



FROM *the* INSIDE OUT

Effective Ways
to
Manage Stress

Workshop
Preview



Ready2Go
MARKETING SOLUTIONS

From the Inside Out

Effective Ways to Manage Stress

Workshop Preview



Congratulations! on embarking on a multifaceted marketing campaign that includes a Ready2Go Workshop®.

While we certainly hope that you are using this product in conjunction with the full package that includes Ready2Go Teleseminar®, Speech, Audio Training Program and Special Report, the use of this product alone is a potent tool for growing your business.

Let's get right to it. Workshops are one of the most effective ways to gain exposure and offer a valuable service to your prospects and clients, and an extremely powerful ingredient in your overall marketing recipe.

Plus, the Ready2Go Workshop® topics are relevant to most target markets, easily customizable, and specially designed to be educational, engaging and fun. Your workshop attendees will have strong takeaways of quality content, aha moments, and the overall feeling that it was time incredibly well spent.

If you've been in business for any length of time, you understand that speaking is an important part of growing your business. You can grow without speaking, to be sure, but you will do it faster and easier when you put yourself out there and speak.

Instead of meeting one person at a time, facilitating a workshop allows you to meet numerous people at once, many of whom will want what you have to offer.

And if facilitating workshops is new for you, then you have come to the right place, as it doesn't get much easier than with a Ready2Go Workshop®.

If you apply the tips you learn in the Workshop Marketing Guide and Workshop Facilitation Guide, and combine it with this professionally crafted Ready2Go Workshop®, then you'll put yourself on the fast track to outrageous success!

And remember, just like with anything new, it takes practice. The more you practice, the better you get. The better you get, the more comfortable you become. And the more comfortable you become, the more you enjoy it! The more you enjoy it, the more successful you will be! Make sense? Are you ready to roll? Then let's go!

Here's to your enjoyment and success!

A handwritten signature in black ink that reads "Kim".

Kim Clausen, President
Ready2Go Marketing Solutions, Inc.®

P.S. Please be sure to tell us about your successes. We are excited to hear from you!

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What You Get in Your Ready2Go Workshops® Package

With the Ready2Go Workshop® you get more than 120 pages of:

Fully developed workshop with,

- Agenda, workshop flow, all necessary content, instructions, and scripting.
- Workshop activities.

Facilitation instructions for conducting a successful workshop including,

- Knowing your role and moving past initial fears.
- Tips on how to lead a successful workshop.
- Connecting with the participants.
- Preparation for the workshop.
- Event preparation check list.

Marketing guide with recommendations on how to effectively market your workshop including,

- Logistics on how to coordinate a seamless and successful program.
- Professionally crafted promotional correspondence including,
 - 3 email invitation including a “reminder” email.
 - 1 follow-up email.
 - 3 relevant articles to send with your marketing letters.
 - 1 promotional flier.
- Marketing timeline.

Recommended contents for Participant Folder including,

- Welcome letter.
- Agenda.
- Handouts.
- Workshop evaluation.
- Post workshop homework.

Necessary forms for workshop day,

- Product order form.
- Newsletter sign up form.
- Complimentary session sign up form.

Follow-up plan which includes,

- Follow-up recommendations.
- Post workshop homework and instructions for staying in touch.
- Follow-up email.

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About Ready2Go Marketing Solutions, Inc.®



About Ready2Go Marketing Solutions, Inc.®

Ready2Go Marketing Solutions, Inc. – Instant Information Products to Market Your Business

Ready2Go Marketing Solutions, Inc. provides small business owners with turn-key marketing products, so that they can spend less time marketing and more time growing their business.

Ready2Go Marketing Solutions, Inc. offers a suite of plug-n-play marketing solutions such as fully-developed workshops, teleseminars, speeches, audio training programs and special reports. These tools are ready-made for coaches, consultants, trainers and speakers to customize and brand as their own saving tons of time and effort.

By creating these completely developed products, we've eliminated the difficult and time-consuming task of content creation, so small businesses don't have to worry about marketing and selling. Instead they can now put their marketing on auto-pilot and focus on doing the work they truly enjoy.

Our products include everything small businesses need to deliver value added products to their clients and prospects. It's marketing made easy!

We Have Common Bonds

Like you, we are business owners and coaches who struggled with the lack of marketing materials to grow our own businesses. We were frustrated by the choices, the availability and the accessibility of quality marketing plans and materials that actually work.

