



EXIT **burnout**

Wellbeing Training
Program's participant

HANDBOOK

Activity for prevention and
decreasing youth workers burnout.
Inspired by adventure therapy,
coaching and gamification
methods.



GET TO KNOW THE PROGRAM

This WELLBEING TRAINING PROGRAM is created in Erasmus+ project "EXIT BURNOUT" that is implemented by 4 partners from 4 countries -

- Association of Educational Games and Methods from Latvia,
- Asociación Experientia from Spain,
- ASD APS Kamaleonte from Italy,
- Arbeitskreis Noah. Verein für Sozialpädagogik und Jugendtherapie from Austria.

ABOUT THE HANDBOOK

Hello! If you are reading this, most probably you are close to burnout. *So please, leave your job, go sell coconuts in an island, buy sunscreen, drink wine and eat good food, don't talk to anyone. Or not, this was a joke!*

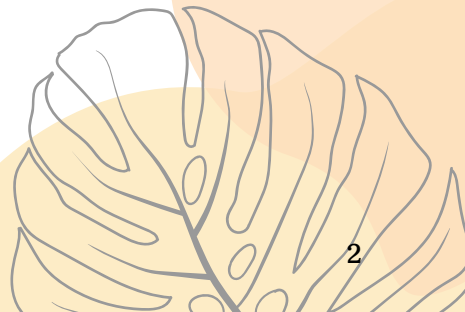
But seriously, do something to take care of yourself!

This Wellbeing Training Program might be the first step.

This handbook will support you during the program, you can track your progress, write your reflections and insights here.

The facilitator will guide you in the process. Every session contains activities, homework for you to do after the session and instructions for meeting in trios time.

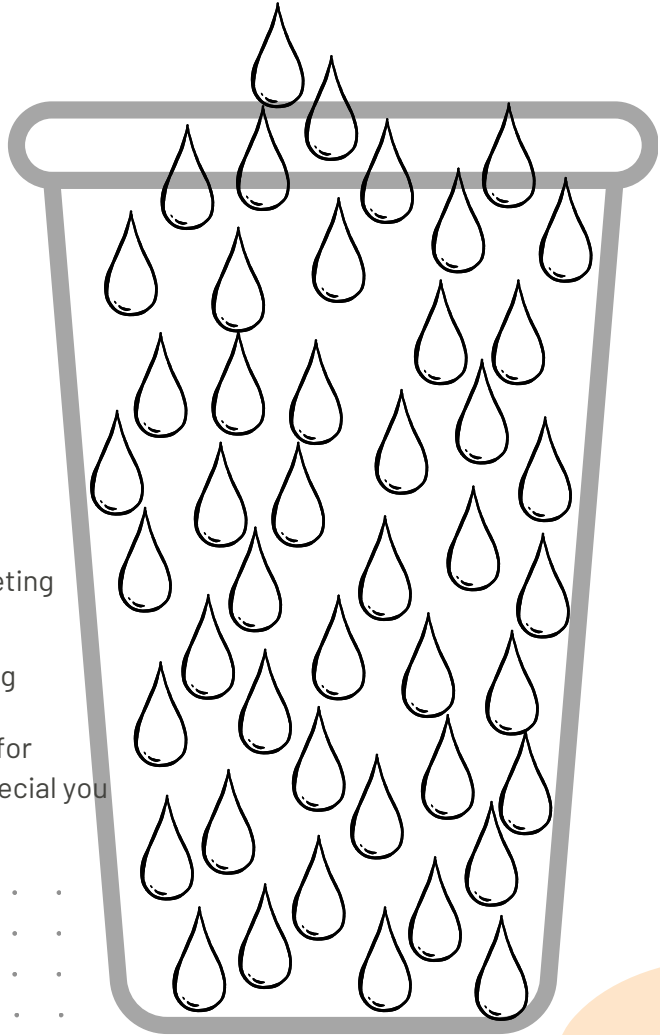
We hope this handbook helps you to put in words your thoughts and to be more aware in the process!





EXIT BURNOUT

For each task you get a drop of water, gathering your inner strength in order to extinguish the fire. Colour each drop of water when you get it.



Homework



Trio



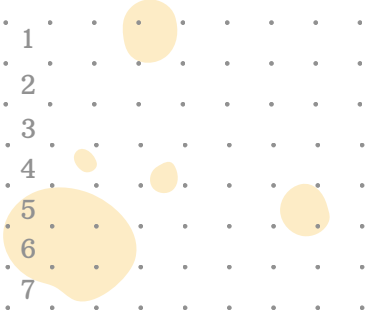
In person meeting



Online meeting



Give yourself for something special you have done

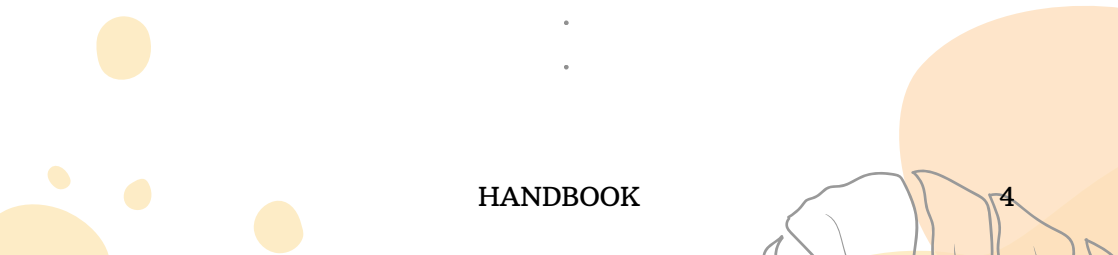




RECEIVED BADGES

If you receive a badge from other participant, glue it in this page!

A large grid of dots for pasting badges. The grid consists of 10 horizontal rows and 20 vertical columns of dots, with a central vertical column of dots that is slightly offset from the main grid.





BADGES TO BE GIVEN

Cut the badge out and give it to the participant you think has earned it!





EXIT **burnout**

Week 1

Awareness of stressors

HANDBOOK



GOOD TO KNOW

Burnout is a state of chronic stress that results from prolonged exposure to demanding situations and is characterized by emotional exhaustion, cynicism, and a decreased sense of personal accomplishment, which can lead to negative emotions such as anger, frustration, and hopelessness. These negative emotions can, in turn, lead to mental health problems such as depression, anxiety, and other mood disorders.

The World Health Organization defines it: “Burn-out is a syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed. It is characterized by three dimensions:

- feelings of energy depletion or exhaustion;
- increased mental distance from one's job;
- feelings of negativism or cynicism related to one's job.”

The maladjustment between the person and work that leads to job burnout is a result of disequilibrium in six areas of working life:

1. work overload,
2. lack of control,
3. insufficient gratification,
4. a sense of disconnection from the community,
5. lack of equity,
6. conflicting values.



