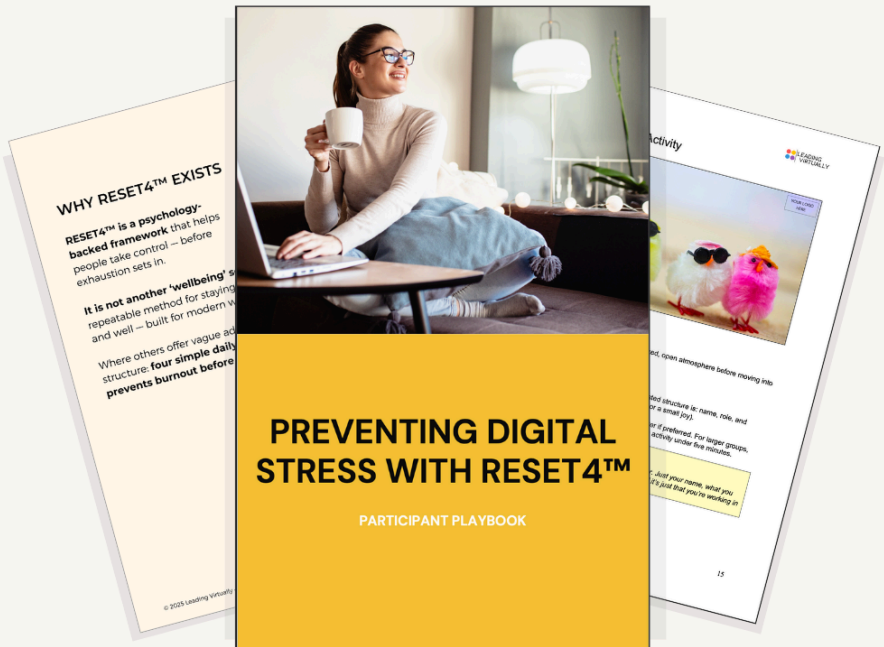


Preventing Digital Stress — Training Kit

VILT (Sample Pack)



Prepared for portfolio review

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Facilitator Guide

Excerpts from the facilitator guide



PREVENTING DIGITAL STRESS with RESET4™

FACILITATOR GUIDE

Trainer-Ready Kit

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5. SECTION 2: THE HIDDEN COSTS OF MODERN WORK

2. THE HIDDEN COST OF MODERN WORK

Slide 6: The Hidden Costs of Modern Work

Section Overview

This section explores the hidden pressures behind digital stress and how modern work patterns intensify pressure and strain in remote and hybrid environments.

Participants will examine what drives digital stress, identify early signs of cumulative fatigue, and discover why recovery is essential to sustaining wellbeing.

They'll also be introduced to the RESET4™ framework — a practical structure for building healthier, more sustainable habits.

Learning Outcomes

By the end of this section, learners will be able to:

- Explain how work intensification contributes to digital stress
- Apply recovery principles to support mental and emotional wellbeing
- Identify early signs of cumulative strain and fatigue
- Give examples of small recovery actions that help prevent burnout
- List the RESET4™ steps

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FACILITATOR TOOLKIT

5.1 The New Weight We Carry



Slide 7: The new weight we carry.

Key idea

Modern work has become faster and more demanding because technology and flexible work have removed many natural limits on when and how we work.

Definition:

Work intensification = doing *more work*, with *greater complexity*, in the *same or less time*.

Why it's increasing:

- Digital tools speed up expectations
- Remote/hybrid work shifts more self-management onto individuals
- Multiple communication channels create constant switching
- Fewer boundaries between work and home

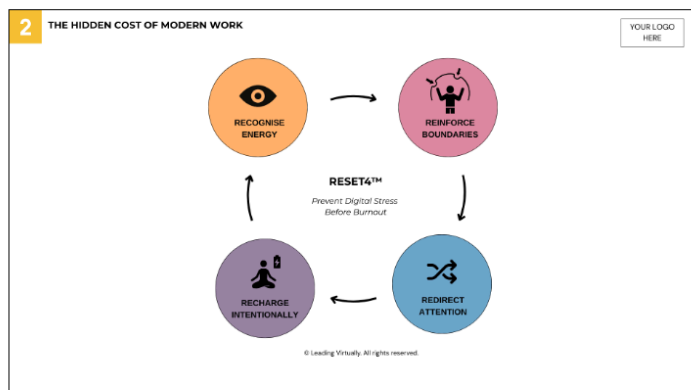
How people experience it:

- Feeling pressure to deliver more, faster
- Juggling many channels (email, Teams, Slack, etc.)
- Less support or clarity
- Difficulty switching off

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5.4 Introducing the RESET4 Framework



Slide 10: Introducing the RESET4 Framework

Key idea

Give learners a simple, first-glance understanding of the RESET4™ Framework by showing the full visual model — before exploring each step in detail.