So we did something about it. We went out and crafted marketing strategies that are highly effective, boldly innovative and dazzlingly creative.

We have professional marketers, training developers, copywriters, and speech writers who are poised to provide you with the highest quality products and services to grow your business with more than 50 years of training development, speaking and business development experience.

Our products are professional grade, developed by experts in the industry and are easy to follow and implement, GUARANTEED.

Plus, if you need that additional support to help you launch your Ready2Go marketing solution, we have trained coaches on staff to assist you.

For further assistance, contact us at support@ready2gomarketingsolutions.com or give us a call anytime.



Ready2Go Marketing Solutions' Product Offerings

Be sure to check out the full range of products available to you from Ready2Go Marketing Solutions, Inc.

With these products you receive quality content created by industry professionals, plus all the instructions and tips that you need to be successful in your implementation. The Ready2Go products are created on topics that are highly relevant to most target markets, and have valuable content that your prospects will find very educational and informative. Plus they are easy to customize and brand as your own.

That full suite of Ready2Go products includes:

- **Pre-written tweets** to gain awareness and promote your special offers and events
- **Special reports** to use to grow your list or send to your list as a gift
- **Professionally scripted audio training programs** that you record in your own voice
- **Professionally written articles** to include in your newsletters
- **Success tips**, which are 100- to 200-word "mini articles" to send to your list or use as blog posts
- **Inspirational video montages**, which are 2- to 3-minute inspirational movies that you brand with your logo and contact information
- **Professionally crafted speeches** for your in-person presentations
- **Professionally developed teleseminars** to engage your prospects and clients through remote training
- **Professionally designed workshops** to reach more people, generate income and convert more clients

To learn more about the Ready2Go products, go to www.Ready2GoMarketingSolutions.com.

Read This First

We believe that the key to a successful workshop rests with the ability of the facilitator to create a safe and comfortable space for all participants. As the facilitator, it is also your responsibility to ensure that participants have what they need to learn. This first means that you have done the necessary preparation work of knowing this workshop and having everything ready before it's delivered.

Second, it means approaching and delivering this workshop from the point of view of just being you. If you don't have much experience being a facilitator, don't worry. Just follow this instructor's guide, and you will be fine. And if you do make a mistake in the delivery of this workshop, don't worry about it. Remind yourself that all you are doing is giving it your best. Don't be afraid to try for fear of making a mistake or getting something wrong. One thing is for certain: if you never make a mistake, you're not doing anything.

In using this instructor's guide, don't forget to incorporate your own stories and experiences into it in order to stress the points you are trying to make. This guide is like a blueprint for building a house; it may tell you what the house is supposed to look like when it is finished, but it doesn't indicate how it should be decorated.

The artful design of this workshop, coupled with your personal facilitation of it, will result in a high degree of participant satisfaction. So remember to add your own personal style to it so that it comes across as yours.

Moving Past Initial Fears

You may be thinking, "Can I actually pull this workshop off? Can I really speak confidently about this topic in front of others for three hours? I'm not an expert; will participants ask me something I don't know?"

It is quite normal to have these concerns when confronted with having to deliver a training program. After all, most of our experiences in a classroom of any sort have pretty much been the same - there is a teacher at the front of the room going on and on with a lecture about the subject, while students, in neat rows, passively sit there and take notes.

This workshop is not designed like that. Instead, it has been developed based on the idea of being learner-centered. What this means is simple. You as the facilitator are not the center of attention, nor are you the sole dispenser of knowledge. In other words, learning happens as a result of your participants being allowed to do the work of learning for themselves. You can only really learn how to swim, for example, by swimming. Yes, an instructor may be there to help, but there really is no substitute for a person just diving in with their whole mind and body and experiencing a concept for themselves. There simply is no substitute for doing. This is how this workshop has been designed, rather than on conventional notions of what learn

Marketing Guide

Ready2Go Workshops® - Marketing Guide

(page 1 of 9 pages)

Outlined below are some guidelines for you to consider when planning a successful workshop:

1. **Set your date** - Start planning at least 6-8 weeks out. It takes time to find your location, coordinate the details, and implement your marketing plan for the highest attendance rate, so give yourself plenty of time to effectively prepare and market.

Setting a date also locks in your commitment and will keep you in action toward hosting a successful workshop.