THE BURNOUT PROCESS

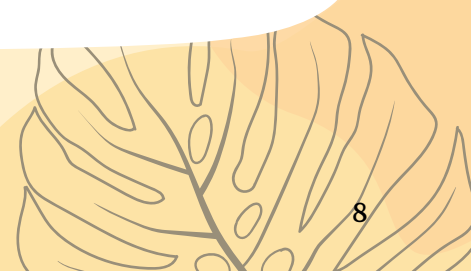
EXIT **burnout**

My main stressors



Key takeaways

Large white rounded rectangular area for writing key takeaways.





TRIO

My trio: me and

Orange circle followed by a light orange rounded rectangular bar.

Orange circle followed by a light orange rounded rectangular bar.

Things we have in common

Orange circle followed by a light orange rounded rectangular bar.

Orange circle followed by a light orange rounded rectangular bar.

Orange circle followed by a light orange rounded rectangular bar.

We will meet
(when? where?)

Large light orange rounded rectangular area for notes.

Contacts and other important notes

Large light orange rounded rectangular area for notes.



MY GOAL



What do I want?

Deadline: -----

How will I know that I've reached that?





HOMEWORK

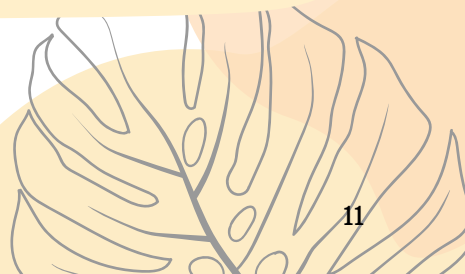
Do the stress questionnaire

Write down 3 situations that created stress, anxiety or negative feelings

1

2

3



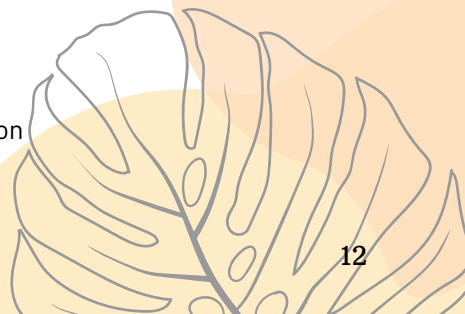


THE STRESS QUESTIONNAIRE*

Tick yes or no. Answer yes, even if only part of a question applies to you.
Take your time, but please be completely honest with your answers.

	yes	no
1. I frequently bring work home at night	<input type="checkbox"/>	<input type="checkbox"/>
2. Not enough hours in the day to do all the things that I must do	<input type="checkbox"/>	<input type="checkbox"/>
3. I deny or ignore problems in the hope that they will go away	<input type="checkbox"/>	<input type="checkbox"/>
4. I do the jobs myself to ensure they are done properly	<input type="checkbox"/>	<input type="checkbox"/>
5. I underestimate how long it takes to do things	<input type="checkbox"/>	<input type="checkbox"/>
6. I feel that there are too many deadlines in my work / life that are difficult to meet	<input type="checkbox"/>	<input type="checkbox"/>
7. My self confidence / self esteem is lower than I would like it to be	<input type="checkbox"/>	<input type="checkbox"/>
8. I frequently have guilty feelings if I relax and do nothing	<input type="checkbox"/>	<input type="checkbox"/>
9. I find myself thinking about problems even when I am supposed to be relaxing	<input type="checkbox"/>	<input type="checkbox"/>
10. I feel fatigued or tired even when I wake after an adequate sleep	<input type="checkbox"/>	<input type="checkbox"/>
11. I often nod or finish other peoples sentences for them when they speak slowly	<input type="checkbox"/>	<input type="checkbox"/>
12. I have a tendency to eat, talk, walk and drive quickly	<input type="checkbox"/>	<input type="checkbox"/>
13. My appetite has changed, I have either a desire to binge or have a loss of appetite / may skip meals	<input type="checkbox"/>	<input type="checkbox"/>
14. I feel irritated or angry if the car or traffic in front seems to be going too slowly/ I become very frustrated at having to wait in a queue	<input type="checkbox"/>	<input type="checkbox"/>
15. If something or someone really annoys me I will bottle up my feelings	<input type="checkbox"/>	<input type="checkbox"/>

*The International Stress Management Association





EXIT burnout

yes no

16. When I play sport or games, I really try to win whoever I play
17. I experience mood swings, difficulty making decisions, concentration and memory is impaired
18. I find fault and criticise others rather than praising, even if it is deserved
19. I seem to be listening even though I am preoccupied with my own thoughts
20. My sex drive is lower, can experience changes to menstrual cycle
21. I find myself grinding my teeth
22. I have an increase in muscular aches and pains especially in the neck, head, lower back, shoulders
23. I am unable to perform tasks as well as I used to, my judgment is clouded or not as good as it was
24. I find I have a greater dependency on alcohol, caffeine, nicotine or drugs
25. I find that I don't have time for many interests / hobbies outside of work

*A yes answer score = 1 (one),
and a no answer score = 0 (zero).*

MY SCORE ____

4 points or less: You are least likely to suffer from stress-related illness.

5 - 13 points: You are more likely to experience stress related ill health either mental, physical or both. You would benefit from stress management / counseling or advice to help in the identified areas.

14 points or more: You are the most prone to stress showing a great many traits or characteristics that are creating un-healthy behaviours. This means that you are also more likely to experience stress & stress-related illness. It is important to seek professional help or stress management counseling.



MEETING IN TRIO

Task

1. Share about results in stress questionnaire;
2. Share what you noticed about situations that create stress.

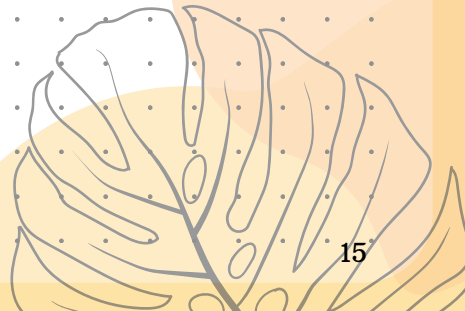
Main insights





NOTES

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EXIT **burnout**

Week 2

Expressing and satisfying
needs

HANDBOOK



EXIT burnout

VAKOG





GOOD TO KNOW

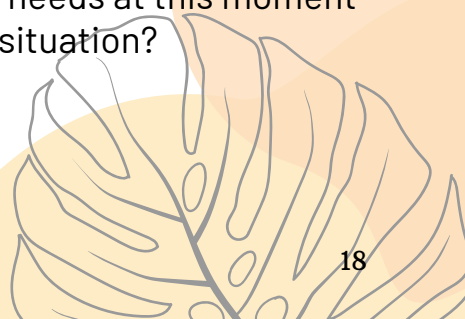
Six human needs for a fulfilled life

- Closeness with others, connections, love, intimacy;
- Being significant, important, special;
- Certainty and safety;
- Freedom, challenges, uncertainty (unknown);
- Growth in an intellectual and spiritual way;
- Contribution, giving, "self-sacrificing."

