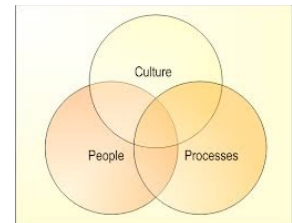


CHANGE & STRESS MANAGEMENT

UNDERSTANDING CHANGE

Understanding the pros and cons of change
Understanding global change
Learn how people respond to change
Why some people thrive on change
Why some people are resistant to change
The 20/50/30 Rule
Identify the 4 steps in the change process
Learn how long to break a habit
Understand how to convince others to change



THE IMPORTANCE OF WORKING EFFECTIVELY WHILE EVERYTHING IS CHANGING

Learn the obstacles to getting results
Learn how to set priorities
Understand the importance of planning
Understand the Pareto Principle, 80/20 rule
Understand the power of focus and “smart” goals
Learn how to get more productivity out of a day



INTERPERSONAL SKILLS TO HELP IN A CHANGING ENVIRONMENT

Learn how to handle interruptions

Learn how to say “no”

Understand how to facilitate an effective meeting

Learn how to deal with negative people

Understand the importance of building self-esteem

Understand stress and how to manage it

STRESS

Understanding eustress vs distress

Learn what triggers stress

Sources of everyday stress

Learn how to control worry

Understand the importance of good self esteem

Learn how to have life focus with achievable goals

Learn the power of positive self talk

Understand the power of emotional intelligence