Facilitator Notes

- This slide is mainly visual.
- The purpose is to show the overall structure of RESET4™.
- Don't break down each step yet — that comes next.
- Let the graphic do most of the work; keep your verbal explanation brief.
- Reassure learners that you'll unpack each component shortly.

Example Script

"This is the RESET4™ Framework — the foundation for today's session.

It's a simple four-step process designed to help you manage energy and reduce digital stress.

For now, just get a sense of the overall shape of it. We'll walk through each step in detail shortly."

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Activity: Energy Drainers Checklist

(Page 16 of the Playbook)

Timing: 5 minutes total (including setup and wrap-up)

Purpose: Help learners recognise where they're losing energy during the workday.

Instructions:

- Ask participants to scan the checklist and tick any drainers they experience.
- Encourage them to notice which category feels most prominent (mental, emotional, behavioural).
- Invite them to add any additional examples that come to mind.

Example Script

"Before we can reset our energy, we first need to see where it's being drained.

Turn to the *Energy Drainers Checklist* on page 16 of your Playbook. You'll see the items grouped into mental, emotional, and behavioural drainers.

Take a moment to tick any that show up for you — even the subtle ones — and feel free to add your own."

Optional Small Group Discussion (8 minutes)

If time allows, invite participants into breakout rooms or small table groups.

Suggested prompt:

"What's one drainer you ticked — and why do you think it shows up for you?"

Groups can share themes and differences they notice.

Debrief:

Bring everyone back and ask:

"What stood out?"

Participant Playbook

Sample pages from the learner workbook



PREVENTING DIGITAL STRESS WITH RESET4™

PARTICIPANT PLAYBOOK

1. INTRODUCTION

Welcome

This playbook is your companion for recognising digital strain — and recovering from it in a way that's sustainable, realistic, and personal to you.

Throughout the workshop, you'll use it to reflect, explore new ideas, and begin building habits that protect your energy and wellbeing in a digital world.

Whether you're feeling stretched too thin, struggling to switch off, or just want to reset your day-to-day routine, this resource will guide you step by step.

By working through this playbook, you'll:

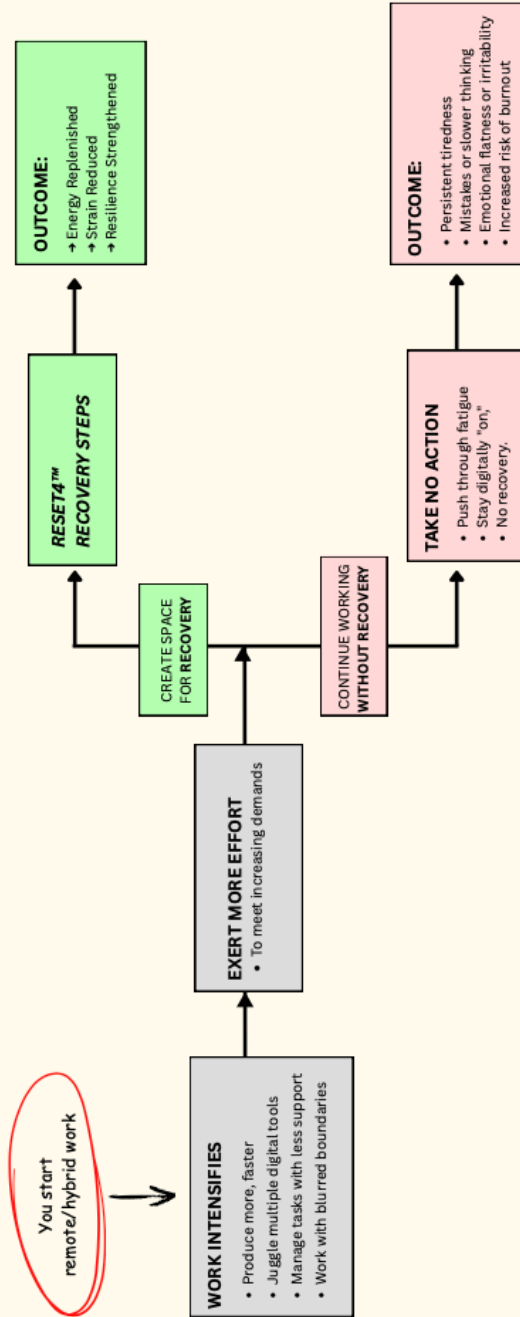
- Identify the specific ways digital work drains your energy.
- Explore recovery strategies that fit your work-style and needs.
- Build a personal *RESET4™* plan to support daily wellbeing.

