



WELLNESS WORKSHOPS

Banyan Learning Platform

Work Health Solutions that make Business Sense



MANAGING WORKPLACE ANXIETY

This workshop provides individuals with important skills and resources to recognize and manage workplace anxiety. By identifying symptoms and coping skills individuals will be better equipped to deal with their workplace anxiety.

- ✓ Explore different types of workplace anxieties
- ✓ Learn to recognize symptoms and warning signs
- ✓ Determine ways of coping and managing problems related to the workforce
- ✓ Recognize common triggers and accelerants of anxiety
- ✓ Learn the difference between anxiety and common nervousness
- ✓ Recognize the positive aspects of Self-awareness

STRESS MANAGEMENT

This workshop provides individuals with a three-option approach for addressing any stressful situation, as well as a toolbox of personal skills, including using routines, relaxation techniques, and a stress log system. Individuals will also understand what lifestyle elements they can change to reduce.

- ✓ Understand the recipe for stress
- ✓ Learn to identify the best approach to a stressful situation (Alter, Avoid, or Accept)
- ✓ Understand what lifestyle elements you can change to reduce stress
- ✓ Use routines to reduce stress
- ✓ Use environmental and physical relaxation techniques
- ✓ Better cope with major events
- ✓ Use a stress log to identify stressors and create a plan to reduce or eliminate them

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ASSERTIVENESS & SELF-CONFIDENCE

This workshop provides individuals an understanding of what assertiveness and self-confidence each mean (in general and to them personally) and how to develop those feelings in their day-to-day lives. These skills will encompass many aspects of individuals' lives and have a positive effect on all of them.

- ✓ Define assertiveness and self-confidence, and list the four styles of communication
- ✓ Describe the types of negative thinking, and how one can overcome negative thoughts
- ✓ Explain the difference between listening and hearing
- ✓ Define the importance of goal setting, and practice setting SMART goals for assertive behavior
- ✓ Utilize methodologies for understanding your worth -- and the use of positive self-talk
- ✓ List reasons why a pleasing appearance and body language are critical for creating a strong first Impression
- ✓ Practice sending positive communication phrased as "I Messages"
- ✓ Practice strategies for gaining positive outcomes in difficult interpersonal situations

WORK-LIFE BALANCE

This workshop shows individuals how to focus on the important and valuable things, set accurate and achievable goals, and communicate better with their peers at work and their family at home.

- ✓ Explain the benefits of work life balance
- ✓ Recognize the signs of an unbalanced life
- ✓ Identify employer resources for a balanced lifestyle
- ✓ Improve time management and goal setting
- ✓ Use the most effective work methods for you
- ✓ Create balance at work and at home
- ✓ Manage stress

BANYAN LEARNING PLATFORM

The Banyan Learning Platform consists of educational literature, homework and dialog with the trainer as well as 2 sessions of 90 minutes with a Banyan Consultant, in-person or telephonic.

On-line workshops are also available

TIME MANAGEMENT

This workshop will cover strategies to help individuals learn crucial time management strategies. Individuals will be taught a skill set that includes personal motivation, delegation skills, organization tools, and crisis management.

- ✓ Plan and prioritize daily activities in a more efficient, productive manner
- ✓ Overcome procrastination quickly and easily
- ✓ Handle crisis effectively and quickly
- ✓ Organize individual's workspace and workflow to make better use of time
- ✓ Use rituals to make individuals' lives run smoother
- ✓ Plan meetings more appropriately and effectively

