

**LUNCH BOX
SEMINARS
2009**

Resourcing for
Life and Work



Human beings are given countless opportunities to observe and learn from their day to day experiences. The ability to use these experiences for growth and development varies from person to person. We believe that organisations are able to harness and enhance the ability of their staff to make the best use of their learning experience. Through reflection and skill development, staff increase a sense of control over their personal and work environment and a consequent improvement in productivity and self esteem.

Wellness in the Workplace Programs

One area of crucial importance both for the organisation and the individual is the relationship between personal wellbeing and work life. This series covers areas related to most human issues whether they are integrally personal in nature or regarding the impact of human dynamics in the workplace. They take a positive stance, seeking to understand the core issues involved, and then working towards the positive and practical solutions for resolution.

The programs have been tried and tested in our client organisations and evaluations suggest that they are always well received. They are flexible and may be changed to suit your organisations needs.

"Our team loved your presentation on workplace resilience. I have no recitation in recommending this to teams dealing with stress and pressure".

Greg Goldenberg, City of Glen Eira

Thank you for the Taking Charge of Stress lunchtime session. Within the hour you engaged staff in an informative, friendly and motivational session.

I gained valuable insights from this session regarding stress risk factors, and building resilience. Practical strategies were highlighted that can be transferred to my work and personal life.

Claire Conlon – Quality Co-ordinator
Doutta Galla Community Health Services

Personal Relationships Series

A series dealing with relationships, and the how they interact with the demands of work.

Positive Parenting - with Young Children

Parenting strategies for children of pre-adolescence.

Positive Parenting – with Adolescents

Parenting strategies for adolescents – deals particularly with setting limits and the negotiation of behavioral consequences.



Adolescents and Substance Abuse

Outlines the major groups of drugs used by young people, how to tell whether you child is using drugs and what to do about it.

Adolescence and Sexuality

Understanding the pressures of adolescence, particularly issues around emerging sexuality.

Adolescence and Depression

Recognising the signs of depression in young people and what you can do to help.

Ensuring Your Adolescent Learns Life's Important Lessons

What are the valuable lessons your child needs to learn in order to successfully engage with life? Is your child learning them? How can you ensure that this is happening?

Surviving the VCE

Learn how you can best support your child to cope under the pressure of the VCE and make the year as stress-free as possible – not only for your child but you too.

Assisting Your Child with Bullying and Other Conflict

Draws on the latest research into bullying and offers parents ways into skilling their children to deal with conflict themselves.

Understanding the 'Mars' and 'Venus' Of Relationships

Outlines the tenets of John Gray's well known work in this area and how this can be utilised in intimate relationships.

Couple Relationships: The Ingredients of a Healthy Relationship

Presents in an understandable way current research into healthy relationships and the skills required to ensure that your relationship remains on track.

The following three part series examines the way that your relationship with your partner will change through the course of your life together and the challenges that will confront you as a result of this.

Couple Relationships 1: The Dream Partnership

Examines the myth that people should naturally know how to have good couple relationships, and also the dynamics and challenges of the first 7-years of marriage.

Couple Relationships 2: Differences, Disenchantment and Delight

Examines the 7-15 years of a marriage where the task is for partners to develop understanding of each other as separate and different and the ability to respond effectively to these differences.

Couple Relationships 3: Mutual Interdependence

Examines the characteristics of 16-28+ years of a marriage including the development of relationships away from one another through to being comfortable alternating between intimacy and independence.

Families That Work – What We Know Makes Families Work Well

Presents in an understandable way current research into healthy family relationships and the skills required to ensure that your relationship remains on track.

Elder Care

Deals with the challenges of that stage of life during which our parents become more and more dependent on us.

Balancing Work and Family Series

A practical series dealing with many aspects of the work/family balance.

Balancing Work and Family I - On Juggling As a Second Career

Introductory examination of the nature of the work/family balance and ways to begin the process of taking charge of this dimension of work-life.



Balancing Work and Family II – the Next Step into Fulfilling Career and Home-Life

Takes the first seminar to the next level, incorporating aspects of the Seminars below.

Dealing with Work and Personal Expectations

Examines the spoken and unspoken expectations of home and work and ways to address these in order to ensure that we are in control of them, rather than they of us.

Negotiation and Communication at Home and at Work

Explores the skills involved in the delicate art of communicating and negotiating needs and expectations both with one's partner and one's boss.

Dealing with Motivation in a Changing Workplace

Understanding your characteristic reaction to change experiences and knowing how this manifests in the workplace. This seminar also covers challenging negative thought patterns, and developing and maintaining your anchors when the rest of your life is shifting.

Fathering and Work

Deals with the changing roles and expectations of fathering and the way that fathers can remain involved with children while engaged in their careers.

Mothering and Work

Deals with the roles and expectations of mothers and the tendency to perfection in modern views of mothering.

The Workplace Relationships Series

A series dealing with various aspects of relationships in the workplace.

Dealing with 'Difference' at Work.

Addresses a variety of diversity issues and how to identify discrimination in the workplace.



Loss and Grief in the Workplace

For staff, particularly managers and supervisors, confronting staff who are experiencing loss and the consequent grief.

