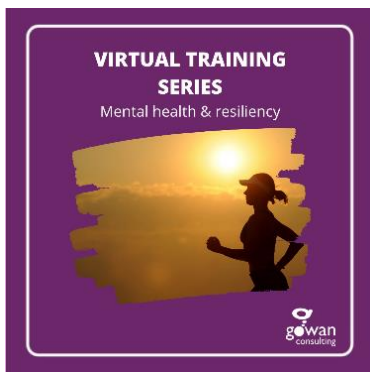


# VIRTUAL TRAINING SERIES

Join us for a series of virtual interactive & customized training sessions designed to help you successfully navigate today's remote work reality.

Each session, limited to a maximum of 15 participants, will be delivered using Microsoft Teams or another collaboration platform of your choice.

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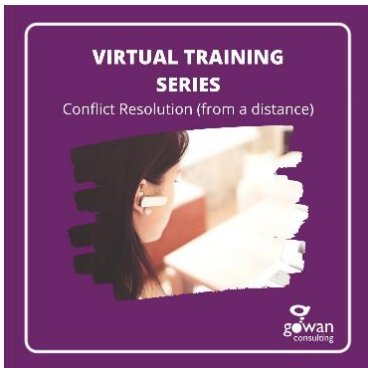


## **Mental health and resiliency** 2 hours

This session will provide you with skills and strategies to take control of your mental wellbeing.

### Topics include:

- Understand the mental health continuum
- Learn how to maintain your mental health at work and at home during these challenging times
- Understand how stress impacts you
- Discover the 5 A's of stress management
- Build 5 areas of resiliency (physical, social, emotional, creative thinking and faith)
- Learn how to recognize a colleague who is struggling - remotely -
- Discover how to support your colleagues from a distance



## **Conflict resolution**

**1 hour**

Managing conflict is part of everyday life. In this session, you will learn how to apply the Circle of Conflict to resolve conflicts in the workplace or at home. Misunderstandings can lead to conflict, particularly when working remotely and resolving conflicts can be a challenge. Learn how to resolve conflict and build stronger, more productive relationships.

Topics include:

- Recognizing conflict
- Communicating effectively in conflict
- Understanding the 4 types of conflict resolution
- Christopher Moore's Circle of Conflict



## **Communicating Assertively in the workplace**

**2 hours**

There are three types of communicators: passive, aggressive and assertive. This webinar will teach you how to communicate assertively and how to respond to different communication styles.

Topics include:

- Understanding the different types of communication
- Recognizing your own communication style
- Learning characteristics of assertive communication
- Non-verbal, verbal communication styles
- Automatic thoughts that drive communication styles

- Practical exercises to focus on assertive communication



### **Setting up your ergonomic home office** 1.5 hours

This session provides practical advice on how to set up your home office to maximize comfort and productivity.

Topics include:

- Ergonomic positioning principles
- Quick and easy set ups (couch, desk, island, dining room table)
- Practical tools in your home to improve your ergonomics
- 24-hour body care

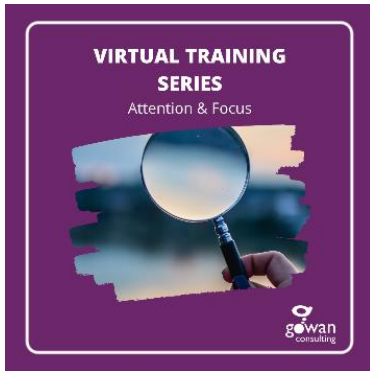


### **Time management and priority setting** 1 hour

This session highlights how to use time management techniques and priority setting to ensure a productive day.

Topics include:

- Identifying your time use profile
- Using tools - time blocking, delegating, honoring boundaries
- Stephen Covey's time management matrix
- Using technology to better manage your time
- Refocusing when time management doesn't work



### **Keeping attention and focus** 1 hour

We are constantly bombarded with information. How can you remain focused and get things done? This session will test your attention and memory and teach you how to use them both to your advantage.

