

Training Programme for Non-Teaching Staff On 11.12.2018 Training Programme

A Training programme for the administrative staff of the college was organized on 11.12.2018. The Resource person for the programme is Dr. Shalini Rosaline, Asso.Prof of Management studies, VIT-AP, Amaravathi. This programme was organized by IQAC on the topic 'Stress Management'.



The Resource person started with "Everyone feels overwhelmed and overly busy." Dr Shalini offers the following strategies to take your work stress down, before it takes over your life.

Identify Self-Imposed Stress

"Learn to stop self imposing stress by building your own self-confidence rather than seeking other's approval," says Dr. Shalini. If you're too caught up in others' perceptions of you, which you can't control, you become stressed out by the minutia or participate in avoidance behaviors like procrastination. Ironically, once you shift your focus from others' perception of your work to the work itself, you're more likely to impress them.

Prioritize Your Priorities

With competing deadlines and fast-changing priorities, it's critical to define what's truly important and why. That requires clarity, says Dr. Shalini. It's important to understand your role in the organization, the company's strategic priorities, and your personal goals and strengths. Cull your to-do list by focusing on those projects that will have the most impact and are best aligned with your goals.



Act Rather Than React

"We experience stress when we feel that situations are out of our control," says Dr Shalini. It activates the stress hormone and, if chronic, wears down confidence, concentration and well-being. She advises that you identify the aspects of the situation you can control and aspects you can't. Typically, you're in control of your actions and responses, but not in control of macro forces or someone else's tone, for example. "Be impeccable for your 50%," she advises. And try to let go of the rest.

Take A Deep Breath

If you're feeling overwhelmed or are coming out of a tense meeting and need to clear your head, a few minutes of deep breathing will restore balance. Simply inhale for five seconds, hold and exhale in equal counts through the nose. "It's like getting the calm and focus of a 90-minute yoga class in three minutes or less at your desk," she says.

She also gave explanation of the following points,

Schedule Your Day For Energy And Focus

Eat Right And Sleep Well

Cool Down Quickly