

# **Workshop today**



**2015 -2016  
FSEAP Seminars Catalogue**



***FSEAP OTTAWA***

## Health and Wellness Seminars

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### *Introduction:*

Seminars enable employees at all levels to master common work and life challenges and improve their effectiveness at home and at work. Topics cover a broad range of issues related to personal health, well-being, and productivity, team functioning and organizational development. Sessions are available from one hour to one day in duration.

Our workshops are not pre-packaged, but rather result from a consultative process to address your issues, learning style and desired outcomes. Below is a sample of workshop topics/titles that have been successfully delivered across the region.

If you are interested in a topic that you do not see in this catalogue, please contact us to discuss option for development of a custom seminar. For more information about formats and pricing please contact your Account Manager at FSEAP

*FSEAP Philosophy:*

*"Facilitating, learning and laughter."*

*We work to engage participants in an experiential process that makes the information we present relevant, tangible and transferrable into their daily lives.*

*The purpose of our seminars is to give participants the tools so they can choose to better themselves at work or at home.*

Please note that FSEAP need a minimum of 3 weeks to organize and prepare for a presentation.

We take pleasure in introducing you to this new catalogue. In this catalogue you will find a wide range of Lunch and Leans that can be delivered to you and your employees at your workplace. You are also free to contact your Account representative and have a free consultancy where all you have to do is tell us your preferences and leave the rest to us.

## **Our series on resolving problems at work**

It is always worth a shot at attempting to resolve problems at work. It is gratifying, satisfying when you do succeed. You just have to know the right way to go about doing it. This series of seminars will help employees be more efficient and more productive at work.



## 1. Balancing Work and Personal Life

Work-life balance is a concept including proper prioritizing between "work" career and ambition and "lifestyle" health pleasure, leisure, family, and spiritual development. Related, though broader, terms include "lifestyle calm balance" and "lifestyle choices". By Wikipedia.

This seminar will give options on how to handle the work-life balance life.

## 2. Change Management:

Learn the tools, the skills for managing the people side of change. Change is everywhere we need to deal with change, both from the perspective of an organization and on an individual level. This seminar provides participants with some skills and strategies that will allow them to become more adapt at managing change.

## 3. Managing priorities at work

This seminar aims to help participants to gain greater control over their workdays and reduce their work related stress level. The session provides participants with specific skills and strategies that will allow them to become more proficient at managing their work load.

## 4. *Incorporating Humour into the Workplace*

In this lively and interactive seminar employee and manager learn how to use humour to create to create a positive working environment reduce employee stress and improve teal productivity. Participants apply principles of acknowledgement, appreciation and celebration to build team relationship.

## 5. Bouncing Back: Managers' Strategies for Building Resilience

We humans are by nature resilient! Join us to find out how you can tap into your internal strength reservoirs and learn proven strategies to build self-awareness and boost your "bounce back" ability. Through this workshop's engaging and interactive format you will find out how to maximize the positives and minimize the negatives both at work and outside of work. And the next time you feel the cards are stacked against you, you can use your new resiliency strategies to reshuffle the deck in your favour!

## 6. Building Respect in the Workplace.

This presentation examines how respect acts as the foundation upon which all of our relationships, personal or professional, are formed and nurtured. Through experiential exercises and interactive dialogue participants will be invited to explore their own understanding of respect, and how this understanding developed. Practical suggestions for increasing respect in workplace interactions will follow. The presentation ends with some suggestions for how to fill in the blank "I show respect by ....." as a way to take into everyday life the principles learned in the workshop.

## 7. Dealing With Difficult People

Every employee faces the challenges of working with people that they consider difficult. In this workshop, participants will look at the behaviours that are challenging and examine how you and your colleagues can more effectively manage these situations and minimize conflict.

## Our series on Managing Stress

Some stress is normal and even useful. Stress can help you get out of bed or tackle your day. But if stress happens too often or lasts too long, it can have negative effects on your health. It can be linked to headaches, an upset stomach, back pain, and trouble sleeping. It can weaken your immune system, making it harder to fight off cold, viruses and disease. If you already have a health problem, stress may make it worse. It can change your mood; it can make you anxious, nervous, edgy or even depressed. Your relationships at home may suffer, and also your productivity at work. Let's learn how to manage our stress.



## 8. The A-B-C of Stress.

This popular seminar promotes understanding of what stress is and how and why we experience it. Participants learn to examine and evaluate their personal responses to stressful events and to recognise their stressors'.

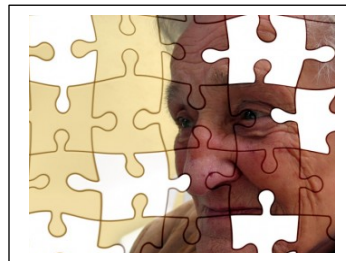
## 9. Why it is necessary to talk about distress.

Distress makes you feel overwhelmed and drained of energy. Our bodies cannot differentiate between the sources of the stress, whether good or bad, and reacts the same in both situations. Our bodies react in the same way, whether the situation is welcome or unwelcome. When your body is constantly wound up and can't relax your body is taking a beating this seminar will look at different strategies in deal with distress.