2. **Choose your location** - Ideally you want to find a location that is free or for a small fee. Community libraries often have rooms that can be rented for a small fee or for free. Community centers, recreation centers, and local churches also often have rooms for rent. Also contact your local Chamber of Commerce. They may have meeting rooms there or know of local businesses that do. If you are a networker and plan to do workshops on a regular basis, ask around at your networking club. Many businesses have meeting rooms that you can use if you just ask.

3. **Determine your price** – You know best based on your geographical area, your target market, and your experience level, what price to charge for your workshop. For a 3 hour workshop, prices can range from \$29 to \$99 or more. We do not recommend that you do the workshop for free if you are conducting it as part of your regular business. People will not value it if it is free and attendance will be much lower as people will sign up and then not show up. Remember, it is not about quantity. It is about quality, and getting the right people there. If you are unsure of what to charge, ask some friends or colleagues. Be sure to price your workshop based on the value that you are offering to your audience, not based on cost to cover your expenses.

But do not undervalue your services or the value of these workshops. If you undervalue them, your prospects will too. And remember, you can adjust fees as you do more workshops and get more familiar with your market.

4. **Make a budget** – It is good for you to have a clear idea of how much your workshop will cost so that you can adequately budget your expenses. It is also helpful for your long-term planning in terms of measuring client conversions, return on investment (ROI), product sales, referrals, and budgeting for future events. Keep in mind that the Ready2Go workshops are designed to minimize your additional expenses for training materials.

Marketing Guide Supporting Documents

(included in your workshop package)

- **Special Offer Registration Form**
- **Complimentary Consultation Sign Up Form**
- **Product and Services Order Form**
- **Marketing Activities Timeline** – countdown of activities to complete from 6 weeks to kick off!
- **Event Flier**
- **3 Email Invitations**
- **Follow Up Email**
- **3 Articles** - to send with your email invitations and follow up
- **Event Preparation Checklist** - making sure you've got everything you need on game day such as your supply box, signage, photocopies, participant packets, CD player and event binder - just to name a few!

Participants Folders

Within this section are recommendations, along with the necessary documents, to set up the participants' folders. You will want to purchase inexpensive pocketed folders and place the documents listed below in each side.

LEFT SIDE:

- Your business card.
- Brochure or flier explaining your products and services.
- List of upcoming events (if you have them scheduled).
- Offer to do other workshops, teleseminars or speeches for their company, club or organization and list the topics (see the Ready2Go Marketing Solutions' topics listing).

RIGHT SIDE:

- Welcome letter (Included).
- Agenda - (Included).

(The following documents will be added to the participant's folder throughout the workshop).

- Activity Sheets – (Included).
- Handouts - (Included).
- Workshop Evaluation (Included).
- Follow-up Homework - (Included. Great to use to follow up with the participants).

Marketing Activities Timeline

Included in your Ready2Go Workshops® package is a Marketing Guide with recommendations on how to plan a successful workshop.

Also included in your package are several sales letters including,

- 3 Pre-event invitation emails.
- A follow-up email.
- A promotional flier.
- 3 articles to use for pre and post event giveaways.

Outlined below is a suggested timeline of how to promote your event. As mentioned in the Marketing Guide, ideally you will want to begin your **planning at least 6-8 weeks out, and start marketing about 4 weeks out.**

Ideally you will want to space your marketing activities 1 to 1.5 weeks apart by following this timeline, providing your list with value that educates and peaks their interest.

Facilitation Guide

Tips to Help Lead a Successful Workshop *(page 1 of 4 pages)*

At the heart of good facilitation is letting participants discover learning for themselves. As the facilitator, be open to allowing participants to express the learning that is most important to them.

You can do this by first creating a safe learning environment, which means responding neutrally to all participant comments, even those that may be at odds with the majority of the group. It is important to legitimize all contributions.

As well, keep in mind the following facilitation guidelines:

