

# Personal Development Training

---

## Balancing Work and Family

*It can be challenging to be both a productive employee and a loving, effective family member. This training will define the characteristics of overextension. By giving participants helpful hints to prevent burnout, set goals and manage time, balance and stability will evolve.*

- What does your “report card” look like? Pass or fail?
- Balance points—self, family and work
- Building goals and priorities
- Symptoms of burn-out
- Practicing simple abundance & daily gratitude
- Pitfalls of codependency

## Compassion Fatigue—Avoiding Burnout

*Compassion Fatigue is a condition of the mind and body, or the “body’s mind.” It is a result of internalizing and absorbing the negative energy of others. Learn the symptoms of compassion fatigue and how to treat it. More importantly, learn how to prevent it!*

- Definition of compassion fatigue
- Recognizing symptoms and secondary stress
- Benefits of optimal health & strategies for wellness
- Steps needed to change a behavior
- Exploring, planning, setting goals and monitoring
- Managing day-to-day stress

## Effective & Assertive Communication

*Communication is a daily necessity. In understanding the styles of communication—passive, assertive and aggressive—you can strengthen more effective skills. Quality listening and non-verbal communication techniques will also be addressed.*

- Characteristics of communication
- Internal obstacles to assertion
- Effective listening skills
- Four R’s of assertiveness
- The right time & place for confrontation
- Assertive nonverbal communication

## Managing Stress

*Learn the differences between healthy stress and distress and develop techniques to thrive. Tips for becoming both mentally and physically stress resistant will be discussed.*

- Healthy vs. Unhealthy Stress
- Typical stress catalysts
- Stress attitudes test and scoring
- Designing your unique action plan
- Proven stress reducers

## Managing Holiday Stress

*The traditional holiday season, from November through January, often presents life management challenges. Creating new or revised traditions can reduce the stress we encounter and help us to avoid the “holiday hangover.”*

- The balancing act from November through January
- What causes the extra stress?
- How our body responds to stressful situations
- Identify Seasonal Affective Disorder
- Enlisting the help of others
- Putting the “jolly” back into the season

## Parenting Skills

*All parents have a common goal of wanting to raise loving, caring, nurturing, respectful, compassionate and successful children. Building a relationship based on these strengths helps children develop healthy self-esteem. Learn new skills to help your child become a productive, responsible adult.*

- Ways to build positive relationships with kids
- How to build confidence in your child and yourself
- Natural and logical consequences as an alternative to rewards and punishments
- Ways to give children positive power
- Skills to improve communication
- Steps to guide decision making
- Problem solving

## Personal Development Training cont.

---

### Humor in the Workplace

*Studies have shown that one of the most effective methods of*

*reducing workplace stress is laughter. Laughter reduces levels of cortisol, epinephrine, and other "stress hormones." Laughter increases endorphins and neurotransmitters and has been found to increase antibody producing cells. What does that mean? It means that laughter improves the immune system!*

- Setting daily laughter goals
- Using laughter as a stress reducer
- Improving emotional and physical health through humor
- Seeking ways to "find the funny"

### It's All About Attitude

*Perception is reality. Your attitude will help you to communicate your personality to others. Discussing attitude characteristics will help you discover a powerful equation that will effect how you portray yourself. Explore how your responses and behaviors influence others.*

- Identify positive attitude outcomes
- Understand discouraging labels
- Manage stress, pressure and change
- Look at your own actions to determine your attitude through self assessment
- Strengthen skills to empower your attitude

### Making a Difference

*This unique training is a real self-esteem booster. It may seem simple, but the key concepts are often forgotten and not practiced to their full potential.*

- Identify who contributes to your values, character and uniqueness
- Explore effective responses to situations that create positive outcomes
- Self-evaluate to identify strengths, talents and areas for growth
- Make a personal commitment to truly "make a difference"

### Skills for Public Speaking

*Effective public speaking is a necessary skill in today's workplace. From reporting at a meeting, presenting to management or organizing a team project, employees need to feel comfortable presenting information in front of a group.*

- Types of public speaking
- How to structure a presentation
- Developing an outline
- The importance of practicing
- Presentation tips and tricks
- Overcoming stage fright

### Strategies to Maximize Your Time

*Techniques and skills will be discussed that will help you become more productive, both at work and at home.*

*Success is measured by your accomplishments. Learn to work smarter, not harder, by identifying priorities, organizing yourself and setting goals and objectives. Taking time to attend this training will save you time in the future.*

- Find out how much your time is worth
- Learn to concentrate on your priorities
- Identify how you really spend your time
- Gain instant momentum
- Set concrete ideas to make the best use of time
- Motivate yourself to get the job done
- Learn common time management mistakes