## 10. From Distress to De-Stress

How To Effectively Deal With Stress – Stress affects every aspect of our lives: our home-life our work-life, our relationships, and our physical and emotional health. This workshop explores the physiological realities associated with both stress and relaxation. It helps participants identify destructive cycles that create stress, discontent and fatigue, and then teaches them how to use proven stress-busting techniques to combat them.

## Our series on Eldercare



## 11. Caregiver Ready!

This module is designed to introduce adult children and families to the Five Stages of Care<sup>1</sup>, and the associated duties and responsibilities of the caregiver at each stage. It offers an introduction to the language of care and caregiving, and provides practical tips and strategies on how to better prepare for the role of caregiver, including communication strategies, discussing and documenting advance care wishes, ensuring legal documents are up to date and the importance of self-care.

### **Half day workshop – or multiple session format**

This half day workshop provides the same components of the one-hour, introductory module, but takes the discussion much further. This educational opportunity heightens participants' understanding of, and ability to identify, which stage of care their loved one is experiencing. It connects each stage of care with specific and practical management strategies, and identifies helpful resources and solutions – including public and private sources of support. Finally, it examines the critical role of the caregiver, the threat of suffering caregiver burnout, and the importance of coping strategies, maintaining good health and knowing when to ask for more help.

## 12. Eldercare navigation

### One hour module:

The process of finding qualified and reliable professional and personal care, independent living and home support services, selecting appropriate retirement or long term care accommodation and orchestrating a smooth transition for your elderly parent or loved one can be a daunting task requiring hours, if not days and weeks of exhaustive work. This module breaks down eldercare navigation into different types of care scenarios, and offers guidance and suggestions in terms of how to get started by setting up a care or support strategy, where to look for helpful resources, questions to ask when hiring help, what to expect, and the value of building a resource library.

## 13. Future Care Planning

### One hour module:

With longevity and critical illness survival rates increasing, there has never been a more important time to assist individuals in ensuring they are adequately prepared to cope with a sudden or gradual change in health status. This module examines the current health care environment and trends, challenges in accessing institutional and community care services, and the potential short and long term personal costs and impact (financial and otherwise) of a change in health status. The good news is that active future care planning can ensure that greater control and choices are available, even if health changes. The steps to creating an advance care plan and an overview of individual health insurance solutions are covered.



## **Our series on Health and Wellness**

### **14. Healthy Living: body, mind, spirit**

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#### **One hour module:**

This module introduces the immediate and long term benefits of making healthy living choices on a daily basis. It reviews current research and statistical evidence supporting such choices, and positions the importance of striking a balance between the needs of each area. Nutrition and exercise, stress management, faith and social connectedness are discussed. It looks at identifying personal needs and goal setting strategies. The session concludes by offering a cursory review of available resources, tools, and other aids to help get started and support progress.

#### **Half day workshop or multiple session format**

The half day workshop builds upon the 1 hour introductory module, but further expands upon each of the three areas of wellness with more practical examples, solutions and resources. The cost / benefit analysis of healthy living practices, from both an individual and societal perspective, are examined. It looks at the importance of a positive mindset, taking small, incremental action over the long term, and accessing resources and supports to help move forward. It concludes with the creation of a basic, personal Action Plan to support next steps and motivate behavior change.

### **15. Work – Life Balance: Mindfulness Based Stress Reduction (MBSR)**

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#### **One hour module:**

The demands and time pressures of hectic, everyday life can levy a significant toll on mental, physical and emotional wellness. This module introduces the concept of Mindfulness Based Stress Reduction (MBSR)<sup>2</sup> as a means of dissipating feelings of anxiety, stress, unhappiness and exhaustion, and regaining a sense of control and contentment in life. The convenient practice of power meditation (short meditations) and habit releasers<sup>3</sup> will be explored, providing the initial tools and familiarity needed to get started on breathing easy again.

## 16. Work – Life Balance: Plan for balance by balancing your plan

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### One hour module:

Time management is an essential key to optimizing productivity professionally and personally, and preventing feelings of being overwhelmed. This module introduces the concept of Color Coding Your Life<sup>4</sup> in order to establish balance between family, work, personal responsibilities, leisure, self-care and personal development. It also identifies some of the indicators or warning signs that there may be imbalance in your life. With only so much time in a day, it is important to “plan for balance by balancing your plan.”

### Half day module:

The one hour Work - Life Balance modules can be further expanded or combined and offered as a half day or in a multi session format.

## 17. Executive Health: personalized health promotion and wellness plan

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Personalized health promotion and wellness plans can be coordinated for executives. Executives can choose to receive a private consult, followed by the creation of a personalized plan of action in as many or as few of the following areas of health and wellbeing:

- \*Stress Management through mindfulness based cognitive therapy and stress reduction strategies
- \*Nutritional counselling
- \*Personal Trainer assessment and exercise plan
- \*Personal effectiveness coaching and time management

### Workplace Wellness Day / Half-Day

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Healthy employees are good for business by decreasing sick days and absenteeism, improving workplace morale, and by bringing more energy and stamina to the work day. Employers who care also enjoy greater loyalty and sense of commitment from employees. Highlight the importance of wellness in the workplace and directly support employees by offering on-site health promotion education and convenient clinics such as blood pressure, cholesterol, blood sugar, and body mass index. Workplace Wellness initiatives are flexible in design and can be customized.