At this moment, my needs satisfaction

	Not satisfied	Partly satisfied	Fully satisfied
1. closeness with others, connections, love, intimacy			
2. being significant, important, special			
3. certainty and safety			
4. freedom, challenges, uncertainty (unknown)			
5. growth in an intellectual and spiritual way			
6. contribution, giving, "self-sacrificing"			

What's the priority / order of your needs at this moment regarding your work situation?





HOMEWORK

- Express your needs in 3 situations where your needs were not satisfied and you did not express it
- How could you have expressed it? Write it literally

1

2

3





MEETING IN TRIO



Task

1. Discuss what worked and what didn't.
2. Share your thoughts about what are the ways how to communicate needs successfully.



Main insights





EXPRESSING NEEDS

Here we provide an example of structure for assertive communication to express your needs.

1

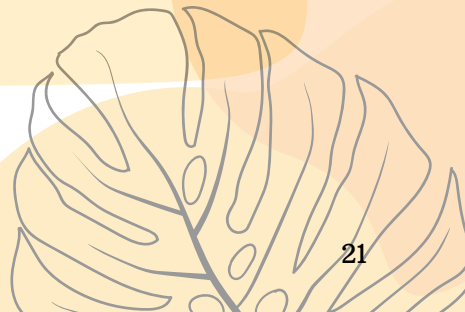
When this happens _____
(be as specific as possible, do not use
"when you do this", keep it objective)

2

I feel _____

3

I need _____





NOTES

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EXIT **burnout**

Week 3

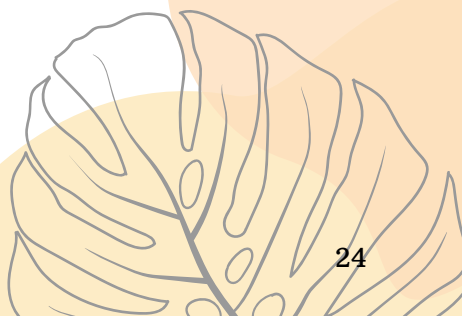
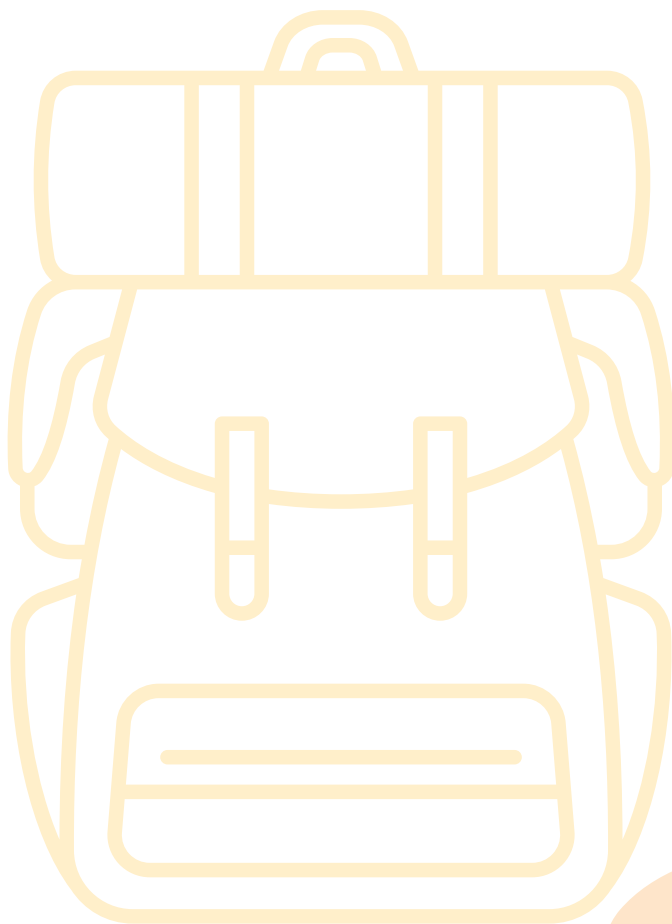
Deep practice

HANDBOOK



EXIT **burnout**

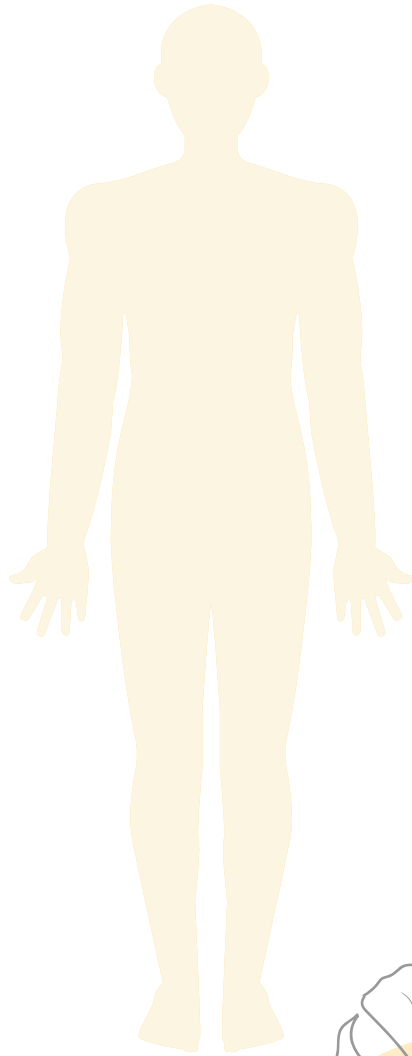
MY BACKPACK





EXIT **burnout**

MYSELF MY BODY MY AXIS

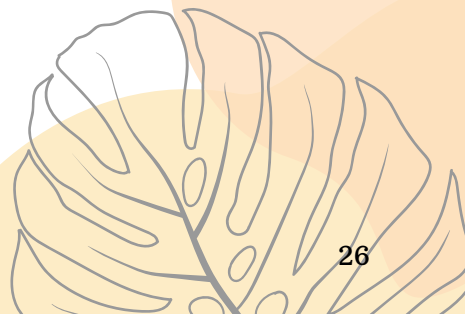




HOMEWORK

- Find your own awareness practice and include it in daily ritual.

A large, empty, light orange rounded rectangular box with a decorative orange polka-dot paper strip at the top center, intended for writing a response to the homework task.





MEETING IN TRIO



Task

1. Discuss your awareness practices.
2. Share what works good for you, what not and find ideas how to improve that, if needed.



