

## Topics for Seminar Presentations

### 1. Boosting your “Mental Fitness”

Most of us know guidelines for physical fitness, including a healthy diet and regular exercise. However, all too often people lack an idea of what are the key elements in “mental fitness.” Regard this presentation as an hour of “personal training” helping you improve your “mental fitness.” Learn “hands on” tips and strategies to increase your emotional resiliency and positive attitude. Learn guidelines to think in more optimistic ways, recognize and change unhealthy behavior patterns, communicate effectively with others, manage stress and anger, be creative and flexible in one’s thinking, and learn the hallmarks to resolve conflicts successfully. You will receive a self-scored test to find out your “mental wellness I.Q.!”

### 2. The Swiss Cheese Theory of Life

Based on our upcoming book of the same name, this workshop focuses on how the “holes” in our life make us “whole.” We use Swiss Cheese as a metaphor for life – and we guide participants on how to go through the “holes” rather than get stuck in them. Would we really want our lives to be bland and predictable like American cheese? We focus on how to develop resiliency skills so that we can enjoy the process of getting through the imperfections in our lives with wisdom and appreciation, rather than being filled with bitterness and regret. This seminar is light yet profound, and practical “hands on” exercises help cement the learning.

### 3. Balancing Work and Personal Life

Increased responsibility and workloads can make us feel that we are not able to give the time and energy needed in both our work and home life. Trying to keep ourselves in balance is an on-going process. This seminar focuses on the many ways to manage and even enrich our lives from being able to juggle these responsibilities while maintaining our emotional well-being. Participants will learn how to bring a sense of purpose and focus to everyday activities in their home and work life. Time management, planning, prioritizing, and understanding the importance of our role in relationships both inside and outside of work are keys to continued balance and energy. Understanding, communication, realistic expectations and identifying strengths will all be part of the discovery process as we examine the choices we make that enhance our relationships at work and at home. Positive, constructive ideas and techniques will be presented to help each participant leave with a renewed sense of their own ability to create balance in their lives.

### 4. The Healthy Work Day

A healthy work day has many components to it and feeling good about the day means that you feel good about yourself. This day will be spent covering aspects of the role that nutrition, time management, organization, stress and the way we view our day will impact our ability to enhance our lives and contribute to healthy work day. Techniques and strategies to change the way we think and behave throughout the day will be explored. Participants will learn how to implement successful ways of obtaining a positive, energizing and healthy workday. Development of planning skills and strengths will be emphasized for effective change.

### 5. Handling the Challenges of Change

We live in a fast paced society and our world is rapidly changing. To survive optimally, one needs to be able to be flexible in adapting to change. Giving up old patterns and habits is hard, but necessary for growth. Turn obstacles into an opportunity for self-discovery and building self-esteem. Stubbornness gives way to flexibility and growth. Obstruction, anger and grudges have no proper place in the work environment. Old habits of thinking and communicating are hard to break and this workshop gives the individual tools to “let go” and “move on.” Find out how to use positive and rational thinking skills to weather change gracefully. At times, recognition of a grieving process of what was, what might have been, and what is no longer, gives way to adjusting to the way things really are. Learn from the past rather than live in the past, which is a major key to moving on and letting go. Don’t get stuck in the past or be so concerned with “future proofing” that you can not have the flexibility to “go with the flow.”

### 6. The Essentials of Communicating with Tact and Finesse

Using effective communication is vital to workplace health. Unfortunately, there are often no commonly understood guidelines of what is effective communication, and many people lack insight about how they really come across. This interactive seminar teaches a common foundation of insight into the basic guidelines to effective communication so individuals will all understand what comprises healthy vs. ineffective communication - in a fun way they will remember! Learn effective speaking as well as listening skills. This interactive seminar will give participants “hands on” examples of how to enhance their presentation skills. Learn the guidelines to effective communication and become aware of your own communication style and the styles of those around you. Learn how to be honest and direct while still being tactful. Become aware of strategies in dealing with the most difficult and challenging people. Learn how to present yourself with self confidence.

### 7. Establishing a Healthy Lifestyle

Attitude and a sense of wellness are interconnected. This seminar will bring participants to a new level of understanding on how to obtain a healthy way of living. Discussion will also focus on nutrition, including lowering fat, sugar and salt consumption, healthy snacks, exercise techniques (aerobic, weight bearing, stretching, yoga and other ways of staying fit). Emphasis will be on improving the individuals overall well-being. We will explore new options for achieving a healthier lifestyle for our mind/body and soul. This seminar is recommended as a series or a day retreat to maximize the amount of material to be covered in the session.

### 8. Motivation and Physical Fitness

Most people begin their exercise programs highly motivated and then lose their enthusiasm. Participants in this wellness seminar will learn how to identify and overcome the common causes and obstacles that build barriers to achieving their fitness goals. On-going supportive and motivational techniques for staying physically fit on a regular basis will be emphasized with an action plan. Staying fit with a realistic plan is not only possible, it is essential to being healthy, creating a “happiness quota” and lowering stress levels.

