



# TRAINING OUTLINE

**COURSE TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **INSTRUCTOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

*Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.*

## SUMMARY OF TRAINING

### 1) Introduction

- a) General Duty Clause
- b) Health & Safety at Work Act
- c) Americans with Disabilities Act
- d) Definitions
- e) Stress
- f) Absenteeism
- g) Presenteeism
- h) Obstructionism
- i) Relational Aggression
- j) Overt Aggression
- k) Burnout
- l) Training Outcomes

### 2) Common Causes

- a) Internal Causes
- b) Nature of the Job
- c) Deadlines
- d) Organizational Changes
- e) Career Development
- f) Role Ambiguity
- g) Work Relationships
- h) Work Bullying
- i) External Factors
- j) Health Problems
- k) Education
- l) Family Dynamics
- m) Domestic Abuse
- n) Single-Parent Households

### 3) Signs & Symptoms

- a) Biology of Stress



# TRAINING OUTLINE

- b) Signs & Symptoms
- c) Physical Symptoms
- d) Gastrointestinal Illness
- e) Musculoskeletal Problems
- f) Insomnia
- g) Chronic Health Issues
- h) Mental Symptoms
- i) Anxiety
- j) Depression
- k) Behavioral Symptoms
- l) Fatigue
- m) Decreased Productivity
- n) Absenteeism
- o) Substance Abuse
- p) Overeating
- q) Family Relationships
- r) Workplace Accidents
- s) Workplace Aggression

## 4) Management

- a) Workplace Changes
- b) Communication
- c) Employee Assistance Program
- d) Reasonable Accommodations
- e) Disabilities
- f) Work-Life Balance
- g) Training
- h) Autonomy
- i) Advancement Opportunities
- j) Positive Work Culture
- k) Combating Workplace Bullying
- l) Individual Changes
- m) Problem Solving
- n) Steps of Problem Solving
- o) Assertive Communication
- p) Time Management
- q) Managing Physical Symptoms
- r) Exercise
- s) Hobbies



# TRAINING OUTLINE

- t) Relaxation Techniques
  - u) Social Support
  - v) Friendship
  - w) Medical Treatment
  - x) Mental Health Services
- 5) Conclusion**