

# PLAN FOR SUCCESS

*Training that  
is...  
Affordable,  
Enjoyable,  
Effective*

Mark Beard,  
LPC  
Professional  
Counseling &  
Consulting  
Services

*We know people*



## Catalog of Workplace Presentations

We can provide onsite training for employee groups of all sizes through our cost-effective educational presentations. Each presentation has been designed to help your employees grow personally while becoming a more productive worker. Although we can prepare a presentation on almost any topic for your workplace need, the following are a few examples of the presentations we offer:

**Work-Life Balance** - Creating and maintaining a balance between one's home life and one's work life to foster a sense of well-being and greater productivity can make a big

difference in employee happiness and productivity.

### **Understanding your personality**

-Understanding the various aspects of your personality and how these traits influence the way you function, communicate, and problem-solve both socially and in the workplace. Although this is a group presentation, the emphasis is on individual development.

### **Understanding and interacting with Co-worker Personalities**

We have all had to work with someone whose personality was so different from ours that we found them difficult to

understand or found it difficult to avoid conflict with them.

Understanding personality differences can help build positive relationships and increase work productivity. The key is to understand and accept the strengths and weaknesses of others and understand how best to communicate with them in a manner that is most beneficial. The results will often show up in the following ways: less conflict, more productivity, better delegation decisions, better use of time, better team building decisions, more cooperation, more appreciation, people will feel accepted and validated, and much more!

**Finding your locus of control** – Are you controlled by internal thoughts and desires or by external circumstances and events? Developing consistency and peace of mind that adds to a person's productivity is the focus.

**Developing your people skills** – Do you love your job, but hate people? Maybe developing your people skills could help you to enjoy both.

**Dealing with workplace bullies** – No one likes a bully, in fact, the person usually does not even like himself or herself, however everyone encounters a bully at some point. It can be especially difficult if it is at work. Learn how to deal constructively with your bully.

**Delegation: Empowering others** – You have so much to do! Have you ever asked yourself, "Why?" It could be because you do not know how to properly delegate to others *and* feel good or confident about it.

**Dealing with difficult people and poor performers** – No one seems to want to work with them for one reason or another. Find out why they are naturally so difficult and how to facilitate their improvement.

**Leadership and Communication** – It happens all the time, a person promoted into leadership because he or she is a top performer or has earned a promotion. Nevertheless, not everyone promoted into leadership or management may know how to communicate well with others. Teach them how to communicate and you will help them develop into a better leader.

### **Personal Stress Management**

Learn to recognize the symptoms and signals of a stress overload in addition to what one can do about stress. Although stress cannot be eliminated, one can learn how to better manage it. We can help you put your personal plan together now.

### **Stress in Workplace**

Do you feel tired, overworked, anxious, and never caught up on your workday tasks? You may be feeling the effects of stress. Stress, in and of itself, is not necessarily a bad thing. The real issue is how you react, physically and psychologically to what life (and the workplace) presents you with. Learn about what stress actually is and how it can (and does) affect us as well as what we can do about it.

### **Drug Free Workplace Awareness**

Drug use in the workplace are linked consistently to lower productivity, higher accident rates and more

theft, costing American businesses billions of dollars annually. This presentation increases employee awareness of the problem and challenges them with the possible effects that drugs have on work performance. Information on drug testing is offered if appropriate, as well as the rights and responsibilities of both management and the workforce.

### **The Resilient Leader: Managing the Demands of Leadership**

Resiliency – the ability to manage demands, adapt to change, and rebound from challenges and adversity. This presentation is appropriate for a leader group or for open enrollment (for managers, supervisors and others in leadership positions).

### **The Respectful Workplace: Our Daily Choices**

While respectful and courteous behavior in the workplace is the "right" thing to do, it is also the "smart" thing to do. Morale, absenteeism, productivity and "down time" are just several of the variables impacted by either a respectful or disrespectful environment. In this presentation, we look at what it really means to be respectful in the workplace.

### **Conflict Resolution**

Conflict is the result of differing perceptions, assumptions, and/or values. The key is to view conflict as an opportunity to implement change in the way people interact and improve their problem solving skills. Successful conflict resolution can result in innovations and strengthened relationships for your organization. Supervisors and managers do not always have to provide the solution to the conflict, but they should be skilled in how to facilitate, negotiate, or communicate conflict resolutions.

### **Crisis Management**

Helping managers and supervisors to help employees and their families manage their personal responses to a crisis such as the death of an immediate family member, tragic and life-threatening accidents, major losses, unexpected events.

### **Anger, Stress, Depression – Preventing the Perfect Storm**

Anger, stress, and depression often build in a person's life to the point of a raging storm before positive action takes place. When this storm takes place in the workplace the problems caused can be

significant. This presentation examines how to understand the warning signs, how to be proactive in preventing a storm from developing, how to cope when the storm arises at work, and how to recover from the storm's effects.

**Communication: Effective Listening and Assertiveness**

This presentation includes increasing our self-awareness, a review of good listening skills, and help in communicating our needs or wants in a proactive and productive manner. It offers practice skills and guidelines for effective self-promotion.

**Team Building**

Taking a fun and enjoyable approach, we will learn how a team forms and functions for the highest productivity. Communication skills, problem solving and task assignment are the highlights of this fun and interactive presentation.

**Additional Options:** We can adapt your choice of these presentations for your unique group, create a new presentation for a specific need or even create a combination of these presentations.

**Call us for more information at 256.426.5882.**



Equipping  
your  
employees  
for success  
and greater  
productivity

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