Let's get started!



YOUR LOGO
HERE

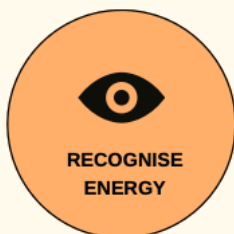
The Digital Stress-Recovery Cycle



The Digital Stress-Recovery Cycle. © Leading Virtually. All rights reserved.

3.1 STEP 1 – Recognise Energy

Start by Noticing Where Your Energy Goes



Many people move through their digital workday without realising how — or where — their energy is being drained.

This step helps you build awareness of your unique digital stressors, so you can start taking back control.

We've grouped common energy drains into three categories:



Cognitive Drainers

Mental overload and constant switching



Emotional Drainers

Guilt, worry, or frustration



Behavioural Drainers


Skipping breaks or always reacting

👉 Turn the page to complete the **Energy Drainers Checklist**.

Recovery Anchors Grid

How to Use:

1. Review the four Recovery Anchors and examples.
2. Write in your own ideas under each category.

ANCHOR	EXAMPLE ACTIVITIES	MY IDEAS
Rhythm (Daily Habits) 	<ul style="list-style-type: none">• Morning stretches• Evening shutdown ritual• Consistent sleep schedule	
Rest (Unplugging) 	<ul style="list-style-type: none">• Tech-free lunch• Short nap or mindfulness break• Screen-free evening	
Relating (Connection) 	<ul style="list-style-type: none">• Laughing with friends• Phone call with a loved one• Coffee chat with a colleague	
Recharge Activities (Active Enjoyment) 	<ul style="list-style-type: none">• Dancing, hiking, playing music• Creative projects• Physical activity you enjoy	

Additional Trainer Resources

Selected resources provided to facilitators in the complete kit



Facilitator FAQ / Cheat Sheet

1. What if no one answers the reflection questions?

It's normal for people to pause — especially in virtual sessions. Try:

"This one often takes a moment to reflect on — feel free to drop a quick thought in the chat when you're ready."

Or share a quick, relatable example yourself to encourage responses.

2. What if someone says, "This doesn't apply to me"?

Acknowledge without defensiveness. Try:

"That's completely okay — not every strategy fits everyone. I'd invite you to explore which ideas might spark something useful for you personally."

3. What if someone questions the RESET4™ steps?

Emphasise flexibility. Try:

"RESET4™ isn't a strict rulebook — it's a guide to help you notice patterns and explore small shifts that can support your wellbeing."

4. What if someone says, "I don't have control over my workload"?

Empathy first — then reframe. Try:

"That's very real. This workshop focuses on small areas where you do have influence — even tiny changes in habits or recovery practices can create meaningful shifts over time."

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Participant Feedback Questions

1. Overall Experience

How would you rate your overall experience of today's Preventing Digital Stress with RESET4™ workshop?

1 = Poor | 2 = Fair | 3 = Good | 4 = Very Good | 5 = Excellent

2. Content Relevance

How helpful was the content in supporting your management of digital stress and energy?

1 = Not Helpful | 2 = Slightly Helpful | 3 = Moderately Helpful | 4 = Very Helpful | 5 = Extremely Helpful

3. Trainer Delivery

How effective was the trainer in delivering the session?

1 = Not Effective | 2 = Somewhat Effective | 3 = Moderately Effective | 4 = Very Effective | 5 = Extremely Effective

4. Practical Confidence

How confident do you feel about applying the RESET4™ strategies after today?

1 = Not Confident | 2 = Slightly Confident | 3 = Moderately Confident | 4 = Very Confident | 5 = Extremely Confident

5. One Final Thought...

What's one thing you're taking away from today's session?

[Open text box]

© 2025 Leading Virtually. This resource is part of the Preventing Digital Stress Training Kit.

Thanks for reviewing this VILT Trainer Kit sample pack.

For project discussions or contract opportunities:

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