

ANXIETY *Management*



SHORT COURSE

HOW TO WORK THROUGH THIS COURSE

Over the following pages, you will move through a logical, self-paced learning experience that can enlighten and educate you in Business Coaching.

It is important from the outset to understand that learning about something is not the same as just reading about it. Learning implies a permanent change in what you know and can do.

Anyone can read a book and understand it; but for most people the detail of what you read is largely forgotten.

Reading something once only puts information into short-term memory. It is soon lost if you don't 'work' on it. Studying the same information takes longer, but by thinking about it and processing it you can transfer that information to long-term memory. This way, you will enhance your ability to recall and apply that information for years to come. If you take your time to work through the 9 lessons that follow, you will learn.

Read, Reflect, Research, Revise

Throughout the following pages, you will find not only things to read about, but also things to do:

1. Throughout each lesson, there are suggestions of things to do under the headings "Learn More". These are all sorts of ideas about things you can do in order to explore the subject further.
2. At the end of each lesson, there is an interactive self assessment test (assignment), for you to undertake. When you click on this, your computer needs to be online. You will be taken to our cloud-based online school. The answers you choose will be evaluated immediately, and your results can be seen on completion of each test. You can return and repeat tests if you wish.

Undertaking these tasks will involve reflection, research and revision of the topics you read about. By repeatedly encountering each topic in different ways, your perspective on each subject will broaden, and the commitment of information to longer term memory will strengthen.

You don't need to undertake all of the suggested tasks if you don't want to; but we strongly recommend that you do some in each lesson, and that you take all of the self-assessment tests.

The more time you spend doing these things, the stronger your learning will be.

Completing the Course

After completing all 9 lessons you will be presented with a final assessment which can also be undertaken online.

Do not attempt to do this until you have worked through all 9 lessons, and feel like you have learnt the subject well.

Upon finishing this final assessment you will immediately see your final results, and you can save a pdf copy of those results as a "Certificate of Completion".

Welcome Audio

Click the button below to listen to the welcome audio for this course. This feature is supported by most computers and some mobile devices.



HOW DOES THIS COURSE WORK?

WATCH THIS VIDEO FIRST

<https://vimeo.com/441179158>

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DISCLAIMER: This institution accepts no responsibility for the attitudes or actions of our graduates. The education you receive through this course in no way guarantees your actions in the future will always be as they should be. Your actions in your profession, or in any other situation where you apply what you have learnt here, will be affected by many things other than just the learning from this course. Success or failure of a graduate depends upon not only what they learn in this course, but also, what they learn elsewhere, as well as personal qualities and attitudes.

LESSON 1 NATURE & SCOPE OF ANXIETY

Anxiety is a normal emotion which is characterised by apprehension, dread, and uneasiness. It is experienced as unpleasant. It is not the same as fear, since fear occurs in response to a specific object, whereas anxiety usually does not. Instead, anxiety is related to a perceived threat. Many people experience anxiety during their day to day lives.



day to day life will vary from individual to individual. But it will also vary within that individual's lifetime. Some people may have mild symptoms of anxiety at times, but at other times these can become more severe. Whether or not a person has a clinical diagnosis of anxiety will depend on the severity and duration of symptoms.

This course will look at the signs and symptoms of anxiety and panic disorders and ways of coping with these feelings.

Normal Anxiety & Fear

Anxiety and fear are normal human emotions. Everyone experiences them at some time or another. They may even be helpful to us at times. For example, if we were never fearful, we probably wouldn't survive for very long.

There are similarities between anxiety and fear because they both concern a response to a threat. With anxiety, it is anticipation of a future threat, but with fear it is an emotional response to a perceived or real threat.

Anxiety is our body's way of anticipating and preparing for a negative event. It is characterised by unpleasant feelings of dread. Negative events can be things like the first day at school or

Suggested Tasks: ▼

Throughout this course you will be provided with suggested tasks and reading to aid with your understanding. These will appear in the right hand column.

Remember: these tasks are optional. The more you complete, the more you will learn, but in order to complete the course in 20 hours you will need to manage your time well. We suggest you spend about 10 minutes on each task you attempt, and no more than 20 minutes.

