

Avoiding Burnout & Managing Workplace Pressure

TWO-DAY RECHARGE & RENEWAL® SEMINAR

This two-day revitalizing seminar is targeted for individuals and leaders working in today's high pressure, high-output, and rapidly changing work environments. Participants identify specific factors which contribute to personal and workplace stress and burnout. They then learn ways to implement personal balance tools and practices to reduce the negative effects of prolonged pressure, change and uncertainty. During practice exercises, participants learn proven communication and conflict tools for handling difficult situations with co-workers. They come away with enhanced motivation and energy, increased compassion and personal effectiveness, and the ability to maintain a balanced, uplifting presence back on the job.

Appropriate For: Business professionals and entrepreneurs, leaders responsible for the well-being of teams, administrative managers and human resource professionals.



SEMINAR OVERVIEW

- **Day One** content focuses on self-assessment, and building new routines to *Recharge Your Battery* and avoid burnout.
- **Day Two** covers selected change, conflict and communication challenges pertinent to the group, and ways for managers to establish the correct environment for recharge and renewal.

COURSE OUTLINE

DAY ONE

Introduction

- Analyzing the current business environment today – what are the pressures and challenges?

Recharge & Renewal® (Self-Assessment)

- Recharge & Renewal® at Work Self-Assessment Survey
- The Burnout Barometer: Where are you on the burnout scale?
- Identifying root causes of burnout and dissatisfaction
- Patterns to recognize and move beyond

Establishing a New Perspective

- Identifying the drains and distractions in your life
- Using recharge mechanisms to re-balance and deal with change
- Identifying energy builders and new routines for use every day, on the job and at home
- Behavioral Styles Survey: How different personalities deal with pressure, change and conflict

DAY TWO

Conflict & Communication Tools

- Using the Roadmap for focus, clarity and conciseness when communicating
- Conflict & Communication Style: Pinpointing your tendencies in normal situations, as well as under pressure
- The Six-Step Feedback Formula to use in challenging conversations with managers and co-workers

Connecting to “The New”

- Clearing out blocks and barriers to change
- Increasing your ability to respond vs. react when under pressure
- Energy and you: Ways to enhance your resilience and enthusiasm back on the job and at home
- Personal Action Plan for taking your learnings back to work