



PROGRAM OBJECTIVES

Day 1

Session 1. Team Resiliency in the Workplace – Four Personality Types

It is no secret that the degree of happiness and/or success we achieve in our lives depends heavily upon our ability to positively interact with others. In fact, almost everything we want in life must come to us through the hands of another. Our parents, teachers, family members, neighbors, clients, co-workers and the rest of the human race are linked in this amazing way. Therefore, the more we know about ourselves, others and those in our academic environment, the more skilled we will become in accomplishing what matters most in life.

- *Use an assessment tool to learn about your and other's personality and preferences*
- *Reflect a moment, then look with new understanding into the heart of another*
- *Use this training to open lines of communication to your team and others in your life.*
- *Learn to consider other's perceptions in order to reduce personal misunderstanding*
- *Learn resilient communications skills that foster mutual understanding and acceptance*
- *Discover the four personality types then what motivates and rewards each one*
- *Contrast your personality type in historic context of Egyptians, Greeks, Jung and Modern Tests*

Session 2: Stress and Anger Management

Managing stress is all about knowing you can't control others but you can take ownership of your thoughts, emotions, time, and the way you deal with problems. This topic will teach over-stressed and under-played teacher and staff how to deal with difficult people without becoming angry. Anger is a useful natural emotion but can develop into unhelpful patterns that hurt your ability to get along with people. In this 90 minute discussion you will discover the mindset of resilient people. You will learn skills for bouncing back and maintaining high morale. You will be taught how to master anger through research-based tips, engaging exercises, and practical strategies. You will learn how to use your sense of humor, to keep you fluid and flexible, so that you don't become stiff and breakable when work doesn't turn out the way you expect.

- *Helpful research-based tools to improve your communication*
- *Learn how our natural chemical stress responses both give benefit and cause harm*
- *Understand the effects of stress – physiological, mental, emotional and spiritual*
- *What are the long term "costs" of stress that drain your life*
- *What are the health effects of positive and negative thinking*
- *Understand your decision power to re-reframe events thus reduce stress*
- *Understand your personal stress profile by self-assessment of stress/anger "triggers"*

- *Understand and practice anger management techniques*
- *Gain an understanding of the relationship of anger to addictive behaviors*
- *Replacing irrational thoughts with rational ones through anger management techniques*

Session 3: Burnout Recovery and Prevention

Burnout is considered the end-stage of unrelenting stress. It is a feeling of constant drain of mental, physical and emotional energy without getting your needs met. This session will let you understand how burnout can result from chronic stress and over-commitment. You will learn how to control feelings, of unrelenting giving, without receiving. See how to take back control before your body's mental or emotional functioning begin to break down. Avoid getting trapped in a burnout cycle that can easily result in lowered productivity; increased mistakes and accidents; loss of enthusiasm, energy, spirit; and disillusionment. Learn how to manage time and circumstances so you get adequate rest, positive feedback, feel valued, and gain a sense of control.

- *Understand the causes, physiology and symptoms of burnout.*
- *Take our self-assessment to see where you are in the burnout cycle.*
- *Check the burnout cycle model; do you have these burnout risk factors?*
- *Learn strategies to break the burnout cycle and return to physical and emotional health.*
- *Understand how unrealistic expectations lead to burnout.*
- *How does deep commitment evolve into over-commitment and feeling helpless?*
- *Learn the seven steps to ward off burnout before it flares.*
- *Understand how to heal loss of spirit, will, or motivation.*
- *Brainstorm a sample case and apply solutions to an employee burnout situation.*

Session 4: Techniques for Relaxation and Sleep

When you learn the simple act of becoming relaxed it can have surprising health benefits. Practice with us easy relaxation techniques for peace-of-mind or just enjoying personal time. In this class, experience relaxation as a process that will reduce the effects of stress on your mind and body. Learn to strengthen your immune system and produce a host of other medically beneficial changes in your body when you regularly practice deep relaxation. When sleeping, your brain and body are busy performing critical functions that can only be accomplished during sleep. Learn the secrets of deep sleep: sleeping well and long enough; so you can perform optimally during your waking hours.

