

## WORKSHOPS AVAILABLE FOR 2018

The following topics are available and can be combined in order to suit your attendees. Workshops are approximately  $2 - 2 \frac{1}{2}$  hours in length and can be extended to create a full day workshop.

Simply place a tick against the topic that you are interested in and return, and then we can then further discuss a suitable date and the cost of the workshop.

	Emotional Intelligence – Developing greater Emotional Intelligence in the
	workplace. What defines EQ and how improving it benefits everyone.
	Setting Goals – Making sure your goals are achievable. This goal setting
	workshop is "hands on", so be prepared to work on a personal or team goal.
	Communication – Good communication is about listening and understanding.
	Includes development tips on communication, interpersonal effectiveness and
	how we communicate with others.
	Stress Management – Recognising the signs of stress in yourself and others. The
	workshop will give you tools to manage stress and development tips to be more
	aware of the feelings and emotions that stress may bring up for you.
	A Balanced Life – Does it feel like your wheels are about to fall off? Using the
	"Wheel of Life" will identify which areas of your life need attention. The
	workshop will focus on self development, but the tools can be applied to your
	team.
_	Coaching and Mentoring others - Develop some basic coaching skills that will
	help you to show genuine interest in your team members or employees. This
	workshop is experiential and you will be expected to be coach and coachee.
	Mindfulness and Meditation – Studies show that mindfulness and meditation in
	the workplace increases productivity. This workshop will help you to set up a
	meditation practice and space for your organization.
	Other topics that can be covered are:
	Values
	Resilience
	• Empathy
	• Leadership
	Making Changes
	Boundaries
	• Mindset