

Balancing Work and Family Seminars - Presented at your worksite

Stress Management: Building your Resiliency

The body's stress response, consequences of chronic stress, effective strategies for becoming more resilient, more productive, healthier and, happier.

Relaxation for Calming Mind & Body

Experiential seminar focusing on the mind/body connection. Relaxation techniques for manage your daily stress. Excellent follow-up to *Building your Resiliency to Stress*.

Basics of Balancing Work and Family - Issues and challenges of managing multiple roles and responsibilities, effective behaviors for achieving a balance of work and personal life.

The Juggling Act: Harmonizing Work and Personal Life - Clarify the meaning of balance as it relates to the three spheres of life and create practical tools for achieving life satisfaction.

Understanding Workplace Diversity

Define and explore diversity and value the unique set of qualities all people bring to worksites, communities and relationships.

Staying Resilient during Life's Challenges

Understanding resiliency, assessing your personal resiliency level and creating an action plan based on the ten practical methods for bouncing back when life gets tough.

Managing Your Work Style to Reduce Stress

Identify work styles and learn strategies for fine-tuning your perception, wisdom and humor for a low-stress work style.

Business Etiquette - Best practices for workplace etiquette and strategies for implementing workplace courtesy and becoming more professional.

Get Organized! Get Rid of Clutter! - Tools to get organized, end clutter and manage paper and electronic documents at work and at home.

Preventing Workplace Burnout - Risk factors that contribute to burnout and techniques to cope with and reduce your burnout potential.

Goal Setting for Success at Work - Identify your meaning of success and your personal values. Develop strategic action plans for short and long-term goal.

Caring for Yourself during Times of Change

Identify the emotional stages of change, assess your personal responses to change, and learn strategies for empowering yourself during times of uncertainty.

Setting Limits and Delegating - Examine challenges involved in setting clear limits in your work and personal life. Assertive communication techniques to better manage your use of time, develop skills for delegating and saying "No".

Improving Communication Skills and Workplace Relationships – strategies for strengthening relationships, improving communication and resolving workplace conflicts.

Stop Putting it off! Overcoming Procrastination

Reasons we procrastinate and how it negatively affects our personal and professional life. Six-step model to end procrastination and increase your success.

Workshops are free of charge and available to any profit or non-profit agency, corporation, or worksite in Hillsborough County.

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Persons with disabilities requiring special accommodations must contact Diana at least five working days in advance of workshop so that proper consideration can be given to your request.

