

 **Balance Training**
Course Offerings

Individual Excellence

Training programs for individual awareness and improvement. Since the first step on the road to improvement is finding out where you are, a number of programs focus on value clarification and self-awareness. Setting goals is essential to achieving results, as is having an action-oriented approach to problem solving and the tools to support it. We provide a structured setting for individual development that is practical, interactive, and enjoyable.

Balancing Work & Family Life

Managing Your Time Effectively

The problems of the workplace and home are intertwined. The demands of each can cause stress and time conflicts. This workshop helps participants assess the current status of the work/family imbalance and establish appropriate goals. Tips and techniques for maintaining the balance are provided, as well as establishing the importance of a personal action plan.

Change and Stress

Managing Change

Managing Change seminars and programs have been developed to help organizations and individuals through periods of transition. These programs assist companies and employees through reorganization, downsizing, merger, relocation, and other stress-producing events. How well employees adjust to change in the workplace greatly impacts productivity, profitability, absenteeism, and morale.

Change and stress focuses on building stress management skills for an ever-changing work environment. Participants learn about the natural phases of change and how stress is increased by it. They interactively assess their own stress management skills and then build upon them through learning exercises. Participants gain a sense of greater control and leave with tools to further develop their stress management strategies. Two versions are available, one for supervisors/managers (six hours) and one for employees (four hours). Both components consist of interactive group activities, lecture, and video.

Creative Problem Solving

Tools & Techniques for a More Creative You

Creativity is inherent in every individual, but custom, culture, and the inner critic cause many people to suppress their creativity. This engaging and interactive workshop provides skills, processes, and techniques to light the creative fire in everyone.

Available as half-day and full-day workshops.

Interpersonal Communication

Make Yourself Understood

Vital to successful business operations, teamwork and personal life, improving interpersonal communication is a complex process involving several basic skills.

Through lecture and group interaction, the program explores the nature of non-verbal communication, the art of listening, the importance of humor, and the role of self-esteem and self-assertiveness.

The basic program is two hours long. A more extensive five-hour format adds an extensive review of communication skills necessary for successful management.

Topics include:

- Communication Styles
- Listening and Receiving Feedback
- Tips for Improved Meetings and Presentations
- Ways to Improve Business Writing

Joining the Team

Team Building

Effective teamwork is a worthy goal, but the employment of specific principles is essential to achieve it. The main objectives of the training are to help individuals understand the value of teamwork and to improve their ability to work effectively with others. Topics include:

- Defining the Work Team
- Team Involvement in Goal-Setting
- Brainstorming
- Effective Communication
- Conflict Resolution.

One of the unique aspects of this training is the focus on individual attitudes, values and behaviors. This four- to six-hour program involves lecture, group activities and a video.

Sexual Harassment Prevention Training

How to Recognize and Prevent It

This program responds to the current need in the workplace for: defining and clarifying what sexual harassment is and is not; appraising its liabilities; understanding its consequences; establishing complaint procedures.

Employees and supervisors learn what their responsibilities are, should a sexual harassment incident occur. The program covers the investigation process, while strongly emphasizing the prevention of sexual harassment.

Sexual Harassment Prevention is offered in a two-hour supervisor/manager component and a one hour employee component. Each consists of lecture, discussion, case study, role play, and video & slide presentation.

Employee Training

- Introduction
- Statistics & Scope of the Problem
- Defining Sexual Harassment
- Impact of Sexual Harassment on the Individual Employee
- Understanding Reticence
- Emotional Impact
- Job Performance
- Sexual Harassment Complaint Resolution
- Discussion

Stress Management

Techniques for Reducing and Controlling Stress

Stress plays an influential part in our daily lives. Our stress management programs are designed to help individuals focus on real life solutions to the many factors causing stress. The benefits of these seminars are twofold: the participants gain valuable skills for reducing and combating stress inside and outside the workplace; and the organization benefits from having focused, effective, and highly motivated employees.

Techniques for Reducing and Controlling Stress

Stress - we read about it all the time. It's something we can all relate to because we all have it - at work, at home, and traveling in between. The world is changing rapidly and that change itself produces stress.

There is good stress and there is bad stress. Eustress or good stress makes life exciting and energizing. Bad stress or distress can lead to physical problems - like heart disease and emotional problems - like depression.

We create our own stress. It isn't only that stressful events happen to us, but it's the way we respond to them physically, intellectually, and emotionally that can cause us harm. The way we currently deal with stressors is conditioned by our learned responses to stress and our own self talk. We can't get rid of stress. The challenge is to manage our stress in a healthy way. Being able to identify our responses and modify them is the first step in successful stress management.

This workshop focuses on:

- Knowing what stress is,
- identifying what stress does to us, and
- learning ways to manage it.

The Winds of Change

How to Thrive in Times of Change

Presents personal change as a natural process accompanied by symptoms that, although they vary widely from person to person, are all absolutely normal. It emphasizes the individual's responsibility for dealing with symptoms appropriately, attitude adjustment, and personal action. Participants are encouraged to "let go" of what is not within their control, and deal with resulting stress through coping mechanisms old, new, and (some) quite innovative. Perspective is shown to be the key to moving beyond mere acceptance of change, to actually thriving on the opportunities that accompany it. The one-and-one-half-hour format is appropriate for all employees. A three-hour supervisory/managerial version (which draws upon the principles of performance management and provides case study practice) is also available.

Thriving on Corporate Change

Managing Change

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Moving into Action: Thriving on Corporate Change

Specifically designed for “survivors” of corporate change. Participants learn about the impact of change, positive coping strategies, communication skills and roadblocks to success. Separate components are available for supervisors/managers and employees, in three- to seven-hour sessions. All components consist of interactive group activities, lecture, video and slide presentation. The seven-hour seminar prepares managers/supervisors for the critical task of leading co-workers through periods of change. They will have the opportunity to examine their own communication and leadership styles and be given numerous suggestions for enhancing team effectiveness. In addition, the program covers the impact of change, including the nature of resistance to change.

What Matters Most

Values Clarification

Stress Management

To help participants deal with transition, and the resulting stress, by recognizing the normal symptoms of the personal change process, and by re-examining personal values and stress coping mechanisms to help guide constructive action. This course is three hours in length.

Participants will:

- Recognize/discuss personal reactions to change/stress.
- Understand the normal, necessary symptoms of the personal change process.
- Recognize the connection between coping with change/stress and personal values.
- Re-examine their own personal values by increasing their awareness of what matters most to them, on a personal level.
- Commit to taking some form of action in keeping with their personal values, to help themselves deal effectively with change/stress.