1. **Begin and end the workshop on time.** Whatever times you determined for your workshop, stick to them. These times have set an expectation in your participants' minds that need to be honored. This may mean that you will have to deviate from the script of this workshop depending on the level of participant discussion that materializes during the course. The most successful facilitators live in the moment and adjust their programs to ensure that participant needs and expectations are always being met.
2. **Encourage participants to ask questions, and don't be afraid of not knowing an answer.** Learning is not about you imparting your knowledge to others. Instead, learning is about creating a fertile space in which learning grows out of what participants share and reflect upon with each other. Handle questions in a way that encourages participants to express their own thoughts and feelings and to hear from others what they think and feel. When a participant asks you a question, you can answer it yourself, or reflect the question back to the entire group and see what they think. For example, "Great question. What do the rest of you think about it?" Reflecting back to the entire group allows participants to explore and formulate their own answers by drawing upon the personal experience of others. Any time you can encourage participants to share their own thoughts, feelings, and experiences, rich learning will take place. Participants just want their questions answered; it doesn't matter to them who ultimately provides it.
3. **Address workshop disruptions subtly.** If participants are talking with one another and not paying attention to the content you want to give, simply stop and be silent. Such patience, especially delivered with a smile, can quietly redirect participants to refocus on the workshop.
4. **Remember that the best learning is entertaining as well as educational.** This workshop has built-in activities to help ensure that participants are engaged during the workshop. Still, it is important to remember that participants will also respond directly to the facilitator's own energy and enthusiasm. Participants will reflect the attitude of the facilitator, it's that simple. If you want your workshop to be received in a positive and enthusiastic manner, it begins with the attitude you bring to the workshop.

Before the Workshop

Materials Required *(page 1 of 2 pages)*

Materials

The following materials will need to be acquired prior to running this workshop:

- Pen or pencil for each participant
- CD player and CD music
- Jenga® Wood Block game, 1 per team (available at most game retailers)
 - Make sure the package includes the wood blocks and the plastic loading tray
- Activity Cards for Building Blocks and House of Cards activities (located with the Activity and Instruction Sheets)
- Deck of playing cards, 1 per team
- Rubber bands, at least 1 per person
 - Recommendation: rubber band size should be at least .625 inches wide x 7 inches long
 - Have extra rubber bands on hand, in case any of them break
- Resistance bands, 1 per team
 - These are the bands that are used for exercise routines
 - Recommendation: use bands that have handles
- Flip-chart paper
- Colored markers for flip-chart
- Timer or clock

Activity /Instruction Sheets

You will also need to make copies of the following activity and instruction sheets, which are located at the back of this instructor's guide:

- “Building Blocks of Stress” Instruction Sheet – one per team.
- “Building Blocks of Stress” Activity Sheet – one per participant.
- Three Levels of Stress Activity Sheet – one per participant.
- Where Is My Stress? Activity Sheet – one per participant.
- Four Responses to Stress Activity Sheet – one per participant.
- “The Stress Manager” Planning Sheet – one per participant.
- “Control / No Control” Activity Sheet – one per participant.
- “House of Cards” Instruction Sheet – one per team.
- “House of Cards” Activity Sheet – one per participant.

Conducting the Workshop

Workshop Schedule

Time is the most valuable resource any of us have. As pointed out earlier, stay true to when you said you would start and end your workshop. The following agenda can help you with this goal, but remember, this agenda is meant to be a guideline and not a hard and fast schedule to keep. Be flexible and trust that if one section goes beyond the time listed, another section will likely come in shorter, thus allowing you to finish on time.

| Topic | Time Estimate |
|--|---------------|
| Part I – Understanding Stress | |
| Course Overview & Logistics | 5 min |
| Intro Activity – Building Blocks of Stress | 25 min |
| What Are the Building Blocks of Stress | 15 min |
| Where Is My Stress? | 25 min |
| Distress | 10 min |
| Break | 10 min |
| Part II – Managing Stress | |
| Responses to Stress (Parts 1 and 2) | 20 min |
| Managing Stress with Breathing | 10 min |
| Managing Stress with Body Awareness | 15 min |
| Managing Stress with Self-Talk | 15 min |
| Managing Stress with Control / No Control | 15 min |
| House of Cards | 20 min |
| Course Review and Application | 15 min |
| Total Time | 3.5 Hours |

Step #1 – Prepare Participants for Learning

Preparing participants to learn is a critical step. This step arouses interest in participants, generates positive feelings about the learning they are about to experience, and gets them primed to learn. Without it, many mental blocks within participants may limit the effectiveness of their learning.

Some of those mental blocks include:

- Fear of looking stupid in front of others.
- Uneasiness in interacting with people they don't know.
- Fear that the workshop will point out significant deficiencies in their own character.
- Fear of the change that comes along with personal growth.
- Personal situations outside the workshop that are occupying their minds, thus their attention.
- Concern over the workshop being boring.
- Fear of not being able to accomplish assignments within the workshop.
- Fear of failing or not meeting with success.

Create a positive learning environment by humanizing the workshop, letting participants know that they will be successful, and that the learning they are about to take on will be tremendously beneficial. Other ways to create a positive learning environment can be found on the next two pages of this guide.

