

"MY WORK/LIFE BALANCE IMPROVED 100%
AND I HAVE NEVER LOOKED BACK - THE
CHANGE AND IMPROVEMENT HAS BEEN
PERMANENT!"

- BUSINESS DIRECTOR, SHARPEFOCUS, STRATFORD-UPON-AVON

wellbeing

THE SECTION WILL COVER:

- An Introduction to Coaching - Understanding Life Management Coaching - Simone Ryder
- How to Be Your Best! Life Management Coaching - Simone Ryder
- Wellbeing & Self-Empowerment - Lighten Up - Simone Ryder
- Wellbeing - Self-Empowerment Coaching - Simone Ryder
- Positive Communication Through Body Language & Building Rapport Skills Training - Simone Ryder
- Wellbeing Workshop - Trudie Donnelly
- Life Skills Module A - Assertiveness - Trudie Donnelly
- Life Skills Module B - Personal Effectiveness - Trudie Donnelly
- Life Skills Module C - Rational Thinking Skills - Trudie Donnelly
- Life Skills Module D - Breathing & Relaxation Skills - Trudie Donnelly
- A Managers Guide to Managing Stress & Promoting Wellbeing at Work - Trudie Donnelly
- Secrets of Effective Time Management - Trudie Donnelly

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AN INTRODUCTION TO COACHING - UNDERSTANDING LIFE MANAGEMENT COACHING – SIMONE RYDER

Who Should Participate:

Anyone who wants to understand the truth about life coaching, what it is and why it works. The perfect seminar if you are considering hiring a Life Coach on a personal level or if you are researching hiring a coach for your company.

Key Objectives:

Participants will leave with a clear understanding of coaching and why it works, and the benefits of hiring a Simone Ryder Life Management Coach.

Course content:

- Defining Coaching – What Is It Exactly?
- What You Can Expect from Coaching
- Who Uses a Coach and Why
- Knowing What You Really Want
- Overcoming Barriers to Happiness
- Maximising Your Potential in Life, Work, Home and Health

Course outcome:

Participants will:

- Understand the latest definitions of coaching
- Understand WHY and HOW coaching works
- Learn how coaching can benefit you
- Understands the importance of self-empowerment
- Learn how limiting beliefs can be changed
- Understand how to identify and maximise strengths
- Feel motivated, inspired and full of energy to take action

DURATION: 2 hours

COST: Cost on application

PROGRESSION ROUTE: How to be your best! Open Seminar 1-2-1 Individual Life Management Coaching Programme.

The Action Wellbeing Programme Follow up programme in Wellbeing for all - includes a flexible variety of 1-2-1 assessment and treatment days on site for your business or individually, which includes personal consultancy and tuition from experts in nutrition, fitness, exercise and posture together with relaxation (Pilates, Yoga, Massage, Holistic Healing), smoking cessation and 1-2-1 Professional Life Coaching.



01789 297335



sbs@stratford.ac.uk



SBS Cygnet Court,
Stratford-upon-Avon CV37 9NW

HOW TO BE YOUR BEST! LIFE MANAGEMENT COACHING – SIMONE RYDER

Who Should Participate:

An open seminar for anyone wanting to increase self-confidence and set goals for personal happiness and success – be inspired and motivated to become your best!

Key Objectives:

The secret of personal happiness! Experience a life-changing day that is all about you and how it really is possible to change your life for the better. Take the time to learn what you really want and how you can achieve it through Life Management Coaching.

Course content

- What Do You Really Want?
- Develop Great Wellbeing
- Finding Your Passion
- Knowing Your Values
- Setting Your Goals
- Embracing Uncertainty & Fear
- Breaking Past Negativity
- Become Self Empowered
- Take Positive Action

Course outcome

Participants will:

- Understand what you love and what you are passionate about
- Understand what you really want and what drives you
- Set clearly defined goals using the G.R.O.W. model
- Know what your options are and take action
- Develop your confidence and self esteem
- Develop an inner passion to succeed

DURATION: 1 day action packed and fun programme. Wear comfortable clothing for posture and relaxation practice techniques

COST: Cost on application

PROGRESSION ROUTE: Ideal follow up courses include: 1-2-1 Individual Life Management Coaching Programme and The Action Wellbeing Programme.

