



**ST FRANCIS DE SALES COLLEGE**

Permanently Affiliated to Bangalore University | Electronics City, Bengaluru - 100

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

# IQAC

Presents

**Orientation  
for  
Non - teaching  
staffs**

By

**Professor Mamatha.K  
Department of  
Psychology**

**Date: 2nd July 2019**

**Time- 10:00 AM**

**Venue : Conference hall**



**Stress Free  
Effective  
Working**

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## Report

Title	A SESSION ON STRESS FREE EFFECTIVE WORKING FOR NON TEACHING STAFF
Date of Event(s)	2 <sup>nd</sup> July 2019
Department Association	/ NON TEACHING STAFF
Venue	CONFERENCE HALL
Number of Participants	15

Resource Person(s) with qualification	PROF. MAMTHA
Books (if published)	NA

Place of visit/ details of Industrial visit place:	NA
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## Report:

A session on stress management was organised by faculty enrichment cell for the non teaching staff on STRESS MANAGEMENT. Prof. Mamtha from department of BCOM was the speaker. The session started at 10.00AM with a short prayer. Prof. Mamtha explained thenon teaching employees on how they should handle stress and the techniques to overcome work pressure and emotional challenges at work and in personal life.



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The following concepts were covered in detail

Stress is what you feel when you have to handle more than you are used to. When you are stressed, your body responds as though you are in danger. It makes hormones that speed up your heart, make you breathe faster, and give you a burst of energy. This is called the fight-or-flight stress response.

Some stress is normal and even useful. Stress can help if you need to work hard or react quickly. For example, it can help you win a race or finish an important job on time.

But if stress happens too often or lasts too long, it can have bad effects. It can be linked to headaches, an upset stomach, back pain, and trouble sleeping. It can weaken your immune system making it harder to fight off disease. If you already have a health problem, stress may make it worse. It can make you moody, tense, or depressed.

Stress is a fact of life for most people. You may not be able to get rid of stress, but you can look for ways to lower it.

The speaker emphasised on better ways to manage time. You may get more done with less stress if you make a schedule. Think about which things are most important, and do those first.

Find better ways to cope. Look at how you have been dealing with stress. Be honest about what works and what does not. Think about other things that might work better.

Take good care of yourself. Get plenty of rest. Eat well. Don't smoke. Limit how much alcohol you drink.

Try out new ways of thinking. When you find yourself starting to worry, try to stop the thoughts. Or write down your worries and work on letting go of things you cannot change. Learn to say "no."

Speak up. Not being able to talk about your needs and concerns creates stress and can make negative feelings worse. Assertive communication can help you express how you feel in a thoughtful, tactful way.

Ask for help. People who have a strong network of family and friends manage stress better.

Sometimes stress is just too much to handle alone. Talking to a friend or family member may help, but you may also want to see a counselor.



Write. It can help to write about the things that are bothering you.

Let your feelings out. Talk, laugh, cry, and express anger when you need to with someone you trust.

Do something you enjoy. A hobby can help you relax. Volunteer work or work that helps others can be a great stress reliever.

Learn ways to relax your body. This can include breathing exercises, muscle relaxation exercises, massage, aromatherapy, yoga, or relaxing exercises like tai chi and qi gong.

Focus on the present. Try meditation and imagery exercises. Listen to relaxing music. Try to look for the humor in life. Laughter really can be the best medicine.

**Positive Outcome:**

The objective of this session was to enable the non-teaching staff to have an understanding of stress management. The participants got introduced to the areas which leads to stress and how it impacts the health and techniques to overcome stress.

  
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