

# **CHANGE & PRODUCTIVITY**

Converge International's Training Seminars are designed to meet the needs of your workplace: these hour-long sessions focus on providing your staff with the knowledge and skills they need to help your organisation succeed.

#### **BUILDING RESILIENCE**

- Resilience defined
- The five keys to resilience
- The link between resilient people and resilient workplaces
- Tips to build resilience

## PROACTIVELY MANAGING YOUR CAREER

- Overview of current employment trends
- Why individuals should manage their career
- Benefits to the organisation when individuals take responsibility for career
- Tips for taking responsibility for your own career planning

## NAVIGATING THROUGH CHANGE

- Introduction to theories of change
- Identifying reactions to change
- Tips and strategies to positively manage psychological impacts of organisational change

#### **BUILDING EMOTIONAL INTELLIGENCE**

- The four domains of emotional intelligence
- Self-awareness and self-management of emotions
- Awareness of others and managing relationships

## POSITIVE PSYCHOLOGY IN THE WORKPLACE

- Introduce the theories behind the influential positive psychology movement
- Discuss the link between positive psychology and improving engagement and productivity at work
- Tips and strategies for managers and team members on how to introduce positive psychology into the workplace

## MAINTAINING MOTIVATION

- Learn what contemporary research tells us about the psychology of motivation
- Reflect on your own motivation and drivers
- Provide tips and strategies to increase motivation



# COMMUNICATION

Converge International's Training Seminars are designed to meet the needs of your workplace: these hour-long sessions focus on providing your staff with the knowledge and skills they need to help your organisation succeed.

# POSITIVE COMMUNICATION IN THE WORKPLACE

- Introduce the reasons why positive workplace communication is essential for effective workplace functioning
- Discuss the key elements of effective communication
- Tips and strategies to improve workplace communication

## TACKLING DIFFICULT CONVERSATIONS

- Explore reasons behind our avoidance to tackle difficult interpersonal issues
- Learn how to use words wisely in difficult conversations
- Be introduced to a proven script for planning and conducting a difficult conversation

## ARE YOU OK? HAVING THE CONVERSATION

- Mental health in the workplace
- Active listening and empathy skills
- Steps for having an R U OK conversation
- Support and resources

# NAVIGATING EMOTIONALLY DIFFICULT WORK ENVIRONMENTS

- Discuss work related scenarios which can prove emotionally challenging
- Be introduced to the factors which contribute to clients becoming difficult
- Provide tips and strategies to improve responses to challenging situations

## **DEVELOPING COMPASSION & EMPATHY**

- Understand compassion and empathy
- Develop active listening skills
- Understand non-verbal language
- Skills and strategies for increasing compassion and empathy





TRAINING SEMINARS

# **HEALTH & WELLBEING**

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## **DEALING WITH GRIEF & LOSS**

- Understand common reactions to grief and loss
- Learn strategies to manage workplace situations of grief and loss
- Learn strategies to deal with personal situations of grief and loss

## MENTAL HEALTH AWARENESS

- Be introduced to the most prevalent Australian mental health issues
- Understand the facts in relation to demographics
- Learn the contemporary approaches to treatment and management of mental health
- Learn tips and strategies to promote mental health in your own life

# LOOKING AFTER YOURSELF & OTHERS AFTER A CRISIS

- Understand the normal reactions to crisis events
- Gain knowledge of practical and effective approaches to supporting others
- Be introduced to self-care strategies
- Understand effective approaches to responding to children (optional)
- Be informed of options to seek further help

#### MANAGING STRESS

- Review current research on the everyday demands and pressures most people are exposed to
- Understand the theories around the causes of stress
- Discuss the common pressures and causes
- Learn tips and strategies to proactively manage stress and pressure

# LOOKING OUT FOR YOUR MATES

- Understand what mental illness is and explore the most common types
- Identify the signs and symptoms of depression and anxiety
- Understand how stress can affect you and what to do to manage it better
- Learn tips to start a conversation with somebody you are concerned about
- Learn strategies to improve your own mental health

# BREAKING THE CYCLE OF NEGATIVE THINKING

- Be introduced to the cognitive behavioural theories which underpin the management of negative thinking
- Discover the link between negative thinking and the five keys to resilience
- Learn tips and strategies to manage negative thinking





TRAINING SEMINARS

# **HEALTH & WELLBEING**

## **DEMYSTIFYING EAP**

- Learn what happens during a counselling session
- Be introduced to the most common and effective types of counselling
- Learn tips and strategies to make counselling work for you or for someone you know

## TRANSITION TO REDUNDANCY

- Moving forward after a successful career
- Managing stress and building resilience
- Staying active and connected
- Achieving work-life balance

## UNDERSTANDING FAMILY VIOLENCE

- Understand and respond to family violence
- Explore responses to family violence
- Skills and strategies to support a colleague

## **UNDERSTANDING ANXIETY & DEPRESSION**

- Costs of anxiety and depression
- Physiology and causes of anxiety
- Physiology and causes of depression
- Managing with anxiety and depression

# MANAGING FATIGUE & SLEEP

- Physiology of fatigue
- Physiology of sleep
- Be introduced to self-care strategies
- Tips and strategies to manage fatigue and increase restful sleep

## **MINDFULNESS**

- Principles of mindfulness
- Benefits of mindfulness
- Mindfulness techniques

#### **NUTRITION FOR LIFE**

- Healthy eating
- Nutrition
- Blood sugar and cholesterol
- Superfoods

## **WORK-LIFE BALANCE**

- Human needs and values
- Strategies for achieving work-life balance
- Self-care strategies

## **HEALTHY BRAIN HEALTHY BODY**

- Understand brain nutrition as a way to enhance brain function and prevent its deterioration in age
- Discover the personal and workplace benefit of learning about your brain health
- Learn practical strategies to rewire your brain and improve your mental health

## **EXPLORING ADDICTIVE BEHAVIOUR**

- Current theory around addiction
- Explore common addictions
- Tips and strategies to adopt positive habits

# TRANSITION TO RETIREMENT

- Learn about current retirement demographics
- Be introduced to the keys to successful retirement
- Discuss key considerations in preparing for a financially secure, socially, physically and psychologically healthy retirement

TO BOOK YOUR SEMINAR

T 1300 687 633 E info@convergeintl.com.au convergeinternational.com.au

Designed to be delivered in an hour, Converge International Seminars provide opportunity for bite-sized, accessible personal and professional development across a range of relevant psychosocial, organisational and social issues.





2016
TRAINING
SEMINARS

# MANAGER TOOL BOX SERIES

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## RESILIENT WORKPLACES

- Individual resilience
- Organisational resilience
- Tips and strategies for managers to boost resilience

# **BUILDING EFFECTIVE TEAMS**

- Team life cycle
- Team alignment
- Team dynamics
- Tips and strategies for managing teams

## **GIVING & RECEIVING FEEDBACK**

- Feedback conversations
- Models for delivering feedback
- Tips and strategies for giving and receiving feedback

# EFFECTIVE PERFORMANCE REVIEW CONVERSATIONS

- Purpose of developmental conversations
- Conducting the developmental conversation
- Using the GROW model