* appraise stress
- How social settings define stress for you
- Knowing who is in control

Unit 2

How our views or beliefs help or hinder our stress

- Irrational beliefs about stress
- Gaining control
- Knowing what you can handle

Unit 3

Positive Psychology

- Gratitude
- Optimism, even if you are not an optimist
- Flow and setting your groove
- Mindfulness and being in the present
- Pleasure and why you need it

Unit 4

Ways to reduce stress

- Getting it together with time management
- Calling out the troops, your friends
- Relaxing and mindful meditation
- Laughter and praising yourself



About



Course Objectives

- To provide an understanding of how adults learn, and the characteristics of adults that impact their learning
- To address the issue of learning styles, including sensory, generational and neurological learning styles
- To provide information on both the fundamentals of good teaching, and advanced techniques
- To give participants strategies for preparing in-person courses, teaching face-to-face courses and improving one's teaching.



Course Outcomes

At the end of successfully completing the course, you will:

- Possess the knowledge of how adults learn, how learning styles impact learning, and how to best help others learn.
- Know the keys to preparing a course, involving your participants, and leading a discussion.
- Get the most advanced, how-to tips and techniques on presenting, using audio-visuals, and other learning tools.
- Have an understanding of how use the web in face-to-face courses, how to develop continual improvement of one's teaching, and how learning and teaching will be different in the 21st century.

online learning

Online learning is a fun, enjoyable and very productive way to learn. Millions of people are learning online each year. You will engage with the instructor and other participants. You will get to know your instructor and other participants. You may make friends. It's easy. It's fun.



How the Course Works

It is easy to participate in your online course. After you register, you will be given a web address to go to get into your online classroom. You will have a password and use your email address and password to gain access.

Once inside the online classroom, here's what you can expect.



Participate when you want

You can participate any time of day or evening. The online classroom is open 24 hours a day, 7 days a week.

There are no live real-time requirements or meetings. You decide when you participate.

For the best learning, participants should log into the course on 2-3 different days of the week.



What you will do

For each Unit, you will:

- Access the online readings
- Listen to the audio presentation for the Unit and view the slides
- Take a self-quiz to see how much you have learned
- Engage in written online discussion with your instructor and other participants

For best learning, you should make one or more comments at 2-3 different times each day.

The content (readings, audio lectures, slides) and self quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience.



Discussion

The Discussion for each Unit lasts one week. All comments are made in writing and can be made at any time of the day or night.

Your instructor will log into the Discussion area at least once a day and answer questions, make comments, and respond to comments by you and the other participants.

We encourage you to make 2-3 comments each day to maximize your learning and enjoyment of the course.