

Workshop Catalogue



**Embracing Strengths and
Wellness in the Workplace**



THE FAMILY
CENTRE

Positive Workplace Framework (PWF) Learning Module Descriptions

FOSTERING EMPLOYEE MENTAL FITNESS

1. **Mental Fitness: Embracing Strengths and Wellness in the Workplace**

This learning session is designed to introduce employees to the key psychological wellness needs that promote personal and organizational wellness.

2. **Mental Fitness in Action I: Understanding Others**

This learning session builds employees' mental fitness practices related to effective listening and communication skills. Core mental fitness practices are linked with the psychological wellness need of Relatedness.

3. **Mental Fitness in Action II: Encouraging Others**

This learning session builds employee mental fitness practices related to encouragement and affirmation. Core mental fitness practices are linked to the psychological wellness need of Competency.

4. **Mental Fitness in Action III: Engaging and Empowering Others**

This learning session builds employee mental fitness practices related to employee engagement and empowerment. Core mental fitness practices are linked to the psychological wellness need for Autonomy Support.

COPING AND THRIVING: BUILDING EMPLOYEE RESILIENCY

1. **Resiliency Assets**

This learning session outlines for managers and leaders key protective factors that contribute to organizational resiliency. For each resiliency factor, supporting practices that focus on workplace leadership, culture, employee relations, and organizational strengths are considered.

2. **Effective Personal Coping**

This learning session provides employees and managers with a range of personal coping skills that contribute to effective stress management and problem-solving approaches. Participants will be able to apply skills from this session to areas of stress or concern in the home, work or community contexts.

3. **Managing Workplace Change and Transition**

This learning session outlines for managers and leaders key protective factors that contribute to organizational resiliency. For each resiliency factor, supporting practices that focus on workplace leadership, culture, employee relations, and organizational strengths are considered.

RESPECTFUL AND INCLUSIONARY WORKPLACES

1. **Understanding and Applying the Strengths of Individual Differences**

This learning session provides employees and managers with increased insight into personal preferences and their expression. Participants will gain an enhanced understanding of complementary preferences and how they enrich employee team functioning.

2. **Understanding and Appreciating Diversity and Inclusion**

This learning session is intended to promote an understanding of diversity and the importance of creating an environment in which employees' different identities and abilities are not only respected but also appreciated. Key practices for supporting welcoming and inclusive workplace relationships and interactions are presented.

3. **Fostering Respectful Workplaces**

This learning session examines key practices for promoting respectful interactions that value the dignity, self-respect, and esteem of all persons. Emphasis is placed on modeling positive interactions with others and contributing to a culture of psychological wellness.

MENTAL HEALTH AWARENESS AND SUPPORT

1. **Understanding and Supporting Others with Mental Health Concerns**

This learning session provides employees and managers with a basic understanding of mental health concerns and their impact on people. In addition, practical actions to enhance understanding and support for those with such concerns are outlined.

POSITIVE WHOLE-LIFE PRACTICES

1. **Setting Positive Directions for Personal Change**

This learning session provides employees and managers with a practical framework from which to examine and enhance their personal lifestyle practices related to social, emotional, and physical wellness. Steps to creating readiness for personal change are also included.

2. **Finding Balance in Work and Home life**

This learning session provides employees and managers with increased insight into key practices for promoting mental fitness and resiliency within a family and close personal relationships.

POSITIVE LEADERSHIP PRACTICES FOR PROMOTING A HEALTHY AND RESILIENT WORKPLACE

1. **Positive Leadership Perspectives and Practices**

This learning session provides managers and leaders with an increased understanding of positive leadership practices that contribute to employee well-being, engagement, and performance. Areas of application include using strength-based approaches, implementing recognition and encouragement strategies, and maintaining positive perspectives when difficulties arise.

2. **Building Positive Team Relationships**

This learning session provides managers and leaders with key concepts and practices related to creating a team-oriented environment in the workplace. Applied content includes positive team development, team member engagement and participation, and facilitative team leadership.

3. **Applying Strength-based Problem-solving Strategies**

This learning session introduces managers and leaders to strength-based paradigms and principles, as well as practices for building solutions. Appreciative inquiry methods are also introduced as part of this learning opportunity.

4. **Emotional Intelligence**

Emotional Intelligence is defined as the capacity to recognize and manage our own emotions and to respond effectively to those of others. This learning session assists individuals with expressing emotion in a way that is productive, healthy and appropriate. Online resources provide support related to understanding the emotions experienced by ourselves and others as a motivation tool and a guide to building positive relationships.

5. **Positive Communication**

The Positive Communication online learning session assists organizations to enhance their understanding of essential communication skills in the workplace. The video and associated eBook provide information related to essential guidelines for applying positive communication practices, as well as tips for communicating positively during team meetings, feedback sessions, online conferences, and email exchanges.