Follow-up programme in 'Wellbeing for All' -includes a flexible variety of 1-2-1 assessment and treatment days on site for your business or individually, which includes personal consultancy and tuition from experts in nutrition, fitness, exercise and posture together with relaxation (Pilates, Yoga, Massage, Holistic Healing), smoking cessation and 1-2-1 Professional Life Coaching.

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WELLBEING AND SELF-EMPOWERMENT - LIGHTEN UP! – SIMONE RYDER

Who Should Participate:

Anyone wanting to achieve a real work life balance with less stress and no more guilt!

Key Objectives:

- An introduction to effective work-life balance and personal stress management
- Understand the impact of health, life, work in balance
- Know your personal stress triggers
- Learn how to deal with personal stress effectively
- Develop a personal action plan to address wellbeing
- Feel empowered to take positive action
- Develop a 'can do' attitude in tackling stress at work
- Manage yourself, your life and your workload effectively

Course content:

- Health and Work in Balance
- Good Stress vs. Bad Stress
- Personal Wellbeing Awareness
- Nutrition, Fitness and Exercise
- Relaxation Session and Techniques (Practical)
- Wellbeing and Personal Goal Setting
- Self Empowerment and Generating Energy
- Positive Thinking and Taking Action

Course outcome:

- Develop your awareness of health and wellbeing
- Know how to handle personal stress effectively
- Feel motivated and inspired to have a powerful 'can do' attitude
- Know what you want and how to achieve it
- Develop your personal work/life balance strategies

- Feel energised and enthusiastic
- Feel self-empowered and ready to take positive action

DURATION: 1 day open seminar – 20 to 100 plus delegates.

Action packed and fun. Wear comfortable clothing for posture and relaxation practise techniques.

COST: Cost on application

PROGRESSION ROUTE: The Action Wellbeing Programme

Follow up programme in Wellbeing for all - includes a flexible variety of 1-2-1 assessment and treatments days on site for your business or individually, which includes personal consultancy and tuition from experts in nutrition, fitness, exercise and posture together with relaxation (Pilates, Yoga, Massage, Holistic Healing), smoking cessation and 1-2-1 Professional Life Coaching.



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WELLBEING - SELF-EMPOWERMENT COACHING – SIMONE RYDER

Who Should Participate:

Managers/supervisors & employees.

Key Objectives:

- Create positive and responsible attitudes and behaviour towards well-being
- Develop positive communication between staff, managers/supervisors
- Provide practical tools & techniques in work-stress management
- Provide life management coaching for personal wellbeing and work/life balance goals
- Help people to accept, adapt to and anticipate change with self-empowerment
- Motivate people to “be their best” and to know themselves well and therefore increase their ability to handle life and change with confidence

Course content:

- Course built around your organisation’s specific stress challenges
- Health and Work in Balance
- Good Stress vs. Bad Stress
- Personal Wellbeing Awareness
- Nutrition, Fitness and Exercise
- Relaxation Session and Techniques (Practical)
- Wellbeing and Personal Goal Setting
- Self Empowerment and Generating Energy
- Positive Thinking and Taking Action

Course outcome:

- Improve health and wellbeing
- Increase awareness of wellbeing and feel self-empowered to tackle stress
- Reduce time spent off work from stress and poor wellbeing

- Increase motivation, positive thinking and a ‘can do’ attitude
- Ability to prevent and monitor stress pro-actively
- Develop effective tools and strategies for creating better work and life balance
- Feel valued and supported in your organisation
- Increase positive communication between managers and employees
- Individual wellbeing working plan

DURATION: 1 day programme

COST: Cost on application

PROGRESSION ROUTE: Action Follow up Wellbeing Programme For All - includes a flexible variety of 1-2-1 assessment and treatment days on site, this includes consultancy and tuition from experts in nutrition, fitness and exercise and relaxation (Pilates, Yoga, Massage, Holistic Healing), smoking cessation and 1-2-1 Life Coaching.



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POSITIVE COMMUNICATION THROUGH BODY LANGUAGE AND BUILDING RAPPORT - SKILLS TRAINING - SIMONE RYDER

Who Should Participate:

Business owners, managers, staff and employees in particular customer service level.