Making Sense of Grief in the Workplace

Understanding the many ways loss and grief arise in the workplace and how to confront these. Dealing with personal grief and its impact in the workplace. Offers ways of understanding grief and practical approaches to supporting affected staff.

Conflict is Not a Dirty Word

Conflict is usually seen as something bad, yet when managed effectively it can be an opportunity for problem solving, innovation and improvements in the workplace. This seminar assists people to understand the nature of conflict and how to use it as an opportunity for growth.

Resilience

It is a common misconception that when stress levels are high that morale is down. In fact the opposite is true in resilient workplaces. In this seminar you will be shown practical skills that individuals and teams can develop to improve their resilience as a buffer against stress.

The Managing the Challenges of Everyday Work Series

Managing our daily lives and the pressures they bring.

Introductory Seminar – What is the Stress Response?

The Physiology of stress – the Autonomic Nervous System
Fight – Flight & “So... Who has control here?”
Recognising the signs of stress.



Three Steps to Relaxation

A series of three Seminars covering various aspects of the physiology of stress and corresponding practical approaches to relaxation:

- Mindfulness of breath,
- Progressive Muscle Relaxation, and
- Visualisation.

‘Mind’ Yourself when Under Pressure

How do you appraise your environment?
Understanding the affect of automatic thoughts and self talk
Enhancing positive self talk.

Key Factors Influencing Our Response to Pressure

1. Locus of Control
2. Spheres of influence
3. Learned Helplessness
4. Social Support

The Wealthiest Person in the Graveyard

Warning Signs for the person at risk the Type A personality
What you can change and what you can't.

Gaining More from Your Sleep

Sleep difficulties and why they arise, and techniques for ensuring optimal sleep.

Fatigue Management

The challenge of managing fatigue is not just for shift workers. More and more people across all kinds of organisations are experiencing exhaustion and the cumulative effects of stress. This seminar assists people to recognize the corrosive effects of fatigue and enables them to pro-actively manage it.

Understanding Yourself and Your Boundaries

Personal Boundaries – What are they?

Challenging - When I say “No” I feel guilty

Strengthening personal boundaries

The role of clarity of values, goals & the skills required to assert these.

“Mind” Your Body - A Holistic Approach to Managing Stress

How stress affects the whole person. Body & Mind – 8 steps to a healthy body/mind.

Maintaining Personal Boundaries at Work

What are boundaries and what role do they play in managing stress?

Knowing which boundaries are important for you to change and how.

When to be flexible, when to be rigid.

(suitable for people in a Customer Service role and for those working in the Human Services)

Managing Driver Behaviour

Assisting staff to think about their driver behaviour and manage the stress involved in being on the roads. This seminar also gives strategies for a more pro-active and other-friendly driving, and teaches people how to change irrational thinking in the driving context.

The 'Check Your Head' © series



The 'Check Your Head' © series of three seminars is designed to offer people a simple approach to their thinking processes which gives immediate insight into motivation, attitude and self defeating behaviours. An additional benefit of this series is that it alerts participants, in an indirect way, to an emerging or existent depression.

Check Your Head

Introducing three concepts:

1. Positive and Negative Self Talk
2. Catch yourself thinking
3. Stress, anxiety and the 'fall back' position

Mind Your Head

Continuing on by:

1. Disputing Negative Self Talk
2. Maintaining a positive approach to your experience
3. Developing and 'Optimistic Style'.

Get a-Head

Moving from an Optimistic Style to a positive and happy life, including:

1. Not just knowing what you want but also what you need.
2. Turning you passions into an action plan.
3. Achieving life goals.

The Making Sense of © ...series

The Making Sense of © ...series of Lunchtime Seminars, is designed to assist staff to approach issues that may be impacting on them in a way does not identify them as having a 'problem'.

These Sessions are ideal for inclusion in your response to Mental Health Week 2009.

Making Sense of Troubled Minds

Assists staff to understand the nature of psychological disorder, how it is caused, what they can expect of the psychologically disordered person and what they can do to help.



Making Sense of Depression

Understanding different types of Depression, how it comes about, and practical steps to assist with combating it.

Making Sense of Anxiety

Appreciating the role of normal anxiety, how it can become abnormal, how it shows up in daily life and what to do to prevent it from becoming overwhelming.

Making Sense of Male Suicide

Understanding what causes suicide, some of the myths about suicide, and what has caused the dramatic rise in male suicide in recent years. Who are the most vulnerable to suicide and what can be done to prevent male suicide.

Making Sense of Domestic Violence

Facing up to the reality of domestic violence at every level of society. How much should anyone put up with, how to intervene, and how to help yourself.

Making Sense of Substance Abuse

What is substance abuse? How do you know when someone is addicted? How do you help someone with an addiction? The realities of how much you can expect from someone suffering from addiction.

Making Sense of Emotion Management

Assisting staff to understand the nature and role of emotions, appropriate expression of emotion and recognising when emotions are out of control. Focuses in particular on anger management.

Lunchtime Seminars are conducted by trained practitioners with extensive experience in dealing with human issues in the workplace. **Seminars are typically conducted for one hour over the lunch period.**

CONTACT US

To make a booking or for further information please contact:

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