### 9. The Fun Side of Stress or “Stressed just means desserts spelled backwards”

This seminar is designed to make you laugh, while learning about stress management. Make sure you are enjoying your workday while keeping your stress level down and your creative spirit up. Learn techniques to help you get through your long day in a short way. This seminar is experiential and will enable you to participate in a lively and enlightening atmosphere. You will leave feeling uplifted, reenergized and ever ready for all that life brings to your plate, including desserts. Come prepared to have fun and enjoy learning how to fill your toolbox with stress reducing tools to take with you on your journey back to work and home.

### 10. Mindfulness and Relaxation techniques

Most days our lives are filled with non stop activity beginning early in the morning until we are ready for sleep in the evening. Some days we may feel exhausted yet we may not have the restful sleep that is so important to bringing us energy for the next day. We might feel exhausted, unable to think clearly which affects both personal life and our work life. Over thirty years of scientific research leads the way to show us how we can feel better able to handle our lives. Relaxation techniques, meditation, and guided imagery will help reduce levels of stress and tension in our body and in our mind. Mindfulness allows us to experience the world with attention and intention, while helping us to leave the past behind for a restful sleep. Being present to the new day allows us to bring health and wellness to our lives moment to moment by quieting the busy mind, and focusing our energy where it needs to be. This seminar is ideal for on-going sessions and day retreats.

### 11. Rational Thinking and the Power of Positive Thinking in the Workplace

Change those thoughts! Think Straight – feel straight! This is the motto of this seminar. Positive, rational thinking is the cornerstone for mental health. Learn how thoughts determine feelings and behaviors. People all too often underestimate the power of their thoughts and how their thoughts create their feelings and their mood. The power of positive thinking is a vital element in a healthy work environment. Turn negativity into constructive action on the job! Learn strategies to change toxic thought patterns and learn the power of positive self-talk which creates a healthy work environment. Learn the Psychological ABCS of thinking. Conflict and miscommunication is often viewed as an outgrowth of irrational thought. Understand what “Learned Optimism” is and Martin Seligman’s Depression project in the Philadelphia area schools. Make yourself “but-ton proof” - so no one can “push your buttons.” Learn healthy thinking enables the shift from being problem focused to solution focused.

### 12. Burnout Busting

Burnout is characterized by insidious wearing down of mind and body. Long standing mental and physical exhaustion can result in overwhelming stress. Burnout occurs not only because of outside pressures but pressures from within, characterized by negative self-talk, a sense of powerlessness, alienation and feeling of being misunderstood. This workshop will help mobilize, motivate and revitalize, and help individuals think in more optimistic ways. “Burnout Busting” techniques pave the way to make healthy choices as one creates a healthier work-life balance. Burnout prevention and recovery training is designed to decrease problematic symptoms such as absenteeism, physical illness, substance abuse, apathy, while paving the way to higher morale, improved job satisfaction and work competence. Learn the difference between being a “human being” and not a “human doing.” Even if you consider yourself as having a “Type A” personality, make it work for you rather than against you!

### 13. Forgive For Good or The Healing Power of Forgiveness

Forgiveness is increasingly recognized as an important aspect of Mental Wellness and has long been correlated to happiness and a sense of well being. Forgiveness does not mean condoning the actions of another or yourself, but it does help you learn skills to be set free from the toxic effects of bearing resentment or holding grudges. Learn the important elements of forgiveness. Learn practical ways to set yourself free from this strong impairment to wellness. Forgiveness is an important step towards healing the mind and body. Whether you have felt slighted, betrayed, or weighed down by your own mistakes and regrets, forgiveness helps one make peace with one’s past and clears the way for a healthy present and future. Learn to “let go” and move on.

### 14. Defeating Anger or Taking the Angst out of Anger

Anger is one letter short of Danger. As Buddha said, “Holding on to anger is like grasping a hot coal – you are the one who gets burned.” Often anger makes people “out of control” and this workshop helps people learn to be “in control.” Differentiate aggression from anger. Anger is a feeling – aggression is a behavior. Give up the “shoulds” we have of others. Learn the stages of grieving and learn how to break through in the grieving process to transform anger into acceptance. Learn quick, easy ways to prevent anger from getting out of hand. Learn how to cool down without blowing up! Don’t get caught in the Chinese Finger Trap!

### 15. Overcoming Procrastination

Learn techniques on how to tackle and confront things you want to do, need to do, but seem to keep on derailing yourself from doing! Overcome a sense of immobilization and perfectionism. Use principles of classical and operant condition to your advantage in shaping new behavior. Use checklists and set goals to get organized – learn strategies to tackle long procrastinated tasks. From the “swiss cheese” method of overcoming procrastination, to setting goals and making a behavioral plan, we will explore ways to overcome obstacles and delay no longer! Learn the costs of procrastination and how it can lead to stress, causing problems both emotionally and physically. Each individual at the end of the day will develop an action plan based on skills learned to overcome a procrastination impasse!

