

Corporate Training - Overload Skills



At the core of reducing the impact of overload and overwhelm in the workplace is the need for each one of us to take responsibility and exercise leadership in:

- **Managing the work** we tackle together
- **Managing our relationships** with each other
- **Managing ourselves** as individuals

For help in focusing your overload learning needs more specifically around those key areas, request a copy of the Overload Competencies Audit.

If you prefer a more topic-focused approach to skill development and training, check out the seminars outlined here.

These skill development initiatives can be delivered in various formats – from half to full to multi day programs. Topics can be freely mixed and matched.

Time Skills

The bad news is that you can't do it all! The good news is that you can do what matters most! The secret of successful time use lies in making sound choices. Success demands that you clarify your focus, set goals, map out specific plans of action, choose priorities, schedule realistically, co-ordinate team tasks effectively, and harness technology in positive ways. Practical ideas for managing complex lives.

Key Concepts:

- Clarify purpose & focus on key outcomes
- Set goals that promote accountable action
- Map projects to prompt timely action
- Set & adjust priorities using criteria that matter most
- Group & schedule work for maximum productivity
- Delegate with clarity & respect
- Negotiate reasonable loads
- Harness technology for positive results & minimal irritation
- Minimize time wasters (i.e.- interruptions & procrastination)

Organization Skills

Getting organized does not mean turning yourself into a compulsive, annoying neat-freak. It does mean creating strong systems and choosing the right tools for handling the commitments and stuff of life. Sound organization supports you and frees you up to do the things that matter most in ways that frustrate least.

Key Concepts:

- Discover & build on individual organizational styles
- Streamline processes & rethink standards
- Dejunk & unclutter
- Apply organizing principles for storage & retrieval
- Choose & use the right organizing tools
- Arrange work area to support the tasks at hand
- Manage paperflow & e-mail
- Organize paper & electronic files
- Create checklists & automated approaches to recurring tasks

Life Balance Skills

Reconciling competing demands within and between life roles is an inside-out job. Lift up your eyes from the urgent pressing needs of the moment. Clarify your values, desires and preferences to discover new options and make more positive choices. Learn to allot time, energy and attention in ways that support what matters most in your life over the long haul.

Key Concepts:

- Recognize signs & signals of imbalance
- Explore forces & consequences of imbalance for the individual, team and organization
- Define life balance & your scorecard for success
- Name your values & clarify your purpose
- Create individual balance targets & policies
- Identify strategies for renewing & re-energizing
- Maintain awareness, monitor progress, & build a balance support team

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Contact Pat (877-728-5289) to discuss your training needs & choose an approach to meet your goals.

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Stress Skills

Stressors abound – in our environments, in our relationships, and in our minds. The pressures of change and expectation – from within and without – are a process to be managed not a problem to be solved. Building a strong stress management skill set is essential for success and sanity.

Key Concepts:

- Assess sources & impact of stressors at work & at home
- Identify early warning signals of distress
- Surface attitudes & beliefs that escalate stress
- Assume responsibility for responses & reset a high pressure mindset
- Master self-care skills
- Strengthen supportive relationships & networks
- Cultivate flexibility & adaptability – learning when to act & when to let go
- Embrace gratitude & appreciation
- Tap into deep relaxation & the power of mindfulness

Recognition Skills

Recognition and celebration are more than just the icing on the cake. They are vital in strengthening relationships, sustaining organizations, and maintaining the loyalty of employees, clients, and volunteers. When encouragement flows freely, relationships flourish. Appreciation is the fuel that grows people and organizations in value and worth.

Key Concepts:

- Understand the lifelong impact of encouragement & why appreciation matters so much to so many in the workplace & beyond
- Develop a more appreciative mindset
- Recognize cues that signal an opportunity for encouragement
- Avoid pitfalls & hazards in recognition
- Use recognition in a strategic way to advance developmental goals
- Master strategies for effectively expressing appreciation to others
- Adopt techniques for celebrating your own success

Team Skills

Strong leadership efforts foster committed and resilient teams. Building exceptional teams takes more than cheerleading from the sidelines. This program is designed to strengthen the relationships and performance in existing groups and to promote a positive attitude toward future team efforts.

Key Concepts:

- Cultivate the three conditions that spark self organizing efforts & build strongly integrated teams
- Explore differences in behavioral styles & their impact on team function
- Anticipate the five typical stages of group development
- Analyze the strengths & weaknesses of a current team using a score card that measures ten key characteristics of effective teams
- Communicate more clearly on critical issues
- Plan for the continuous strengthening of teambuilding skills

Meeting Skills

Too many meetings take forever and go nowhere. Don't be held hostage by a lack of meeting skill & know-how. Whether you are the designated leader or 'just a group member', your options are many – if you know how an effective meeting could work. This program generates stronger collaborative results in less time with less frustration.

Key Concepts:

- Experiment with alternatives to face to face meetings
- Clarify purpose & design agendas using a meeting planner's checklist
- Lay the groundwork for productive participation
- Properly order the flow of a meeting
- Improve meeting facilitation skills & manage dysfunctional behaviors
- Provide problem solving & decision making options
- Coach for effective committee action & reporting
- Choose effective options for recording discussions & decisions
- Plan follow-up that improves follow-through

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