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Program How to deal with burnout, 5 days

Alicante



Program Description

Burnout is a growing challenge across education organisations. It affects not only teachers who manage classroom demands, behaviour, assessment, and parent communication, but also non-teaching staff who handle deadlines, multiple requests, conflict situations, and the pressure of keeping daily operations running smoothly. When stress becomes chronic, it can reduce wellbeing, motivation, teamwork, and overall performance.

This course supports participants in understanding burnout and addressing it early. It focuses on stress factors specific to both teaching and support roles and provides practical tools to protect energy, strengthen resilience, and improve balance. Through self-awareness activities, realistic workplace scenarios, stress-management strategies, and mindfulness-based techniques, participants learn how to respond more effectively to pressure, communicate with clarity, and build healthier routines at work and beyond.

Competences

Participants will understand

- What burnout is and how it develops in education contexts
- Typical stressors in teaching and in administrative/support roles
- Physical, mental, and emotional signs of burnout
- How mindfulness and self-awareness can reduce stress and improve focus

Participants will be able to

- Identify and manage key sources of workplace stress
- Recognise early warning signs in themselves and colleagues
- Apply relaxation and stress-management techniques suitable for the workplace
- Use mindfulness practices in daily routines, even during busy days
- Set realistic personal and professional goals to maintain balance

Participants will notice changes

- Better communication and collaboration with colleagues
- Fewer conflicts and improved interactions with learners, parents, and staff
- More clarity and confidence in managing demanding situations

Methodology

Active and experiential methods adapted to both teaching and non-teaching roles, including

- Mindfulness and relaxation exercises
- Role-play and simulations based on school and office realities
- Group discussion and case studies from teaching, admin, and support services
- Coaching-style reflection and interpersonal skills practice
- Interactive activities that build self-awareness and resilience

Results

By the end of the course, participants will

- Experience greater wellbeing and job satisfaction
- Communicate more effectively and empathetically
- Build resilience to workplace stress
- Develop a more mindful, balanced approach to work and life
- Feel more confident setting boundaries and prioritising self-care

Day 1: Understanding Burnout and Stress

9:00-9:30 Welcome Session.

9:30-10:15 Burnout in Administrative Roles: What is it and why does it happen?

10:15-11:00 Recognizing Physical, Mental, and Emotional Symptoms.

11:00-12:30 Stress Triggers in Non-Teaching Roles: Causes and Patterns.

12:30-13:30 Strategies for Early Detection of Burnout.

13:30-14:00 Observation: Reflecting on Workplace Dynamics.

Day 2: Stress and Emotional Awareness

9:00-10:00 Understanding Workplace Stress and Its Sources.

10:00-11:00 Stress Response Patterns and Coping Mechanisms.

11:00-12:00 Exploring Emotions and Their Role in Stress.

12:00-12:45 Emotional Intelligence for Administrative Staff.

12:45-13:30 Managing Stressful Workplace Interactions.

13:30-14:00 Practical Reflection: Field Observation of Stress Patterns.

Day 3: Tools for Managing Burnout

9:00-10:00 Practical Approaches to Preventing Burnout.

10:00-11:00 Building Resilience: Long-Term Strategies for Stress Management.

11:00-12:15 Breathing Techniques for Immediate Stress Relief.

12:15-13:15 Guided Relaxation and Visualization Exercises.

13:15-14:00 Practicing Relaxation in a Work Context.

Day 4: Mindfulness for Non-Teaching Staff

9:00-9:45 Finding Calm Amid Workplace Chaos.

9:45-10:20 Introduction to Mindfulness.

10:20-11:00 Guided Mindfulness Training Session.

11:00-12:00 Incorporating Mindfulness into Daily Work Life.

12:00-12:45 Sustaining Mindfulness: Tips for Consistency.

12:45-13:30 Meditation Techniques for Stress Reduction.

13:30-14:00 Group Mindfulness Practice.

Day 5: Self-Motivation and Goal Setting

9:00-9:45 Understanding Self-Motivation in the Workplace.

9:45-10:20 Setting Realistic and Achievable Goals.

10:20-11:00 Techniques to Maintain Personal and Professional Resolutions.

11:00-12:00 Visualization Exercises for Future Success.

12:00-12:45 Aligning Personal Values with Professional Goals.

12:45-13:30 Creating a Personalized Plan for Continued Growth.

13:30-14:00 Goodbye Session with Course Wrap-Up.