

## **1. STRESS? I DON'T KNOW THIS!** **SELF-MANAGEMENT THROUGH MINDFULNESS**

Tight targets, restructuring, time schedules sewn to the edge, the daily meeting marathon and then 100 emails a day: pressure seems to be the only constant in everyday job life. And not only for managers.

This seminar shows how employees and managers can deal with it – without losing motivation and well-being. It conveys concrete techniques, based on the scientifically recognized MBSR method in order to manage the permanent stress and to build up resilience. Because stress begins in the head. And there it can be also minimized.

### **BENEFITS**

- Reduction of absences and illness costs through the promotion of mental health
- Better self-care and early recognition of performance limits
- Participants learn to remain calm in stressful situations and to act proactively
- You strengthen the contact with yourself and your own needs
- You build up resources to stay healthy in the long run

### **FACTS AND FIGURES**

Target group:	Employees, managers
Duration:	2 days
Number of participants:	8-12
Price:	On request

**Additionally  
available**

### **SUSTAINABILITY PACKAGE**

- Learning partnerships
- Regular e-mail impulses over four weeks
- 60-minute transfer coaching for each participant (2-4 weeks after training)

## 2. WORKING IN FLOW!

### HOW YOU CAN ACHIEVE EXCELLENT RESULTS IN A RELAXED WAY

Every minute, knowledge and office workers receive emails, calls, WhatsApp messages, or chat messages. Many of them hardly get to work because of all that input! And the density of information is constantly increasing.

How employees and managers achieve deep concentration, creative creation and strategic thinking again in times of advancing digitalization as well as agile and collaborative working methods, this seminar conveys. The participants learn an intelligent handling of the digital media, they get techniques to concentrate on the essentials at work, and come from a reactive back into the proactive attitude.

In addition, they receive tailor-made recommendations on how they can realize a trouble-free, collaborative work environment and supporting behaviors, especially in open-plan offices or teams with a strong focus on collaboration.

#### **BENEFITS**

- Increase productivity by eliminating unnecessary interruptions
- Increased ability to concentrate, creativity and mental clarity
- Structural improvement of team collaboration

#### **FACTS AND FIGURES**

Target group:	Employees, managers, teams
Duration:	2 days with start of the evening before
Number of participants:	8-12
Price:	On request

Additionally  
available

#### **SUSTAINABILITY PACKAGE**

For transfer support in individual and team work:

- Weekly Transfer Tasks over a period of 6 weeks
- 3 Group Calls (2-8 weeks after training)

**3. APPRECIATIVE AND ON THE POINT.**

**HOW YOU ESTABLISH A COMMUNICATION CULTURE,  
WHERE WORKING IS A PLEASURE**

Where the greatest expertise is gathered, there is often the least added value: in meetings. While one wants to make a profile, the other is typing on his smart phone. The result: half-hearted decisions, many lost man-hours and frustration on the part of everyone involved.

In this training, teams and mixed participant groups learn how to transform an unsatisfactory conversation culture into a personal, appreciative and binding one. This not only makes meetings shorter and to the point, conversations more productive and pleasant, but also creates sustainable interpersonal relationships. A double benefit, because if the relationships are stable, one can also speak more directly on the factual level.

**BENEFITS**

- Shorter and more effective meetings
- Increased employee motivation, satisfaction and loyalty
- Teambuilding that results from this leads to stronger cohesion and identification with the company

**FACTS AND FIGURES**

Target group:	Grown teams as well as mixed groups, executives
Duration:	2 days with start of the evening before
Number of participants:	8-12
Price:	On request

Additionally available

**SUSTAINABILITY PACKAGE**

- 8 weekly impulses & tasks
- 2 group calls to reflect the transfer results
- 1 concluding presence workshop to secure results

## **4. THE BOSS HAS IT ALL TOGETHER**

### **WHY EXCELLENT LEADERSHIP STARTS WITH GREAT SELF GUIDANCE**

The numbers are dazzling, the department is doing well - the only question is: How high is the price the boss pays for it? With the amount of responsibility that managers bear over the years, personal issues, inner balance and personal development are often overlooked. This subliminal burden has a negative effect on the relationship with employees and makes managers far less effective than they could be.

This seminar shows: When managers are mindful of themselves, they also become more mindful of their employees. They listen better, develop an honest interest for their counterpart and get so much more information than usual. An attentive boss is therefore the best sensor for budding imbalances or conflicts. And the sooner a boss can take countermeasures in these situations, the more relaxed, confident and successful he will be.

#### **BENEFITS**

- Strengthening managers as individuals
- Improved employee-chief relationship
- Higher effectiveness of the executives with simultaneous inner balance and satisfaction

#### **FACTS AND FIGURES**

Target group:	Executives
Duration:	2 days
Number of participants:	6-10
Price:	On request

**Additionally  
available**

#### **SUSTAINABILITY PACKAGE**

- Support in the implementation of individual topics through two to four 90-minute transfer coaching sessions (over 3 months after the event)