Key Objectives:

- To help individuals develop their ability to communicate confidently with understanding and develop empathy with others
- Increase positive management relations
- Increase positive and confident customer service communication

Course content:

- What is Positive Communication?
- Different Learning Styles
- What is NLP?
- Building Rapport
- Body Language
- The Impact of Words
- Dealing with Difficult People
- Confident Communication In Practice

Course outcome:

- Establishing better relationships
- Develop communication skills
- Develop confidence and self-expression
- Learn new tools and techniques for effective communication
- Learn how to influence people positively
- Develop a better understanding of yourself and others

DURATION: Half day programme with lots of interaction and practical role-play.

COST: Cost depends on application

PROGRESSION ROUTE:

 Ideal follow up courses include:

- Introduction to Life Management Coaching
- How to be your Best
- Lighten Up! Introduction to effective work/life balance
- 121 Individual Life Management Coaching Programme (see course outlines for complete details)

The Action Wellbeing Programme

The follow up programme in Wellbeing For All - includes: A flexible variety of 1-2-1 assessment and treatments days on site for your business or individually, which includes personal consultancy and tuition from experts in nutrition, fitness, exercise and posture together with relaxation (Pilates, Yoga, Massage, Holistic Healing), smoking cessation and 1-2-1 Professional Life Coaching.



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WELLBEING WORKSHOP – TRUDIE DONNELLY

Who Should Participate:

Anyone who wants to increase their personal sense of wellbeing and learn how to take a proactive approach to manage pressures and stress at work and home.

Key Objectives:

Providing delegates with increased self-awareness, knowledge and basic tools and techniques to improve their sense of wellbeing at home and work.

Course content:

- Wellbeing and the Importance of Balance
- What Stress is and How it Affects Us
- Personal Stress and Wellbeing Assessment
- Stress Triggers and the Difference Between Pressure and Stress
- Causes of Stress
- Taking Control of Stress
- Stress at Work
- Healthy Body and Mind
- Support Networks
- Instant Stress Busters
- Signposting to Other Specialist Life Skills Modules

Course outcome:

Participants will:

- Have assessed their current levels of wellbeing, stress and coping skills
- Have identified the key stressors in their life
- Have identified how to find time for wellbeing and lifestyle improvements
- Have identified appropriate new coping techniques
- Have developed a personal wellbeing action plan
- Have identified appropriate further training modules within the Life Skills course

DURATION: Half-day

COST: Cost on application

PROGRESSION ROUTE: As appropriate Life Skills Modules in:

- Assertiveness
- Personal Effectiveness
- Rational Thinking Skills
- Breathing and Relaxation Skills

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LIFE SKILLS MODULE A – ASSERTIVENESS – TRUDIE DONNELLY

Who Should Participate:

Anyone who feels that low confidence and poor communication skills are affecting their relationships and performance at work and home.

Key Objectives:

Providing participants with some practical skills and techniques to build their confidence in handling difficult work and home situations and to learn how to express their feelings more openly and honestly.

Course content:

- What is Assertiveness?
- Benefits of Being Assertive
- Recognising Different Behaviours
- Self-Analysis
- Simple Assertiveness Techniques
- The Importance of Body Language
- Barriers to Assertion
- Confidence Building

Course outcome:

Participants will:

- Have assessed their current behaviour type
- Understand what constitutes assertive behaviour
- Understand the different assertiveness techniques
- Have identified assertiveness techniques appropriate to their situations
- Have identified ways to increase their personal confidence

DURATION: 2 hours

COST: Cost on application

PROGRESSION ROUTE: Other Life Skills Modules

LIFE SKILLS MODULE B - PERSONAL EFFECTIVENESS – TRUDIE DONNELLY

Who Should Participate:

Anyone who wants to learn how to better manage their time to help them achieve their goals at work and home.

Key Objectives:

To provide participants with an understanding of proven time management tools to tackle time-wasting habits and make time work for them.

Course content:

- What is Personal Effectiveness?
- Self-Assessment
- Goal Setting
- Planning & Prioritising
- Dealing with Interruptions, Time Wasters and Emails

Course outcome:

Participants will:

- Have assessed their current time management skills
- Understand the basics of personal effectiveness
- Have identified how to overcome time wasters
- Have identified simple techniques for improving their personal effectiveness

DURATION: 2 hours

COST: Cost on application

PROGRESSION ROUTE: Other Life Skills Modules



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LIFE SKILLS MODULE C - RATIONAL THINKING SKILLS – TRUDIE DONNELLY

Who Should Participate:

Anyone who feels they are constantly striving to reach the next goal, is overly critical of themselves and others or who finds it hard to really switch off from their worries. Come and learn how to take control of your mind!