- *Learn how the mind and body are interconnected and the value of relaxation techniques.*
- *Practice activating your relaxation response which triggers your body's calming mechanisms.*
- *Learn all the medical benefits you gain if you can sleep well.*
- *Identify the most common sleep-stealers and get research-proven tips for more and deeper sleep.*
- *Learn about the sleep issues faculty and staff face and focus on their solutions.*
- *Understand the nutritional differences in "snooze foods" and "stay-awake foods."*
- *Join us to practice three stress management techniques: breath awareness, progressive muscle relaxation, and visualization*
- *Experience how your body feels after a short visualization and meditation exercise.*

Session 5: Time Management & Personal Organization

Create your own schedule that reflects your work and personal priorities. Then focus your energy to achieve those work goals and personal dreams you care so much about. Let us show you how to identify, then focus on, the activities that give you the greatest benefit. You will stress less, make better decisions, increase productivity and lose less important information. You will learn essential time management skills to help you keep your work under control and stress-less. With this system you can work smarter on things that are your highest priority tasks. Practice making that shift of attitude, about time management, so you concentrate on results, not on activity.

- *Learn the essentials of time management*
- *Understand your personal style of time management and its strengths and weaknesses*
- *With this understanding you can assess the effect of your time style on others*
- *Streamline your system to schedule tasks and make weekly plans supported by daily to-do lists*
- *Notice how you reduce mental clutter by scheduling for a better work/life balance*
- *Adopt techniques to handle procrastination, interruptions and boost your concentration*
- *Learn to assert yourself politely to calmly conquer over-commitment*
- *Understand your energy cycle then align tasks with your high and low periods*
- *Make a new time habit then take control of your life through the choices you make*

DAY 2

Session 6: Personal Finances: Grow Income, Reduce Debt, Save & Invest

This session will help you set financial goals. Learn how to build wealth even if you now spend, more than you make, are breaking even, or are earning more than you spend. Learn to check your purchase decisions by identifying things as Productive Assets or Unproductive Assets. Create a budget that won't deprive you of the fun things in life now. Then stay in control of your finances with easy-to-use forms and rewards. See your monthly cash flow go from debt repayment to goal-getter savings then to investments. This session will also teach you the principles of personal finance. You will start on your way to financial independence with work sheets that will help you move from too much debt, to saving, and investing. Learn to invest so your money will work as hard for you as you did to earn it. You will learn how to evaluate when to buy something, on time payments by assessing if you can afford new debt.

- *Money saving tips*
- *Tools to get out of debt*
- *Learn your net worth*
- *Check debt is for productive assets*
- *Prioritize your goals*
- *What are your real income & expenses?*
- *Understand the true cost of ownership*
- *Guidelines to stay in financial control*
- *Questions to ask when offered credit*
- *Need more money? Use our creative savings strategies.*
- *Get serious by finding out your net worth which is what you own vs. owe.*
- *Get in control of your finances with a monthly budget plan*

- *Understand how to build savings & investments*

Session 7: Strengthen Family Ties with New Communication Skills

Communicating with others is an essential skill for academic affairs, family affairs, and personal relationships. In this session you will be taught how to practice techniques and develop confidence that you can communicate effectively in any situation. You learn to avoid misunderstanding others, and having difficulty in getting your point across clearly. In communication, what you say and what you don't say, is equally important. Being a good listener is critical and this session addresses exactly how to develop your listening skills. Learn how you can talk safely to students, loved ones, friends, or co-workers without fighting.

- *Learn skills to reduce interpersonal tension and stress.*
- *Recognize the communication danger signs*
- *Practice the Speaker – Listener technique.*
- *Step back a moment and recognize your own impact on others.*
- *Create successful approaches for handling difficult conversations.*
- *Practice turning resistance into a resource.*
- *Make the best of your personal influence by getting skilled in negotiating change.*

Session 8: Master the Skills of Resilient People

You will learn from this lecture how to bounce back when flattened by a problem. Many faculty and staff feel their life is harder because expectations increase but their personal control is decreasing. Practice resiliency by taking steps to build energy, hope, focus, and add a positive outlook on life. Stop struggling with daily stresses and learn to summon your spiritual "connectedness" to others to stay strong. This topic lets you check on your four dimensions of total well-being: physical, emotional, social, and spiritual. You will understand how growth in one area stimulates the other three. Learn how resilient people walk in the rain while others just get wet. This lecture teaches how to focus on results, accountability, and commitment while embracing conflict and trusting others.

- *Learn why resilient people enjoy success and satisfaction in life*
- *Learn how to stay healthy and resilient*
- *Learn which tools develop spiritual resilience and growth*
- *See how you score on a spiritual resilience quiz*
- *Learn how resilient people control their thoughts, feelings and behavior*
- *Focus on Results, Accountability, Commitment, Embrace Conflict & Trust*