



MANAGING CHANGE, BURNOUT AND NEGATIVITY



Do you feel overwhelmed with the amount changes your organization is implementing? Does you or your team struggle with fear of change, negativity, and high stress? Combine any of these and your projects suffers while you and or your team ultimately loses productivity.

Companies today encourage innovation but this often hinders the administrative professional who already has too much on their plate, very tight deadlines, and limited budgets. Who has time to be innovative?

In this workshop, you will learn how to manage change fluidly while getting buy-in and support from those around you. You will also learn techniques for implementing innovative strategies to stay aligned with company-wide initiatives without impacting your project deadlines and budgets.

Additionally, you'll find out what top managers today are doing to successfully inspire and motivate their teams especially in this poor economic climate.

This high-impact, interactive session will give you hands-on tools and techniques that you can apply immediately following the workshop.

WHO SHOULD ATTEND?

Frontline Employees, Supervisors, Managers, Team Leaders, Secretaries, Administrative Assistants, Receptionists, any person who is experiencing these issues in the workplace

WHAT WE WILL COVER & YOU WILL TAKE AWAY

- ★ Understand the correlation between change and the grieving process.
- ★ How to communicate change effectively.
- ★ Understand your stress habits and how to change them.
- ★ How to prevent negativity from occurring in the first place.
- ★ Learn to identify the symptoms of negativity before it damages your workplace.
- ★ How creating an environment of inclusion versus exclusion reduces negativity.
- ★ The relationship between Change, Burnout and Negativity

At the end of this course, class participants will know how to:

- ★ Manage change effectively and turn them into successful results Transform traditional thinking habits into innovative thinking to stay ahead of curve
- ★ Motivate teams and reduce negativity to specifically increase productivity and raise morale
- ★ Implement innovative strategies tailored to your unique team culture using brainstorming and mind-mapping techniques with real-world application.

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