

## **CN5008 STRESS MANAGEMENT**

### DETAILED SYLLABUS

#### **OBJECTIVE**

To provide a broad physical, social and psychological understanding of human stress. The main focus is on presenting a broad background of stress research.

#### **UNIT I UNDERSTANDING STRESS**

Meaning – Symptoms – Works Related Stress – Individual Stress – Reducing Stress Burnout.

#### **UNIT II COMMON STRESS FACTORS TIME & CAREER PLATEAUING**

Time Management – Techniques – Importance of planning the day – Time management schedule– Developing concentration – Organizing the Work Area – Prioritizing – Beginning at the start – Techniques for conquering procrastination – Sensible delegation – Taking the right breaks– Learning to say 'No'.

#### **UNIT III CRISIS MANAGEMENT**

Implications– People issues– Environmental issues– Psychological fall outs– Learning to keep calm – Preventing interruptions– Controlling crisis – Importance of good communication– Taking advantage of crisis – Pushing new ideas – Empowerment.

#### **UNIT IV WORK PLACE HUMOUR**

Developing a sense of Humour – Learning to laugh – Role of group cohesion and team spirit– Using humour at work – Reducing conflicts with humour.

#### **UNIT V SELF DEVELOPMENT**

Improving Personality – Leading with Integrity – Enhancing Creativity – Effective decision Making– Sensible Communication – The Listening Game – Managing Self – Meditation for peace – Yoga for Life.

#### **REFERENCES**

1. Argyle. The Psychology of Happiness. Tata McGraw Hill. 2012
2. Bartlet. Stress – Perspectives & Process. Tata McGraw Hill. 2012
3. Cooper, Managing Stress, Sage, 2011
4. Jeff Davidson, Managing Stress, Prentice Hall of India, New Delhi, 2012.
5. Juan R. Alascal, Brucata, Laurel Brucata, Daisy Chauhan. Stress Mastery. Pearson
6. Waltschafer, Stress Management ,Cengage Learning, 4th Edition 2009.