### 16. Teambuilding

Learn the art of “teamwork at work!” Understanding the important basic elements of building a sense of team work, including clarifying goals, developing trust, and clarification of roles are addressed. The aim of Team Building is to set the stage for personal and group insights. Learn about yourself and share insights with others through group work and interactive experiences. Find commonalities and break down barriers to communication. This Team building opportunity offers fun, creative ways to increase self awareness and understanding of others through fun, interactive activities. Through active participation, one gains valuable “mental fitness” tools to incorporate on the job. Individuals can learn how to handle differences, learn skills to resolve conflict, and create work strategies to encourage the team’s ability to work together. Individual differences come together to unleash creativity rather than impede progress. Building bonds and a sense of support paves the way towards wellness!

### 17. Destress for Success

Many studies have shown that an inability to handle stress well can cost the American workforce on many different levels. Whether it is at the expense of low morale, employee negativity, absenteeism, poor people skills, addictive behavior, illness, high turnover, negative stress can be overwhelming. Aside from the personal cost, there is a monetary cost for the individual and workplace. In terms of dollars and cents, unbridled stress can be quite expensive for both the individual and the workplace. Make stress work for you rather than against you! Learn how to manage your stress and not carry your stress! Differentiate inner stressors from stressors from the outside. Discover tips for emotional resiliency and “hardiness.” Learn self-care skills and develop a behavioral plan to deal with stress. Make your own “stress kit!” The session ends with a relaxation exercise that helps on learn to “mindfulness” by learning skills to live in the moment and calm the mind and body.

### 18. Difficult People Made Easy

This presentation will help you find ways to prevent others from “pulling your strings or “pushing your buttons!” Dealing with people who pose challenges can be invigorating and rewarding. Develop skills that help to maintain your “cool” and diffuse problematic situations with tact, while developing insight into why people act so difficult. Understand the goals of negative behavior, diminish defensiveness, and learn to not take things so personally! Become aware of your own communication style and the styles of those around you. Learn tips to work harmoniously with all types of people no matter how annoying they can be!

### 19. Learning how to Listen – not just Hear! Or The Art of Listening

Listening is not just hearing audible sounds. It requires action, not passivity. To truly understand what is being said, the way is paved to show empathy, tact and respect. Learn the necessary ingredients to look at things from another’s perspective learn tips to understand as well as work on being understood. This presentation will be an informal, participatory experience in which we will role play and practice good listening skills – putting them into action!

### 20. Humor in the Workplace

Through laughter and lightness, participants will learn to incorporate serious principles into their lives. They will learn to appreciate topics concerning the importance of self-esteem, rational thinking, communication, handling anger, and looking on the bright side of disappointment. Humor helps relieve stress and reminds one not to take oneself so seriously. Humor is an important stress buster and enhances productivity, morale and creativity in the workplace. By using humor to overcome resistance to change, cartoon intervention becomes serious stuff! As the late Peanuts creator Charles Schultz so aptly put, “If I could give a gift to the next generation, it would be the ability for each individual to laugh at himself.”

### 21. Improving your People Skills

Success on a job is not only correlated with technical, job related skills, but rather the way one relates to others at work! People who are easy to get along with are more valued and tend to be more successful than those who do not have good “people skills.” Learn how to become assertive without being aggressive. Learn how hearing and listening are not the same, and increase your ability to talk “with” someone rather than “at” someone. Eliminate self-defeating beliefs and give up the “shoulds” and expectations that lead to insatiable perfectionism. In addition, give up the “shoulds” we have for others that limit our ability to see others for who they are rather than what we think they “should” be. Learn principle means of conflict resolution so that everyone wins, rather than one person winning at another’s expense. Learn optimistic, positive thinking techniques that will emanate when you deal with others!

### 22. For Managers: Dealing With Emotional Disturbance Or Mental Health 101 for Managers

Mental issues such as anxiety, depression and substance abuse need special insight. Learn to identify some of the more common emotional disorders and understand how to handle issues with knowledge and tact. Understand some of the common diagnosis to develop sensitivity and awareness.

### 23. Dealing with Depression and Anxiety

Identify the causes of depression and anxiety and uncover some of the common “mental mistakes” people make that lead to depressed feelings. Learn how to turn blue moods into more positive mental states by learning self-help techniques. Learn tips to think more rationally and improve your internal self-talk.

### 24. Wellness for Life

“Graduates” of at least 3 or 4 of the wellness workshops can join a smaller, informal group (up to 15 participants) for a specified number of weeks to personalize how to incorporate wellness principles in their own lives. There is no formal presentation, but participants will bring in their own situations for the group to examine and role play. Sharing and getting feedback from others will be the focus of this experience.