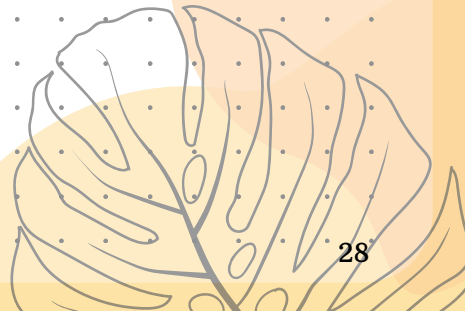
Main insights





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EXIT **burnout**

Week 4

Setting clear
boundaries

HANDBOOK



GOOD TO KNOW

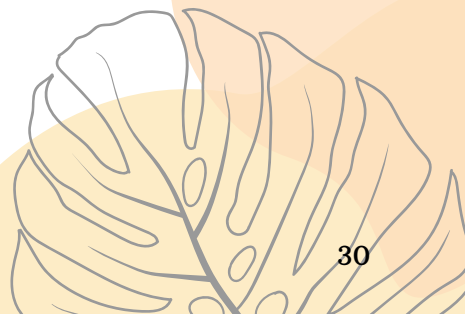
In the context of discussing burnout, the concept of setting clear boundaries assumes paramount significance.

The notion entails the essential task of both **establishing and diligently maintaining distinct, robust limits** within the realms of personal and professional relationships.

This practice, steeped in psychological and occupational wisdom, serves as a formidable shield against the pernicious encroachments of excessive stress and its debilitating consequences.

The process of delineating these boundaries not only communicates a resolute commitment to one's **well-being** but also cultivates a sense of **self-respect** and **efficacy**.

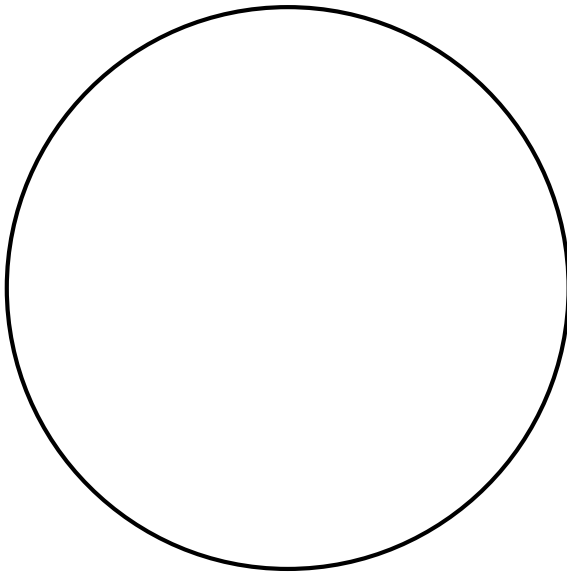
By clearly demarcating the boundaries of what is acceptable and sustainable, individuals can safeguard their mental and emotional equilibrium while fostering healthier and more productive connections with others.



VISUALIZING BOUNDARIES



EXIT **burnout**



ACTION LIST



EXIT burnout

Sources of stress in my life

Actions I can take



HOMEWORK

- Describe the situation of the day when you would like to say "No, I need something different"

Day 1:

Day 2:

Day 3:

Day 4:

Day 5:

Day 6:

Day 7:



MEETING IN TRIO



Task

"How can your group support you in setting boundaries?"

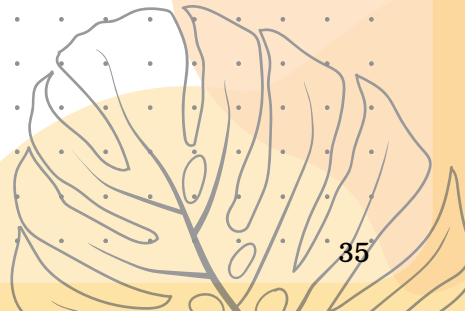


Main insights



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EXIT burnout

Week 5

Having social support

HANDBOOK



GOOD TO KNOW

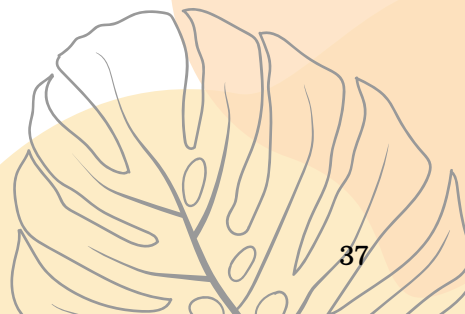
Within the realm of burnout mitigation, the concept of "having social support" assumes considerable significance.

This entails not merely the presence of a network of individuals, but the invaluable provision of **emotional and practical support** by this network.

Social support, as a multifaceted construct, encompasses the presence of **trusted relationships** characterized by **empathy, understanding**, and a **willingness** to provide both emotional solace and tangible assistance when needed. It **serves as a profound buffer** against the deleterious effects of chronic stress, offering a sanctuary of respite and rejuvenation amid life's tumultuous demands.

This network of individuals plays a pivotal role in bolstering psychological resilience, as it affords individuals the opportunity to share their burdens, seek guidance, and receive empathy in times of emotional turbulence.

Moreover, the provision of practical assistance within this network can alleviate the overwhelming responsibilities and obligations that often contribute to the development of burnout.





HOMEWORK



Start every day at work with a "Gratitude Session," which is a brief daily activity to be carried out before commencing the workday. In this session, team members take a moment to reflect on and express gratitude for their colleagues. It involves recognizing the efforts, support, or positive interactions that they've had with their coworkers.



Day 1:

Day 2:

Day 3:

Day 4:

Day 5:





MEETING IN TRIO

Task

Reflect on how do you feel both to receive and give positive feedback?

When I get positive feedback I feel like...

When I give positive feedback I feel like...



NOTES

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EXIT **burnout**

Week 6

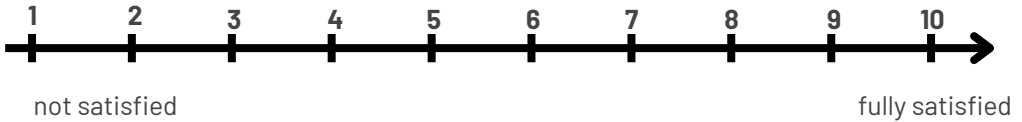
Deep practice

HANDBOOK



MIDTERM EVALUATION

How satisfied are you with moving towards the goal you set in the first week? (circle number from 1 to 10)



What has been most helpful and why?
What changes do you notice?

What would you like to change to reach your goal and how could you do that?