Creating Healthy Workplaces

WORKPLACE HEALTH

1. **Depression: Workplace Mental Health Awareness**

Explores depression and its causes in detail, also looks at how it affects the workplace. Also some focus on good mental health.

2. **Resilience: Coming Back from Burnout**

Addresses physical, emotional, and mental effects of prolonged stress and discusses lifestyle changes to avoid burnout.

3. **Stress Relief: Tools & Techniques for Everyone**

Defines stress & explores its causes. Helps individuals identify personal stressors and develop stress management techniques.

4. **Taking Care of Ourselves: Learning to Relax**

Practical application of self care and stress relief will be explored. Learn relaxation techniques

COMMUNICATION

1. **Fostering Respectful Workplaces**

Examines key practices for promoting respectful interactions that value the dignity, self-respect, and esteem of all persons.

2. **Building Your Communication Toolbox**

Learn how to listen and how to express yourself effectively, so others clearly hear your message.

3. **Relationships: Building and Sustaining**

Identify what contributes to positive relationships. Discusses barriers to positive work relationships, and positive communication.

4. **How to Work Better with Almost Anyone**

Identifies types of difficult people, while developing strategies for effectively communicating and dealing with them.

5. **Fighting Fair: Skills to Resolving Conflict**

Examines the nature of a conflict, the role of anger in conflict. Practice de-escalating strategies & learn healthy communication and conflict resolution skills.



Guiding Families

COMMUNICATION

1. **Couples Communication**

Intended to help couples reach a deeper level of communication to promote teamwork, kindness, and respect toward one another.

2. **Marriage Preparation**

Give yourself a better chance at long-term success by learning effective ways to solve problems, resolve conflict, and how to better communicate.

3. **Remarriage Preparation**

Learn to move forward in your new relationship with a positive attitude, realistic expectations, and hope for the future.

SELF MANAGEMENT

1. **Women & Anger / Men & Anger**

Our anger workshops teach effective, hands-on ways to deal with anger by helping you understand your own triggers and the underlying emotions connected with anger. Women and men take separate workshops.

2. **Self-Esteem & Assertiveness**

Understand self-defeating behaviours, how to set healthy boundaries, and how to effectively resolve conflict. Raise your self-esteem and learn real-life ways to be assertive.

PARENTING

1. **Parenting Toddlers/Preschoolers (18 months - 5 years old)**

Learn about the development of young children, the importance of play, nurturing self-esteem and communication.

2. **Parenting School-Age Children (5-12 years old)**

Discover the art of effective communication and strategies to encourage healthy self-esteem in children.

3. **Parenting Teens (13-18 years old)**

Explore parenting styles. Learn about problem-solving and win-win solutions.

4. **Strategies for Positive Parenting**

Learn about the range of challenging behaviors seen throughout the developmental stages as well as strategies for managing those behaviours.

5. **Parenting in Blended Families**

Understand the roles of the natural and step-parent as well as your children's responses to the breakups of prior relationships.

Managing Personal Finances

CREDIT & DEBT

1. **The Truth About Credit**

Participants will learn about the myths around credit, the facts around credit reports, credit ratings, and credit scores alongside strategies on how to protect or repair their credit.

2. **Debt Solutions**

Participants will learn about the various solutions to managing and reducing their debt loads.

3. **Borrowing 101 Financing Basics**

Participants will learn about the various types of financing including secured, unsecured, joint, secondary and short-term/ high-interest credit. They will also learn about leasing versus buying a vehicle, mortgages and student loans.

TOPICAL

1. **Organizing Your Finances in 1 Month**

Participants will learn what important documents they need to have, how to store them securely, and how to create a “just in case something happens to me” sheet so their loved ones can take care of their affairs.

2. **Food and Finance**

Participants will learn how to create healthy and financially sustainable meal plans and tips on frugal meal plans.

3. **Retiring Without Debt**

Participants will learn about debt elimination options so that they can enter their golden years without the shackles of debt.

4. **Christmas Without Credit**

Participants will learn how to plan ahead to avoid a debt hangover in January.

5. **Preparing for Temporarily Reduced Income**

Participants who are facing reduced income will learn strategies on how to cope financially with their new reality.

6. **Cautious Consumerism**

Participants will learn how to identify wants versus needs, ways to curb impulse spending, tips on becoming a smart and savvy shopper, and ways to avoid scams and fraud.

7. **Money Basics for Newcomers**

Participants who are new to Canada will learn about the banking and credit system as well as how to avoid debt and scams.

8. **Vacations on a Budget**

Participants will learn a variety of ways to save money while planning and going on vacation so they can have fun without worrying about money.

