

THE MIND AT WORK COURSE

"The mind is everything. What you think, you become"
Buddha

OVERVIEW

The mind at work focuses on four key areas of personal skills. These are Stress management, Resilience, Decision Making and Building Confidence.

WHO IS THIS COURSE SUITABLE FOR?

This course is suitable for anyone in a leadership role or moving towards such a role who wants to improve their performance and be more relaxed, resilient, confident and make effective decisions.

STANDARD DURATION

1 day

SESSION	KEY LEARNING CONTENT
Introduction	<ul style="list-style-type: none">▶ The value of time management▶ The seven steps for time management success
Stress management	<ul style="list-style-type: none">▶ The value of stress management▶ Analysing key stressors in your workplace▶ Stress management strategies▶ Reduce the external stressors▶ Reduce impact of the stressors▶ Reduce the internal effects of stress
Resilience	<ul style="list-style-type: none">▶ Value of resilience▶ Responding with resilience▶ Understanding your mind▶ Managing your mindset▶ Take control
Thinking, decision making and problem solving	<ul style="list-style-type: none">▶ Problem solving at work▶ Gathering and organising information to make decisions▶ Strategies for problem solving and effective decisions▶ Involving others in the decision-making processes▶ Examine options and assess their associated risks of action▶ Communicate decisions clearly▶ Manage teams to implement decisions▶ Monitor the implementation and impact of decisions
Building confidence	<ul style="list-style-type: none">▶ The value of professional confidence at work▶ Change our mental programming▶ Self-Analysis of professional confidence▶ Seven secrets of confidence▶ Staying calm and composed in professional situations▶ Apply emotional intelligence to boost confidence▶ Dealing with upset or angry people▶ Developing confidence
Review and application	<ul style="list-style-type: none">▶ Overview of content and application to your role▶ Personal action plan for development in your role

BENEFITS TO THE PARTICIPANT

- ▶ Keep a positive frame of mind in the face of competing or overwhelming demands
- ▶ Be happy with outcomes regardless of whether they meet initial expectations
- ▶ Take control of situations and find enjoyment from them

BENEFITS TO THE ORGANISATION

- ▶ Provide team members with the skills to combat stress
- ▶ Improve productivity as staff are able to manage competing demands with focus
- ▶ Combat stress related health concerns within the workplace
- ▶ Create a happier work environment



FEES, BOOKINGS AND ENQUIRIES

Please contact the Frontline Management Institute
By phone on +61 2 9660 0199 or by email to fmi@fmi-au.com

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CORPORATE COURSE DELIVERY

All of FMI's courses can be scheduled specifically for groups of 3 or more participants. This is beneficial for corporate programs, community groups or groups of individuals with similar needs. We supply the facilitator and all relevant materials. The venue may be supplied by you or can be arranged by FMI for an additional fee. FMI also offers a full range of event management services including attendee management and evaluation services.

GROUP DELIVERY OPTIONS

Professional	Essentials	Fast track	Change maker
2 days with interactive discussion, examples, case studies and role plays to demonstrate and apply principles	1.5 hour concise overview of key principles involved	3 hour overview with discussion, examples and case studies of principles and their application	6 week program that combines the course with a 6 week action program and a half day review of progress and outcomes
Outcomes			
Participants can identify, evaluate and plan to implement tools, techniques and strategies for effective and efficient implementation to improve performance and productivity	Participants can identify tools, techniques and strategies for effective and efficient implementation to improve performance and productivity	Participants can identify and evaluate tools, techniques and strategies for effective and efficient implementation to improve performance and productivity	Participants can identify, evaluate, implement and review tools, techniques and strategies for effective and efficient implementation to improve performance and productivity

COACHING DELIVERY

FMI offers **Frontline Coaching** for learners wishing to develop skills in the standard FMI training course. If you would like to develop a specific set of skills FMI offers **Management and Leadership Coaching** which tailors the content of the coaching program for your specific needs.

ADDITIONAL DELIVERY OPTIONS

- ▶ Open learning
- ▶ Licensing

FMI'S COMMITMENT

Our focus is on creating learning and development solutions that are not only interesting, practical and relevant, but that also deliver results that are meaningful for our clients. We combine expertise in design, management and leadership and adult learning to create solutions that are responsive to and tailored for industry and client needs.

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