HOMEWORK

- Every evening, write down a stress factor that you experienced during the day and what action - support from others - you took to address it.

stress factor

action to cope

Day 1: ----->

Day 2: ----->

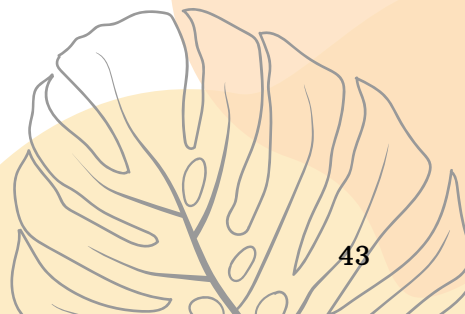
Day 3: ----->

Day 4: ----->

Day 5: ----->

Day 6: ----->

Day 7: ----->





MEETING IN TRIO



Task

Share in your group:

1. How would you like to be approached when you need help?
2. How can you approach others when they seem to need help without seeming intrusive and/or causing them to withdraw?

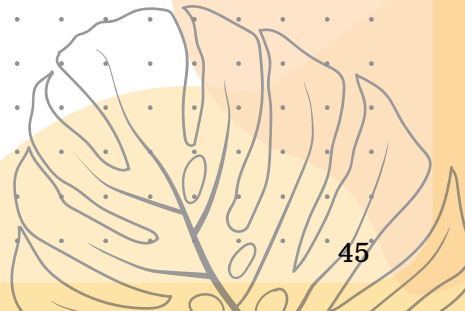


Main insights



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EXIT **burnout**

Week 7

Work-life balance

HANDBOOK



GOOD TO KNOW

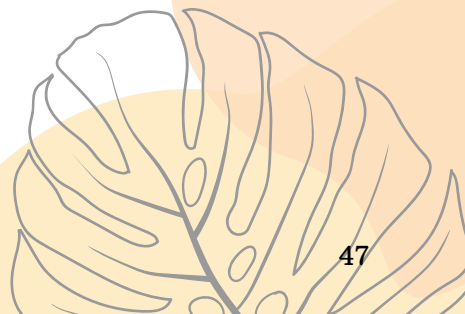
In social work, work-life balance is a necessity, not a luxury. It's crucial for both personal well-being and the ability to provide quality care. By acknowledging challenges and implementing strategies for balance, individuals can continue making a positive impact while safeguarding their own health, aligning with the core values of their profession.

The Importance of Work-Life Balance

1. **Self-Care and Well-being:** Prioritizing self-care helps individuals maintain mental and physical health, preventing burnout and ensuring they can support their clients effectively.
2. **Enhanced Job Performance:** A balanced life enhances job performance, enabling individuals to make better decisions, display empathy, and build strong client relationships.

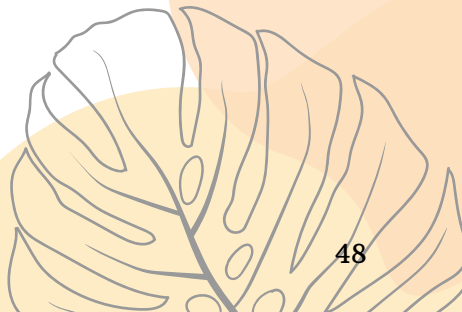
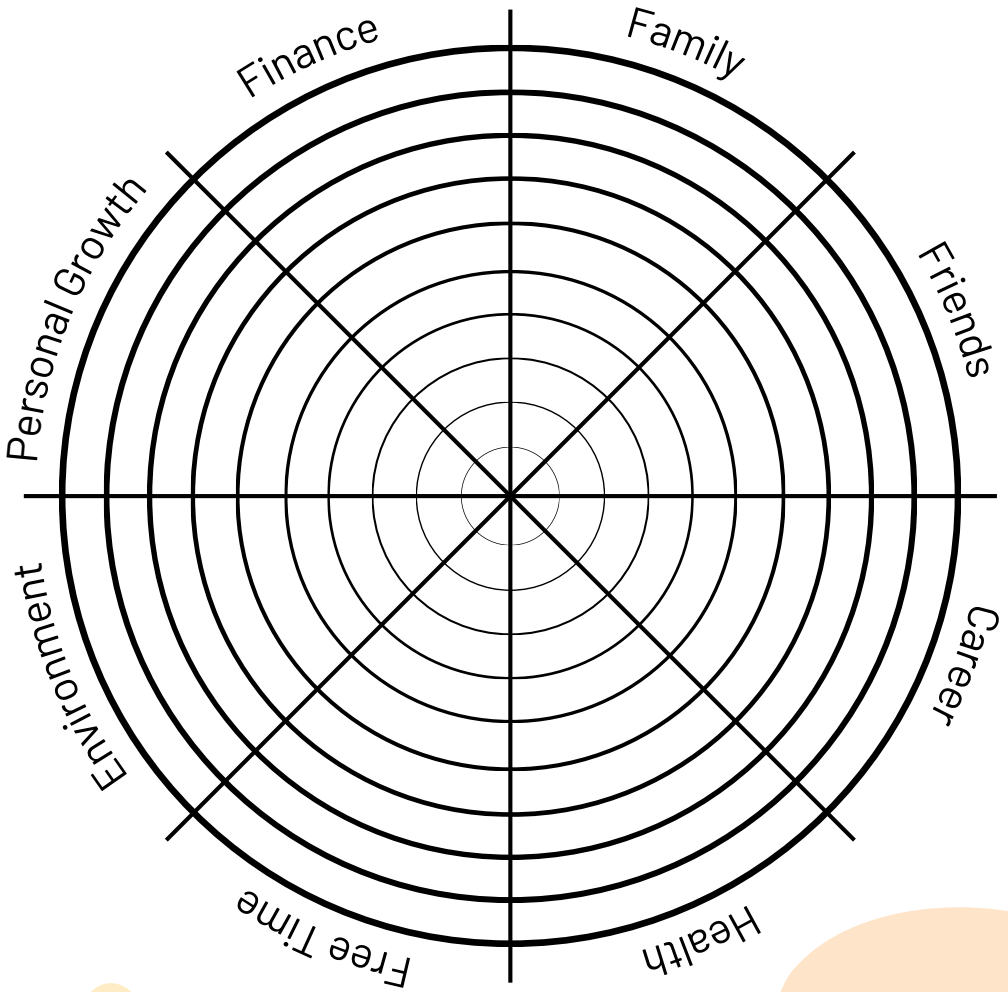
Challenges in Achieving Work-Life Balance

1. **Emotional Toll:** Dealing with crises and trauma can be emotionally draining, making it challenging to disconnect from work.
2. **Irregular Work Hours:** Social work often involves irregular hours, disrupting personal routines and commitments.





BALANCE WHEEL





HOMEWORK

- Finish your Balance Wheel, if you didn't finish it in the online session

- Start the activity "Work with values"

Purpose:

To define values in order to understand priorities and create more balanced everyday life in accordance with values.

Steps:

- Brainstorm and write all the values you have in mind on the next page.
- Choose ten values that resonate the most and underline them.
- Then to choose the five most important ones and mark them.
- And reduce the list to 3, make circles.

value

value

value

Reflection:

How do you see in your life examples of these values?

How would you live to cultivate these values?

Do you feel any discrepancy between these values and your work life?



