



Managing Workplace Anxiety

SEHG-PD-9002 · Business · approx. 11 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Everyone will experience anxiety at some point in their lives. Anxiety is a normal reaction characterized by feelings of fear or apprehension. One of the leading places that individuals will experience anxiety or excessive stress is the workplace. While it is normal to have some fear or feel out of place at work occasionally, it can become a serious problem when the anxiety becomes unmanageable and keeps you from performing your everyday activities. Anxiety can have a negative impact on your quality of work, work performance, and affect your relationships with colleagues. Identifying your workplace anxiety and learning powerful coping strategies will help you to work with your anxiety, rather than against it. With our Managing Workplace Anxiety workshop, your participants will learn resources and effective skills that will help them recognize and manage anxiety in the workplace. Participants will feel more confident in their professional environment, as well as more prepared to overcome the challenges that the workplace may bring.

Personal Development course: Managing Workplace Anxiety.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Explore types of workplace anxieties
- Learn to recognize symptoms and warning signs
- Determine ways of coping and managing
- Recognize common triggers and accelerants
- Learn the difference between anxiety and common nervousness

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 11 instructional videos — 11 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives

- **Module 2 — Types of Anxiety**
 - Generalized Anxiety Disorder
 - Social Anxiety
 - Panic Disorder
 - Phobias
 - Obsessive-Compulsive Disorder
- **Module 3 — Physical Symptoms**
 - Rapid Heartbeat
 - Panic Attack
 - Headache
 - Trembling or Shaking
 - Digestive Discomfort
- **Module 4 — Anxiety Triggers**
 - Fear of the Unknown
 - Fear of Conflict or Confrontation
 - Holding in Feelings
 - Public Speaking
 - Perfectionism
- **Module 5 — Anxiety vs. Nervousness**
 - Determining the Cause
 - The Duration of Symptoms
 - Intensity of Symptoms
 - Interfering With Life
 - Levels of Anxiety
- **Module 6 — Recognizing Anxiety in Others**
 - Avoiding Social Situations
 - Difficulty Accepting Negative Feedback
 - Difficulty Focusing on Tasks
 - Irrational Fears
 - Offering Support
- **Module 7 — Coping Strategies (I)**
 - Keeping a Journal
 - Power of Positive Thinking
 - Creating a "Me" Place
 - Establish Attainable Goals
 - 3-3-3 Rule
- **Module 8 — Coping Strategies (II)**
 - Talk With Family and Friends
 - Get Enough Sleep
 - Eating Well and Exercise
 - Breathing Exercises
 - Begin Small and Build Up to Larger Challenges
- **Module 9 — Acknowledge the Situation**
 - It's OK to Make a Mistake
 - Accept the Situation, and Move On
 - Ending the Cycle
 - Identify the Trigger
 - You're Not Alone
- **Module 10 — The Positive Aspects**
 - Alerts Us to Danger
 - Improves Self-Awareness
 - Great Motivator

- Prevent Mistakes
- Empathetic and Understanding
- **Module 11 — When to Seek Extra Help?**
 - Feeling Overwhelmed
 - Physical Changes
 - Unable to Work or Function
 - Experiencing Panic Attacks
 - Feelings of Irritability
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-PD-9002 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.