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WORKBOOK AND PROGRAM INFORMATION

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# HUMAN RESOURCES COACHING *Workbook*

# *Trauma*



THE HR COACH  
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# What is Trauma?

Types of Trauma

Vicarious Trauma

What vicarious trauma have you experienced?

Causes of Trauma

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# Recognizing trauma take action!

1. Symptoms of Trauma
2. Dealing with Trauma
3. Manifestations of Trauma
4. Long Term Effects of Trauma
5. Overcoming Trauma

1st Key Observation .....

    Action 1 .....

2nd Key Observation .....

    Action 2 .....

# Self Reflection

self care

Self Management

Self Coaching

What Boundaries Do I need to set?

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Obstacles:

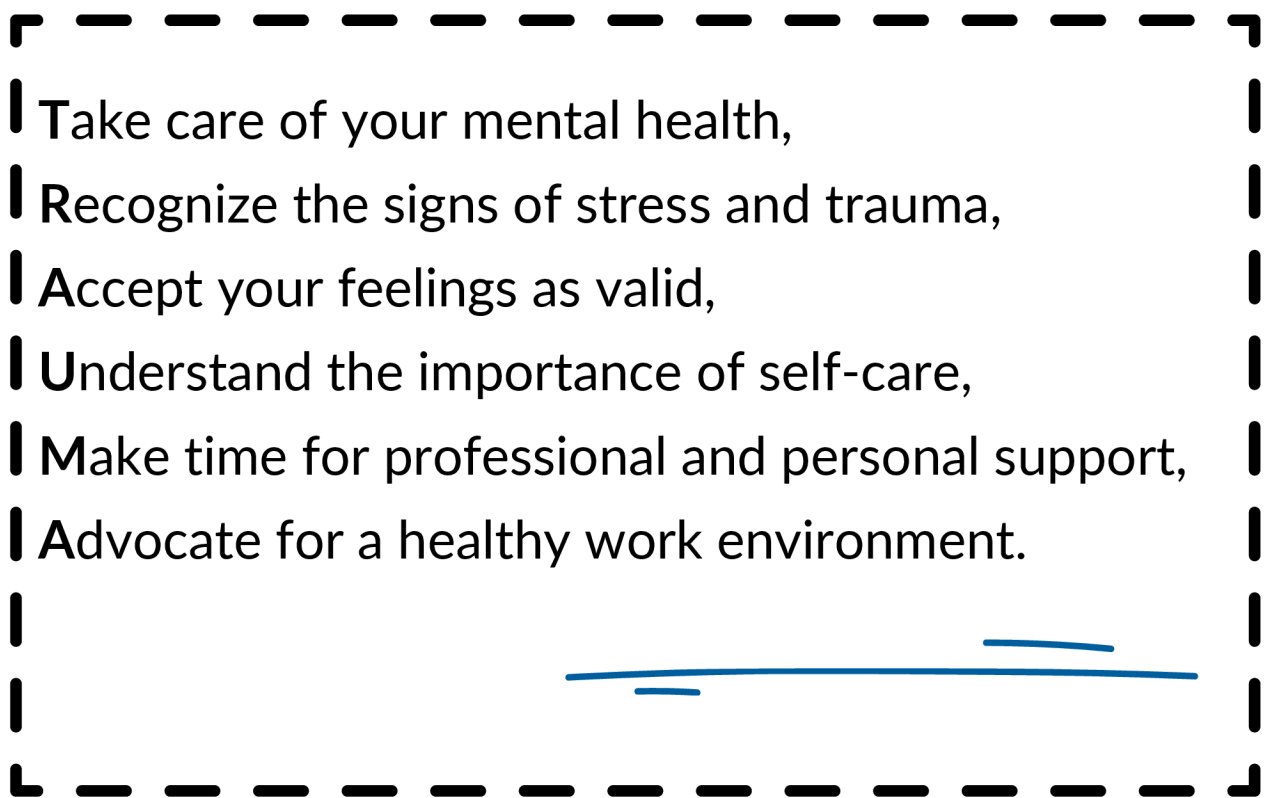
Distractions:

Action Steps:

Where have I experience trauma that I have not recognized until now?

# Five Resolutions to Address HR Trauma

1. Schedule regular debriefings to discuss and process traumatic events.
2. Ensure access to counseling services and mental health resources.
3. Encourage self-care practices like mindfulness, exercise, and wellness programs.
4. Create a supportive environment with openness and peer support groups.
5. Provide trauma-informed training for recognizing and managing trauma effectively.



# Self Coaching Questions

1. What is your personal definition of trauma?
2. How do you think trauma differs from general stress or burnout?
3. Can you recall an incident at work that felt traumatic? How did it affect you?
4. What are the most common causes of trauma for you in your HR role?
5. How do you handle conflict resolution and terminations, and how do these tasks affect you emotionally?
6. How do you notice trauma manifesting in your workplace performance (e.g., productivity, engagement)?
7. Have you observed physical symptoms of trauma (e.g., fatigue, headaches)? How do you manage them?
8. Describe a time when you felt emotionally affected by an employee's traumatic experience.
9. What strategies do you use to cope with vicarious trauma?
10. What symptoms of vicarious trauma do you recognize in yourself (e.g., hypervigilance, avoidance)?
11. How do you differentiate between vicarious trauma and burnout?
12. What immediate actions have you taken when experiencing trauma at work?
13. How do you create a safe space for discussing traumatic experiences with colleagues?
14. What long-term strategies have you found effective in managing trauma?
15. How do you incorporate regular debriefings and counseling into your routine?
16. How do you think the trauma experienced by HR professionals compares with that of healthcare workers or social workers?
17. What can HR professionals learn from these other professions about managing trauma?
18. What statistics about HR-related trauma resonate most with you, and why?
19. How do these statistics reflect your personal experiences in HR?
20. Have you experienced long-term mental health issues due to unrecognized trauma?
21. How has unrecognized trauma affected your personal relationships?
22. How has trauma influenced your job satisfaction and career progression?
23. What steps have you taken to address these long-term effects?
24. How has professional coaching helped you in dealing with trauma?
25. What qualities do you look for in a coach who understands HR challenges?
26. Have you sought therapeutic interventions for trauma? What was the experience like?
27. How do you find mental health professionals who specialize in trauma?
28. How has participating in peer support groups benefited you?
29. What advice would you give to someone hesitant about joining a support group?
30. How has the COVID-19 pandemic affected your stress levels and mental health?
31. What specific challenges related to the pandemic have you faced in your HR role?
32. How do current social and political issues impact your work and mental health?
33. What initiatives have you implemented to manage diversity, equity, and inclusion stresses?
34. What mindfulness practices have you found helpful in managing trauma?
35. How do you incorporate self-care into your daily routine?
36. How do you set professional boundaries to avoid burnout and trauma?
37. What challenges do you face in maintaining these boundaries?
38. How does continuing education about trauma and mental health benefit you?
39. What resources or training have you found most useful?
40. Reflect on a recent traumatic experience. How did you handle it, and what could you do differently next time?
41. What signs of trauma will you look for in yourself and others going forward?
42. Create a personal action plan for managing trauma in your HR role.
43. List three specific steps you will take to improve your mental health and resilience.