EXIT **burnout**

WORK WITH VALUES





MEETING IN TRIO



Task

1. Discuss your Balance Wheels and share insights. Try to connect it with the symbol you drew during the online activity or the object you found.
2. Share your 3 most important values and explain why?



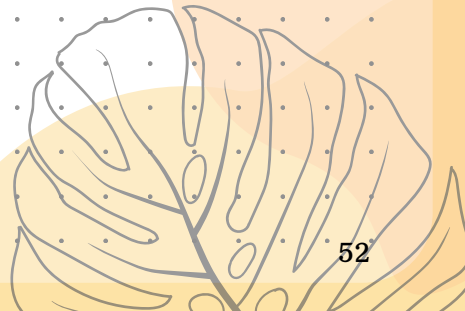
Main insights





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EXIT **burnout**

Week 8

Internal communication

HANDBOOK



GOOD TO KNOW

Internal communication is the lifeblood of any successful organization or group. It encompasses the exchange of information, ideas, and messages among members within the entity. Effective internal communication is crucial as it ensures that everyone within the organization or group is well-informed, aligned with goals and objectives, and engaged in their roles.

The key is to ensure that messages are clear, transparent, and accessible to all members, promoting a sense of unity and shared purpose.

Nonviolent Communication (NVC), often referred to as compassionate communication, is a powerful tool that helps individuals **connect on a deeper level, resolve conflicts peacefully, and foster understanding** in their interactions. At its core, NVC is about cultivating empathy, active listening, and expressing oneself authentically without judgment or blame.

NVC offers a pathway to more meaningful connections and peaceful resolution of conflicts, making it an invaluable tool for personal and professional growth.

Find a video explaining NVC here:



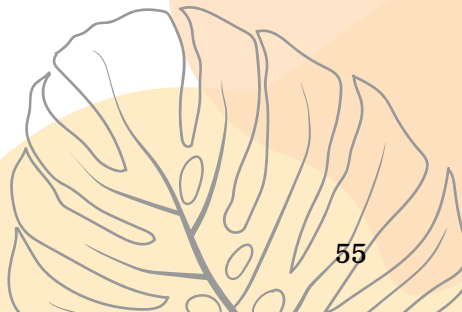


HOMEWORK

- Watch a video of Marshall B. Rosenberg and his NVC concept or read his book. :)



Main insights





MEETING IN TRIO

Task



1. Practice the NVC Process and reflect on it. [Here](#) you can find the instructions on how to do that.

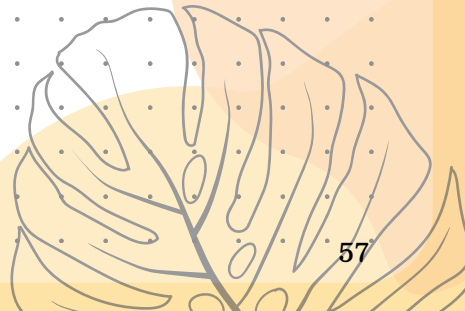
Main insights





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EXIT **burnout**

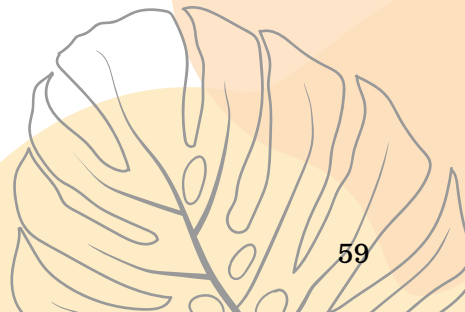
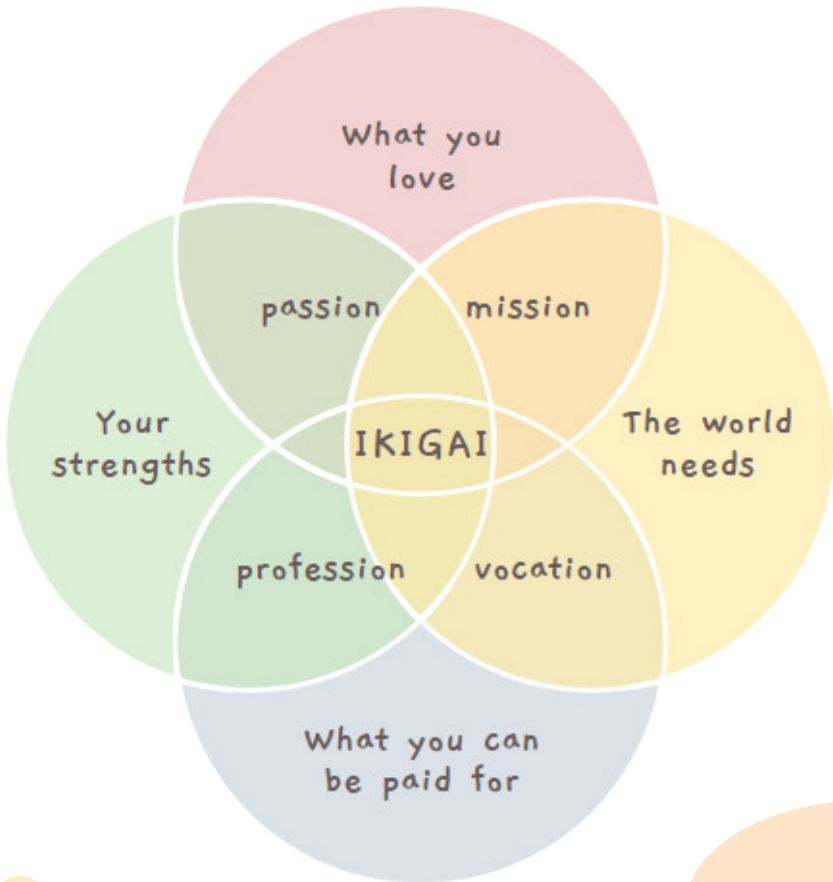
Week 9