Topics include:

- How our brain works
- The neuropathways of attention
- Attention management tools
- Using your memory techniques
- 24-hour body care

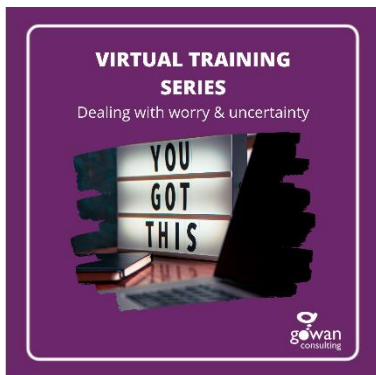


### **The Happiness Challenge** 1 hour

Did you know that your brain can be taught to focus on happiness with a few simple activities? Based on research by Shawn Achor, we'll show you how to teach your brain to focus on happiness. You will receive a journal to keep track of your progress...Happiness is on the way!

Topics include:

- Happiness research
- Neuropathways to happiness
- Gratitude
- Thanking others - compassion in the workplace
- The importance of exercise
- Social connectivity
- Mindfulness
- Building the pathways to happiness



## Dealing with uncertainty

2 hours

In these uncertain times, worrying thoughts can take over and lead to a downward spiral. Learn how to effectively manage uncertainty.

Topics include:

- Change how to react to situations that feel out of your control
- Differentiate between productive and destructive worrying
- Learn how our thoughts connect to our feelings and behaviour
- Discover how worrying impacts our physical and mental health
- Develop strategies to regain control.



## Dealing with isolation through social networking

1 hour

So, now you're working from home and unable to go out. Discover how to remain socially connected while you're physically isolated.

Topics include:

- Understand the impact of isolation on your health
- Build and maintain your community
- Is social networking really your community?
- Discover creative ways to stay connected
- Shut out the negative and focus on the positive
- Share “virtual hugs” and “elbow bumps”



## Parenting & working - making it all work 2 hours

The children are home and so are you, but you have work to do. This session focuses on strategies to effectively manage your parenting role and your work requirements.

Topics include:

- Setting expectations with family and work
- Defining your boundaries
- Staying calm
- Distracting the little ones
- Partnering with your home team
- Finding fun things to do together - yet apart
- Knowing when social distancing means leaving the room
- Finding support and resources



## Making remote work the new normal 1 hour

It's 2020. Your work is at home and your home is your work. How do you manage?

Topics include:

- Practical tips and strategies to differentiate and manage home and work responsibilities
- Setting up your work area
- Staying active
- Keeping connected
- Managing productivity
- Safe snacks
- Resources

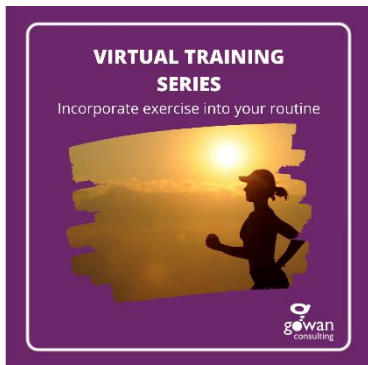


## **Coping with change** 2 hours

It's been said that change is good, but is it? How do you adapt? Adapting to change is a process in and of itself.

Topics include:

- Stages of change
- Moving to acceptance
- Strategies for not getting stuck
- Recognizing when you might need help and how to ask for it.



## **Incorporating exercise into your workday** 1 hour

Maintaining physical health can be challenging when you're working from home.

Topics include:

- Impacts of lack of exercise
- Don't let the couch get you...
- Structuring your day to include exercise
- Microbreaking on the move
- Shaking your "asstitute"
- Using your body weight as a tool
- Online resources



## Dealing with depression and anxiety 2 hours

Depression is the number one cause of disability in the workplace. 60% of individuals have had a panic attack at some point in their life. This session will help you better understand depression and anxiety. You'll learn to recognize the signs and symptoms in yourself and others and how to embark on the road to recovery.

Topics include:

- Understanding the symptoms
- Self-awareness
- Check up from the neck up
- Reducing the symptoms
- Asking for help
- Resources

[Contact us](#) for more information, or to schedule your session today.