The importance of getting off to a good start cannot be overstated. What you say and do in the first few minutes of the program can make all the difference in the world between a rich learning experience for participants and a frustrating expectation of what lies ahead for the next several hours.

(There is one workshop activity that falls under this section. We have included that activity here.)

25 minutes

Intro Activity – Building Blocks of Stress

An introductory activity communicates a great deal to participants about the workshop. This activity will relate directly to the topic and, at the same time, grab the participants' attention.

Activity Objective: Participants engage in a team competition and then reflect on how they experienced stress.

Facilitator Says:

“You are here because you are interested in learning how to manage stress. One of the keys to managing stress is learning to notice the signs of stress, and then making decisions about what to do with the stress you notice.

Stress comes in many different forms and intensities. One of the first things we're going to do today is 'create' a stressful situation in the form of a team competition. This will be one of those situations that is both stressful AND fun.

The team competition is called the 'Building Blocks of Stress.' Working in teams, the goal is for your team to build the tallest tower out of wood blocks. It's that simple.

While you are playing the game, I want you to 'check in' with yourself and notice what you are experiencing. You don't need to say anything out loud about what you are noticing, but simply notice your experience – the physical sensations, emotions, and thoughts that come up. After the competition, we'll talk about what you experienced.

In fact, just notice how you are *feeling right now* about the activity I've started to describe. Do you feel a sense of enjoyment or uncertainty? Do you feel a sense of pleasure or anxiety? [These are meant to be rhetorical questions that help the participants begin to focus on their physical experience. Pause briefly to give them time to think, but don't stop to discuss their reactions; move right into the activity.]

So, let's get started.”

Materials Needed:
 One Jenga® game per team and one set of Activity Cards per team, timer, “Building Blocks of Stress” Instruction Sheet, “Building Blocks of Stress” Activity Sheet



Directions:

Note: Prior to this workshop, practice working with the wood blocks and the rules of the game so that you are familiar with how the game works.

Set up: Have one set of wood blocks and one deck of Activity Cards within easy reach as you introduce the activity. The prompts below [in brackets] will help you demonstrate how to play the game.

1. Explain how the activity will proceed:

“You will be working in teams. Each team will receive a set of wood blocks to build a tower. [Show participants one set of the wood blocks.]

The team that creates the tallest tower out of these blocks within 10 minutes wins the competition.

Here are the basic rules of the game:

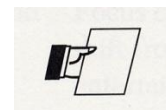
- Each team starts with their wood blocks stacked with the blocks in each tier placed in alternating directions. [Demonstrate what the initial set up of the blocks should look like. Point out how each tier of the tower has three blocks and how the blocks alternate direction with each tier. This alternating pattern of blocks is what gives the tower its initial stability.]



- Each team has a stack of Activity Cards that are face down. When it's your turn to play,

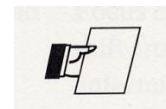
pick the card at the top of the pile and follow the instructions. When your turn is finished, place the card at the bottom of the pile or create a separate discard pile.
[Demonstrate selecting a card, reading it aloud, following the instructions, and placing the card at the bottom of the original pile.]

- Each person will take a turn at moving one block (from any tier OTHER than the top row of the tower) and placing it on top of the tower. Once the top tier has three blocks, you can then start a new tier.
[Demonstrate how each new tier needs 3 blocks before starting on the next tier.]
 - If your tower falls at any time, then your team must start over by re-establishing the original tower and continue playing until the time is up.
 - The team that builds the tallest tower in 10 minutes will win.”
2. Group participants into teams with about 4 people on each team.
- If the total number of participants is not divisible by four, then form a couple teams of 3, as needed. It’s better to have smaller teams so that each participant has more opportunity to play the game than if the teams were larger.
3. Distribute the following materials to each team:
- “Building Blocks of Stress” Instruction Sheet [This is intended to be a reference sheet for teams to use in case they forget the rules, and it will circumvent them from asking you questions.]
 - One set of wooden blocks with the loading tray (the loading tray is the plastic tray that makes it easy stack the initial tower of blocks)



Building Blocks of Stress Instruction Sheet, Jenga® wood bocks and loading tray, Activity Cards