Key Objectives:

Providing participants with an appreciation of how their current thinking patterns and behaviours can be creating additional self-induced stress and how to address these through increased personal awareness and rational thinking techniques.

Course content:

- Perception vs. Reality
- Belief Systems
- Self-Analysis
- Type A Behaviour Modification
- Challenging Stress-Inducing Thoughts
- Worry Management
- Positive Thinking Skills

Course outcome:

Participants will:

- Have assessed their Type A Behaviours
- Understand the relationship between our beliefs and our behaviours
- Know how to modify type A behaviours
- Know how to create stress alleviating thoughts
- Have identified suitable strategies for effective worry management

DURATION: 2 hours

COST: Cost on application

PROGRESSION ROUTE: Other Life Skills Modules

LIFE SKILLS MODULE D - BREATHING AND RELAXATION SKILLS – TRUDIE DONNELLY

Who Should Participate:

Anyone who wants to take some time out to learn how to relax and breath properly to improve the quality of their life. Warning: This course could make you feel seriously chilled and refreshed!

Key Objectives:

Providing participants with an understanding of how improved breathing patterns and relaxation can increase their sense of wellbeing, help deal with stress and improve sleeping patterns.

Course content:

- The Need for Relaxation
- The Relaxation Response
- Creating the Environment for Relaxation
- Breathing Practices
- Relaxation Practices
- Overcoming Obstacles to Practice

Course outcome:

Participants will:

- Understand the importance of relaxation and how to evoke the relaxation response
- Have experienced a variety of simple breathing and relaxation exercises and techniques
- Understand how to create the right environment for relaxation
- Understand how to overcome any barriers to relaxation

DURATION: 2 hours

COST: Cost on application

PROGRESSION ROUTE: Other Life Skills Modules

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A MANAGER'S GUIDE TO MANAGING STRESS & PROMOTING WELLBEING AT WORK – TRUDIE DONNELLY

Who Should Participate:

Anyone who leads or manages a team.

Key Objectives:

To provide managers with the knowledge, confidence and practical skills to prevent and tackle workplace stress, undertake stress risk assessments and promote a culture of wellbeing at work.

Course content:

- What Is Stress?
- Personal Stress Assessment
- The Impact of Stress at Team and Organisational Levels
- Understanding and Identifying Stress Hazards in the Workplace
- Benefits of Stress Management & Wellbeing Promotion
- HSE Management Standards and Guidance on Work-Related Stress
- The Manager's Role and Responsibilities
- Preventing Work-Related Stress
- When and How to Carry Out a Stress Risk Assessment
- How to Support Those Affected by Stress
- Rehabilitating Staff

Course outcome:

Participants will:

- Understand the moral, legal and financial drivers for tackling work-related stress and developing a wellbeing culture at work
- Know how to recognise the early warning indicators of stress amongst their team

- Have identified appropriate steps to developing a wellbeing culture
- Have the knowledge to fulfil their roles for HSE compliance
- Know how to carry out a stress risk assessment
- Understand the issues to be considered when supporting an individual affected by stress
- Have an opportunity to discuss relevant work stress issues in a safe environment

DURATION: 1 full day

COST: Cost on application



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SECRETS OF EFFECTIVE TIME MANAGEMENT – TRUDIE DONNELLY

Who Should Participate:

For employees at any level who feel they have lost control of their working day, are always rushing, feel poor time management is creating additional stress or finds it hard to achieve their goals in work or home life. This course will help you regain control.

Key Objectives:

To provide participants with an understanding of proven time management tools to tackle time-wasting habits and make time work for them in the future.

Course content:

- How Learning Style and Personalities Affect Time Management Skills
- Difference Between Efficiency and Effectiveness
- Identifying Time Wasters
- Overcoming Procrastination
- Creating a Realistic and Achievable Daily Plan
- Dealing with Interruptions
- Managing Email, Meetings and Paper-Mountains
- Creating the Right Environment for Effective Time Management
- Maximising Your Energy Levels During the Day

Course outcome:

Participants will:

- Have assessed their current time management skills
- Understand how their personality may be influencing their time management skills
- Understand the key steps within an effective time management system
- Have identified how to address their time-wasting habits and deal effectively with interruptions
- Understand how to create a positive working environment and work with their natural energy peaks and troughs

- Have developed a personal time management action plan

DURATION: 1 day

COST: Cost on application