Deep practice

HANDBOOK

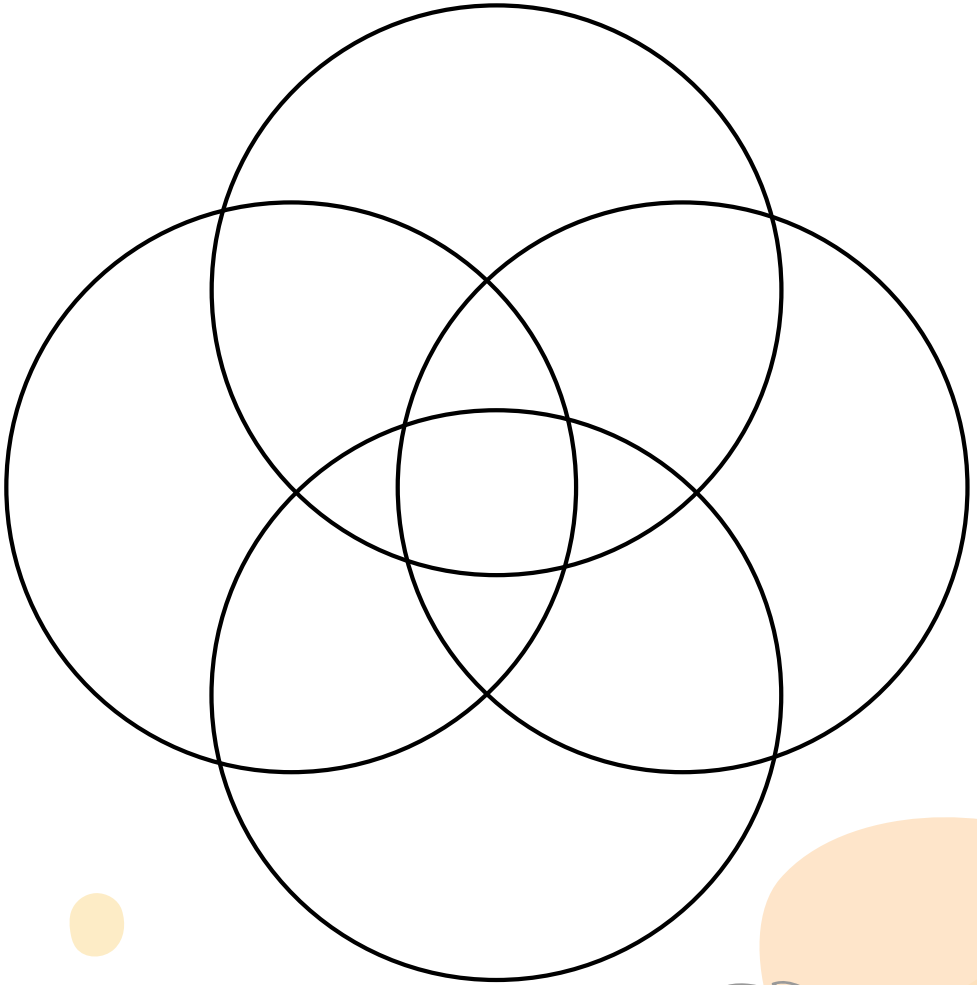


IKIGAI





MY IKIGAI

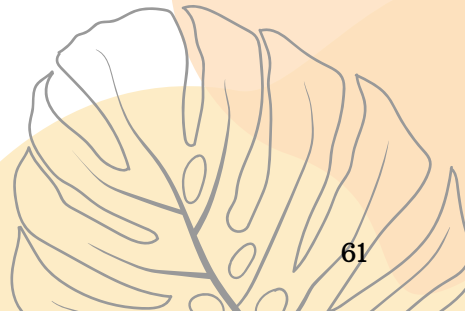




HOMEWORK



Draw the vehicle/structure you built during the activity. Try to make connections to your own work-life balance.





MEETING IN TRIO

Task

Reflect on these questions:

- How many drops of water I've got?
- How trio can support me and how I can support trio?
- What was the most challenging task so far and which one I enjoyed the most?

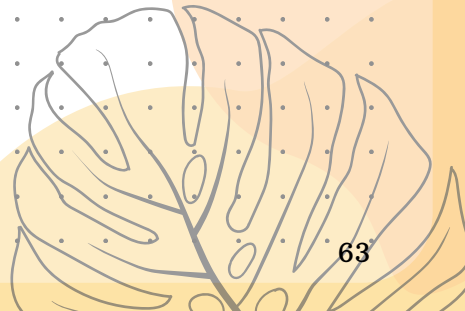
Main insights





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EXIT burnout

Week 10

Adapting to changes

HANDBOOK



GOOD TO KNOW

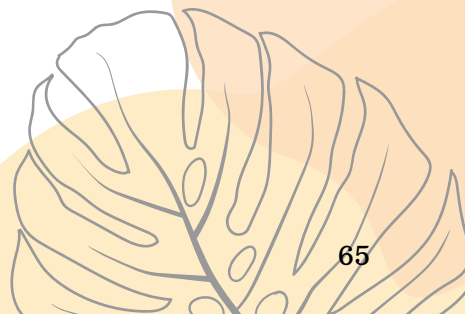
Adapting to Changes: **Embracing Resilience**

Adapting to changes is fundamental for youth workers, reflecting that human resilience is deeply ingrained in our brains' neuroplasticity.

Nature's dynamic settings promote adaptability, which is supported by neuroscience showing that **exposure to natural environments** reduces stress, regulates emotions, and enhances well-being.

We encourage you to **step outside your comfort zones** and **confront challenges**. Activities like those you will find in this project makes you tap into hidden reserves of strength and resourcefulness, bolstered by neural changes.

Outdoor activities have also shown transformative power, providing a unique opportunity to master adaptability in both personal and broader life contexts, all while leveraging the brain's capacity for change in response to novel experiences.





WALT DISNEY METHOD

Problem or situation's description

● Critics:

● Realist:

● Dreamer:

Next steps



HOMEWORK

- Think about what kind of changes create stress in your work and life, and write them down:



MEETING IN TRIO



Task

1. Share some situations where you felt stress and how did you cope. Ask others how would they cope.
2. Are there any common coping strategies used in your trio? Which? What can you learn from that?



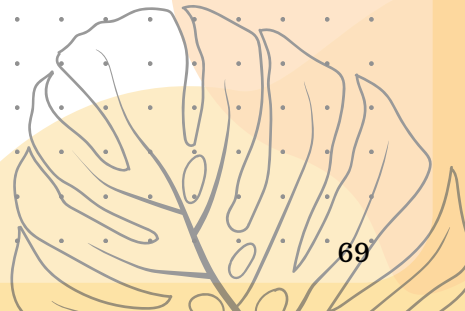
Main insights





NOTES

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EXIT **burnout**

Week 11

Future plans

HANDBOOK

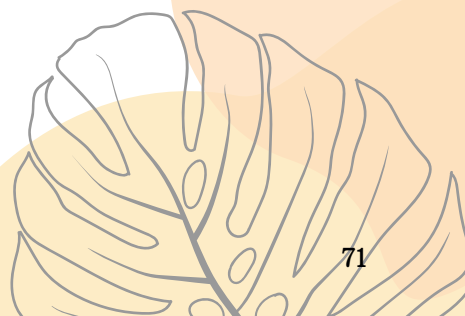


GOOD TO KNOW

Changes can have various effects on our brain and behavior and we typically experience both cognitive and emotional responses to change:

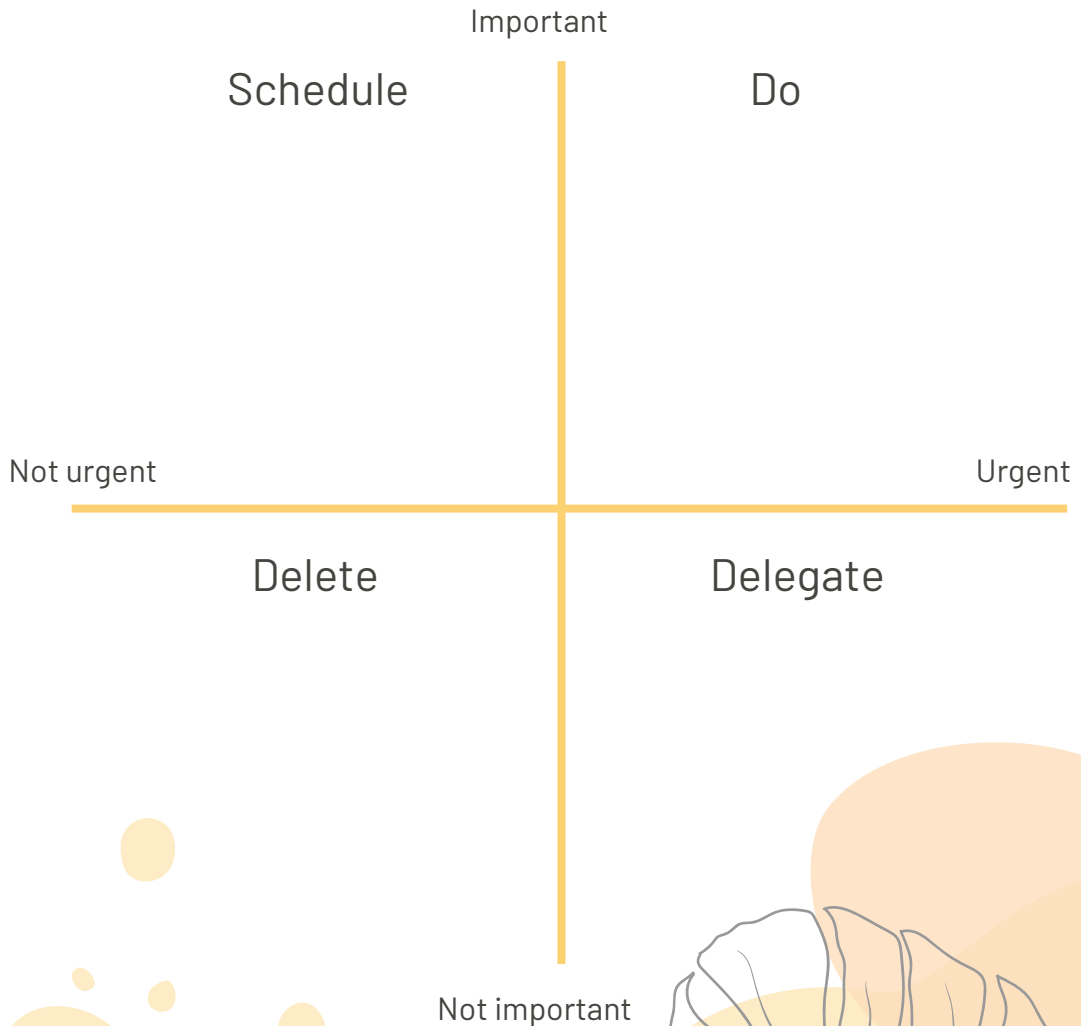
- **Cognitive Effects:** Change often triggers cognitive adjustments. We may need to relearn processes, adapt to new systems, or acquire fresh knowledge and skills. This can lead to increased mental effort, potentially causing stress, confusion, and a temporary decline in performance as the brain adapts to the new situation.
- **Emotional Effects:** Change can evoke a range of emotions, including anxiety, fear, resistance, or excitement. We know these emotional responses can influence behavior significantly. For example: resistance to change may lead to reduced engagement and productivity, while excitement may boost motivation and collaboration.

Overall, effective change management strategies should aim to minimize the negative cognitive and emotional effects, facilitate a smoother transition, and help us adapt to the new circumstances in a healthier manner.





THE EISENHOWER MATRIX





HOMEWORK

- Think about your habits and using the light highlight what you want to stop (red), to continue (yellow), and to start (green).


STOP

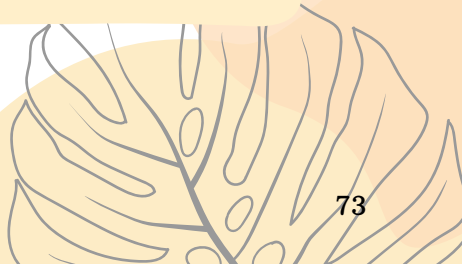
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CONTINUE

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START

- Write down your goal for next 6 months.





MEETING IN TRIO



Task

1. Share your habits from homework.
2. Share your goal and go through ideas that could help you to stick to your habits and realize goals.



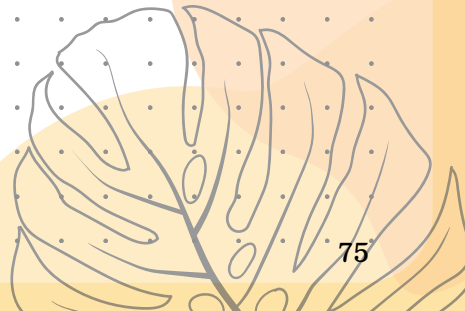
Main insights





NOTES

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EXIT burnout

Week 12

Final meeting

HANDBOOK



EVALUATION



Main insights

1. What changes have you noticed?
2. What was the biggest value for you?
3. What obstacles did you have and how did you overcome them?


MEETING IN TRIO



EXIT burnout



Commitment



Main insights





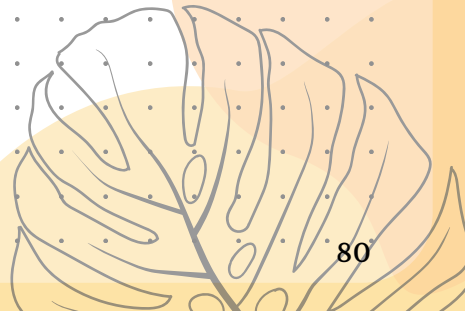
EXIT **burnout**

MY LETTER



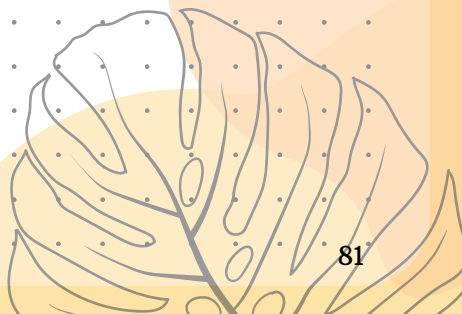
NOTES

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EXIT burnout

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ASSOCIATION OF
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HANDBOOK