9. **Living Well on Retirement Income**

Participants will learn ways to increase income, reduce expenses and live on a retirement income without having to rely on credit to get by.

10. **Homeowner Basics**

Participants will learn about the costs involved in purchasing and maintaining a home. They will also learn what is required to qualify for a mortgage and decide whether renting or owning is better for them.

FAMILIES

1. **Ending the Financial Feud – Couples & Money**

Couples will learn about each other's money values, triggers, and goals and work together to create a manageable and tension-less plan.

2. **Planning for Post-Secondary School**

This session is for parents of high school students who intend to go to post-secondary schooling. Parents will learn how to talk to their teen about money and plan for school.

3. **Planning Financially for Your New Arrival**

This session is for expectant parents who want to plan ahead for maternity and parental leave and be prepared for the new expenses that come with a new arrival.

4. **Raising Financially Fit Kids**

Parents will learn some easy to implement techniques to teach kids about savings, giving, and spending.

BUDGETS

1. **Budgeting 101**

Participants will learn the 6 steps to budgeting which will help them take control of their finances and give them peace of mind.

2. **Budget Breakers**

Participants will learn about the 3 biggest budget breakers (the little expenses, the irregular expenses, and the emergency expenses) and strategies to eliminate them from everyday worry.

3. **Irregular Income**

Participants will learn how to manage irregular income. Intended for hourly, seasonal, commission, contract or self-employed individuals.

4. **75 Ways to Save on Household Expenses**

Participants will gather tips on how to save on various household expenses including utilities, transportation, groceries, and personal items. Participants will also be encouraged to share their best practices with each other.



Nutrition

1. **Cholesterol: Eating to Reduce Your Risk**

High cholesterol is a major risk factor for heart disease and stroke, increasing health risks for over a third of North Americans while raising costs for healthcare organizations and undermining productivity. Fortunately, high cholesterol is largely preventable and treatable with the right diet and lifestyle. This session will discuss the risks of different types of fat and cholesterol, and how to lower cholesterol levels through a healthy lifestyle and balanced diet.

2. **Eating Plan for Stress Management**

Stress is a common workplace challenge that can have an impact on mental and physical wellbeing. Eating habits play a significant role in helping the body combat stress, yet as stress mounts, even healthy employees can see their eating habits deteriorate. In this session, participants will learn how the right foods can bolster energy levels, immune defenses, and mental clarity. They will also explore what they can do to maintain a balanced diet that promotes a stress-free lifestyle.

3. **Eating Well on Shift Work**

It can be a challenge to maintain healthy eating habits with the irregular or late night work schedules that are common with shift work. With unusual working and sleeping patterns, what and when to eat can become a real dilemma. This session will teach participants how shift work can affect their body, and what they need to do to maintain healthy and regular eating habits.

4. **Eating Well to Optimize Performance**

Striking the right balance of healthy foods can boost energy, concentration, and productivity while warding off irritability and mood swings. Participants will learn how to create healthy plates and choose the right combination of foods to keep stress levels in check and optimize their health, energy, and performance at work.

5. **Food Power: Preventing Cancer**

Everyday food choices can have an important impact on long-term health. This session will show participants how a healthy diet can make a difference and be one of their best defenses against cancer. They'll learn about the real dietary risks and discover some cancer-fighting superfoods.

6. **Healthy Eating on the Go**

It can be difficult to sit down for a healthy meal in today's hectic environment. With busy schedules, long work hours, and competing priorities, eating on-the-run becomes more and more commonplace. However, with a few simple tips, eating healthy is possible, even on a tight schedule. This session will motivate even the busiest participants to optimize their eating habits while improving their health, energy, and performance.

7. **Healthy Workplace Habits**

Rushed mornings, packed schedules, and pastry-filled boardroom meetings can make healthy eating at work a real challenge. Establishing healthy workplace habits can improve energy and concentration, avoid the afternoon slump, and reduce sick days. This session will help participants make healthier meal and snack choices at work, avoid mindless eating, and stay energized without relying on caffeine throughout the workday.

8. **Supermarket Savvy**

Healthy eating starts at the supermarket. Even the best intentions to eat well are easily undermined by an unprepared, confused or hungry trip to the grocery store. In this session, participants will learn what to include on their grocery list, how to choose the best fresh and packaged foods, and how to stay organized after shopping to make healthy eating easy.

9. **Understanding Labels**

Making healthy choices can be a challenge with so many competing products on the market, all stating a variety of health claims. Trying to determine the nutritional and health value of packaged products can be confusing and time-consuming. This session will teach participants to read nutrition labels to understand a product's nutritional value, differentiate products, and make healthier choices.