



# Work to Wellness 2023 Virtual Seminar Calendar

## **Leadership 1:**

Basic Leadership Skills for Everyone and Every Job - January 12, 2023 @ 9:00am

Most people believe that only directors, managers, presidents and CEOs can be leaders. While there is some truth to that, everyone who works can utilize the skills that enable leaders to excel at what they do. Today leadership skills are necessary for every job since employees often work in teams, rotating the managing position. In addition, organisations expect employees to assume the habits of successful leaders so that business results may be achieved faster, more efficiently, and better, thus enabling competitiveness and viability.

This seminar is not the ultimate word on leadership – it is an overview of some basic time-honoured strategies that leaders use to be successful on the job.

## **Mental Stamina 1:**

Boosting your Positive Outlook - February 9, 2023 @ 12:00pm

Consistently focusing on the negative side of an issue can greatly contribute to stress. When thinking this way, physical changes take place in the body's chemistry increasing stress levels and affecting performance and well-being. This seminar will help participants understand the ways in which this seemingly automatic negative thinking occurs, recognize its typical manifestations, and develop a process for tackling negative thoughts effectively.



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## **Stress 1:**

Stress Reduction Tool kit - March 9, 2023 @ 9:00am

How do you know you are stressed? Do you recognize the symptoms of stress? Explore the newest research and what experts are saying about good and bad stress.

Participants will gain the tools to manage stress, including mindful communication.

## **Communication 1:**

Communication: The Art of Giving Feedback - April 13, 2023 @ 12:00pm

Constructive feedback is a powerful communication tool that provides an opportunity for professional and personal growth when delivered respectfully. However, when the feedback is overly critical, without sufficient detail, or emphasizes subjective opinions, it can become counter-productive. Using a combination of lecture, group discussion, and case study application, this seminar provides participants with a basic understanding of the importance of providing praise and constructive feedback at work and in personal relationships, the barriers to effective feedback, and foundational communication tools that can improve relationships and workplace productivity.

## **Productivity 1:**

Healthy Workplace Habits - May 11, 2023 @ 9:00am

Rushed mornings, a packed schedule, and pastry-filled boardroom meetings can make healthy eating at work a real challenge. Establishing healthy workplace habits can improve energy and concentration, avoid the afternoon slump, and reduce sick days. This session will help participants make healthier meal and snack choices at work, avoid mindless eating, and stay energized without relying on caffeine throughout the workday.



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## **Work/Life Balance 1:**

The 5 Bucket Principle - June 8, 2023 @ 12:00pm

Is it possible to meet the competing demands of finances, friends and family, work, health and community? The resounding answer is yes! In this fun, interactive seminar, participants will learn the 5 Buckets Principle™ of work/life balance to get the tools to prioritize what is and should be important to them. They will learn how to think about the BIG PICTURE without ignoring the little things that matter. We will show them how to find the time to manage it all, including time for themselves and for fun, by identifying priorities, making choices and managing expectations.

## **Leadership 2:**

Building Bridges: Collaboration at Work - July 13, 2023 @ 9:00am

Having to work with others is a common requirement in the workplace. When collaboration is successful, you feel positive, productive, and willing to face any challenge. This seminar will build on the notion that cooperation and building bridges can be learned and should be practiced. It will teach participants the key elements of teamwork and provide them with the opportunity to practice collaboration-building techniques.

## **Mental Stamina 2:**

Thinking Traps - August 17, 2023 @ 12:00pm

This seminar allows participants to explore how our thoughts can cause decreases in productivity and passions. Participants will be able to explore complex views that define thoughts and action plans to overcome them.



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## **Stress 2:**

Overcoming Burnout - September 14, 2023 @ 9:00am

If you're feeling overwhelmed by the pressures of everyday work and home life, then this workshop focusing on the issues of burnout will help bring your life back into balance. Learn to identify the symptoms of burnout and explore strategies for coping with and avoiding burnout.

## **Communication 2:**

Assertive Communication - October 12, 2023 @ 12:00pm

This class will cover good communication vs. poor communication as well as understanding what assertive communication is. We will review a communication model to determine the purpose, focus and process of assertive communication. Tips and obstacles to good communication will be reviewed.

## **Productivity 2:**

Practical Productivity - November 9, 2023 @ 9:00am

People commonly understand productivity as a variety of things in a variety of fields. Being productive is not just limited to finishing your work, but organizing your tasks, building relationships within the office, and being able to manage your time effectively, as well as learning new skills, such as multitasking and being able to block out distractions. Everyone can learn ways to be more productive. This class will give you tips and pointers on how to be more productive at work each day.



# Work to Wellness 2023 Virtual Seminar Calendar

## **Work-Life Balance 2:**

Set Limits at Work and in your Personal Life - December 7, 2023 @ 12:00pm

Most people today have far too much on their plates. To effectively manage your lives and avoid overload and/or stress-related illness, it is critical for you to establish boundaries and to share the workload with colleagues, if possible, and household/family responsibilities with other family members. The purpose of this session is to inform you about the importance of setting limits in your life and delegating those tasks that can be delegated.