Nature of Anxiety

Anxiety disorders are different to everyday anxiety. They involve excessive fear and anxiety and are accompanied by behavioural disturbances. They are the most prevalent group of mental disorders throughout the world. It is estimated that one in five people experience an anxiety disorder at some time in their life. How serious this anxiety disorder is and how much it affects the person's

starting a new job, getting married, or getting divorced. There are all sorts of potentially anxiety-provoking events. They are generally events we are not looking forward to which make us feel restless, uneasy, or nervous.

Fear is more associated with arousal. When a person is fearful, their body prepares for an imminent threat. It does so by triggering what is known as the 'fight or flight' response. This response evolved thousands of years ago when humankind lived as hunters and gatherers. Back then people had to be alert to possible danger. For instance, their tribe may get attacked by another tribe, or they may often encounter dangerous animals. They would also have spent more time navigating dangerous landscapes like steep mountainsides and fast-flowing rivers. On these occasions they would need to either confront the fear-invoking stimulus or escape from it. Today, people may experience the same arousal response when walking down a dark alley and hearing a sudden noise behind them, or when preparing to do a skydive.

The fight or flight response is also associated with other intense emotions such as anger and stress. To understand what is happening physiologically, we need to look at the body's autonomic nervous system.

The Autonomic Nervous System

The autonomic nervous system (ANS) is associated with the overall 'state' of the body. It is composed of unmyelinated nerve fibres which run from the spinal cord and base of the brain to internal and external sensory organs. The ANS is comprised of the sympathetic division

which is involved with an 'action state', and the parasympathetic division which is concerned with a 'resting state'.

Activation of the sympathetic division is synonymous with arousal. During arousal, changes in the operation of the internal organs of the body take place which stimulate alertness and readiness for action. For example, the spleen releases more red blood cells into the blood stream which increases the blood's oxygen content. The heart beats faster which circulates blood faster to the muscles where it supplies sugars and oxygen, and it also replaces the used oxygen faster. Our breathing becomes deeper so that more oxygen is provided to the lungs. Sugar is metabolised more quickly by the digestive system to supply a ready source of energy, but foods in need of longer-term digestion take longer to digest. It is these changes that are the hallmark of the fight or flight response.

In terms of evolution, the fight or flight response maximises a person's chances of survival in the face of danger. They are energised and ready to act. If they were to fight, then increased levels of blood clotting platelets released during the response will minimise bleeding. Endorphins released by the brain will minimise the sensation of pain.

Other responses include sweating to cool active muscles, and dilated pupils to focus on external stimuli. The changes are stimulated by neural impulses from the sympathetic division of the ANS and are maintained by the endocrine system. The glands of the endocrine system release hormones and during arousal it is those hormones of the pituitary and adrenal glands which are involved.

LEARN MORE >>>

Suggested Tasks

Get together with two people you know.

- Ask each of them to define anxiety.
- Now ask each of them to define fear.
- Give them your own explanation and note differences in each of your understanding.

Specifically, the pituitary gland releases glucocorticoids which are responsible for converting fats to glucose in the digestive system and for inhibiting the immune response until the fight or flight response has finished. The pituitary gland also releases ACTH

(adrenocorticotrophic hormone) which stimulates the adrenal gland to secrete adrenalin. This enters the bloodstream where it maintains levels of muscular activity, a suitable blood supply to muscles, increased heart rate, blood pressure, and perspiration.



Following arousal of the sympathetic division of the ANS, the parasympathetic division becomes active. It counteracts many of the actions of the sympathetic division. For example, rather than dilate the pupils its actions constrict them, and rather than inhibit longer term digestive processes, it stimulates them. Therefore, the parasympathetic division of the ANS stimulates the body's restorative processes through promoting tissue repair and storing fats and sugars for when they are needed. So, when someone becomes fearful this stimulates the sympathetic division of the ANS, and as they become less fearful the parasympathetic division activates.

Compared to the physiological fear response described above with its associated thoughts of impending danger and escape behaviour, anxiety is more usually associated with tension in the muscles, vigilance in relation to future danger, and avoidance or cautious behaviours. However, responses to fear and anxiety often overlap, and in anxiety disorders symptoms of both can co-exist.

The way our body responds to stressful situations is therefore natural and normal. However, when this fear or panic becomes more severe, it can cause difficulties for people in their daily lives.