

Lunch & Learn Workshops

STRESS BUSTER STRATEGIES

What's stress got to do with it? Everything! According to the Hartford Financial poll, 73 % of employees feel stressed out by financial and work issues. Smart companies make an investment in their employees by offering the coping skills.

- Choose coping strategies over reactive strategies
 - Learn how to relax
 - Develop a personal stress management plan
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GET ORGANIZED AND TAKE CONTROL YOUR LIFE AND WORK

Urgency affects our choices. We get used to the adrenalin rush of handling crisis; we rarely take the time to set priorities that would help us to focus our energies. Learn the difference between being busy and goal accomplishment. Create an action plan to overcome barriers to effective time management.

- Three principles of time management
 - Balancing priorities
 - Urgent vs. vital
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CHANGE MANAGEMENT

Find out what qualities determine a person's *hardiness* or ability to manage change. Hardy executives view change as a challenge, exercise whatever control they do have, commit to quality work and self-development.

- Accepting the reality and importance of loss
 - Dealing with the neutral zone
 - Creating a plan for the future
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ART OF NETWORKING

Networking is about more than learning how to work a room. Whether you are meeting someone for the first time, expanding your current business, or looking for a new job networking is an important skill.

- Get over procrastination and take charge of your future
- Gain confidence with the whole networking scene
- Develop your marketing plan

Workshops are designed for (30 to 60 minute) lunch time presentations and would also be appropriate for breakfast meetings. All of the workshops can be expanded for conference break-out sessions.