- One deck of Activity Cards
4. Have each team set up their initial tower of blocks.
 - They should use the loading tray to make the initial tower.
 - They should ensure that there are three blocks in each tier, and that the direction of the blocks within each tier alternates with the previous tier.
 5. Before starting the timed competition, check to see if there are any questions.
 6. Begin the competition and set your timer for 10 minutes.
 - As the teams play the game, make sure each person on the team takes a turn, that each person is picking an Activity Card and following it before taking their turn, and that the participants are following the other rules of the game.
 7. After 10 minutes, call “time” and end the competition.
 8. Have each team count the number of tiers, and congratulate the team that has the tallest tower. If two or more teams have the same number of tiers, the top tier with the most blocks determines the winner.
 - (Optional) Award a small prize to the members of the winning team.
 9. Distribute the “Building Blocks of Stress” Activity Sheet to each participant.
 10. Give participants 3-4 minutes to reflect on their experience and complete the Activity Sheet.
 - The purpose of this Activity Sheet is to give participants private time to reflect on their experiences before they engage in debrief with



Building Blocks of Stress Activity Sheet

**Facilitator
Asks:**

the group. Some people need quiet time to do this type of reflection.

- For Question 2 (regarding their physical sensations), encourage participants to identify and describe their physical sensations by writing on the figure at the center of the Activity Sheet.

11. Debrief the activity:

- What made the activity stressful?
 - Possible Answers: time limit, perform in front of others, having my teammates count on me, having limits placed on me, having to start over, having to compete.
- What physical sensations did you notice during the competition?
 - Recommendation: Write the participants' answers on flipchart paper or a white board.
 - Possible answers: sweaty palms, shallow breathing, increased heart rate, hyper-focused, nervous tic (e.g., a twitch in your eye), butterflies in your stomach, headache, stomach ache, tightened muscles, feeling sleepy (some people feel drained when they are stressed), poor concentration, trembling. (This list is not intended to be a list of "right" answers or to cover the full breadth of possible answers, just a list of common sensations when feeling stress.)
 - Note: If participants have trouble identifying their physical sensations OR they don't mention the ones above, pick the ones that they have not mentioned already and ask, "Did anyone notice the sensation of



_____?” Add THOSE
to your list on the
flipchart/whiteboard.

- What were some of the internal thoughts you had?
 - There is a wide range of possible answers, but you may find some participants thinking: *I don't like to compete; It makes me nervous when everyone is watching me; I don't like to lose; This is stupid; This is difficult; This is fun; I love to compete.*
- In what ways did your physical sensations and thoughts *hinder* your ability to perform your best?
- In what ways did your physical sensations and thoughts *enhance* your ability to perform your best?

Facilitator Reviews:



Key Concepts (tie to activity)

- Some forms of stress can enhance your ability to take action and to think clearly. This is especially apparent when we are competing or when we are faced with a life-threatening situation.
- Most people, though, think of stress as something that hinders your ability to take action and to think clearly.
- What is stressful to one person may be delightful to another. Roller coasters, for example, are loved by many people...and they are also feared by many.
- When experiencing stress, people can have a wide range of stress responses to the same situation – ranging from a productive type of stress to a destructive type of stress.

Step #2 – Content Presentation & Practice

This is the part of the workshop where participants first encounter new knowledge.

True learning means that participants acquire a deeper understanding of a topic by pushing past the boundaries of their own awareness of the concept.

This means participants become conscious of new ideas and possibilities through their own discovery and experience of the topic. In other words, total participant involvement is necessary.

Learning is not passive; it's not an act of consumption. Instead, learning is an act of creation.

What participants think, say, and do is more important than what the facilitator thinks, says, and does. The facilitator's role is simply to initiate the learning process and then get out of the way.

During this workshop, participants will engage in a variety of learning activities where they will experience, discuss, and reflect upon the content for themselves rather than just having it spoon-fed to them by the facilitator.

(More workshop activities fall under this section...)

Step #3 – Course Review & Application

It's important to know to what extent the workshop has been successful.

Reviewing what has been learned is critical for long-term retention by participants. This step is the culmination - the fulfillment - of all the learning that has gone on during the workshop.

Unless what is learned is applied, there is no learning. Participants need to reflect on their experiences in the workshop and bring closure to their learning.

This step also gives participants a chance to draw on other participant's experiences so that they can generate conclusions about what has been learned from others as well.

Reviewing what's been learned ultimately solidifies what has been learned at a deeper level and expands participants' ability to analyze, reflect, and make adjustments to the knowledge they have gained.

(More workshop activities fall under this section...)

Like what you see? Purchase the entire copy of this great product now!