



## **Personal Resilience for Professional Competence**

### **A programme of workshops**

Please contact Organisational Development and Professional Learning or the Staff Counselling and Psychological Support Service for further information.

**Resilience is our ability to manage and restore balance and performance. Resilience skills help us through times of change and uncertainty, following adversity, set-backs and times when things are, or were, too much. These workshops support self-development. They are opportunities to gain ideas and tools that can have a positive effect on you, your work and your impact with others.**

**Organisational Development and Professional Learning and The Staff Counselling and Psychological Support Service continue to join forces to offer a range of workshops to develop self-awareness and self-management skills. Positive models and individual strategies are covered to resource work, life and organisational change, maintain creativity and support positive relationships with others, and prepare for the future. The workshops dovetail together and can be done in any order. They can also be taken individually by participants who may have identified specific areas where they would benefit from some guidance.**



### **The Full Programme**

#### **Values and direction – knowing what matters personally and professionally (2 hours)**

***Wednesday 11/09/19 2:00-4:00pm and Tuesday 3/03/20 2:00-4:00pm***

An opportunity to develop self-awareness and reflect on individual strengths, map personal and professional success and where best to focus energy moving forwards. The session uses creative approaches to help achieve a balanced and sustainable approach to work and life, notice and address imbalance in order to work and live more effectively and efficiently. This workshop will help you develop purposeful behaviour and planning.

#### **Working with stress and emotion (2 hours)**

***Thursday 19/09/19 2:00-4:00pm and Thursday 12/3/20 9:30-11:30***

A chance to explore the personal and professional benefits of a workable range of stress, and of emotional balance for creativity and competent self-regulation. An opportunity to apply the models to better understand your experience of stress and emotions, to develop self-awareness to identify your warning signs of stress and emotional imbalance, and consider a number of approaches to managing yourself and improving your well-being, confidence, achievement and effectiveness. This workshop will help you develop your competence for engaging with your colleagues.



### **Mindfulness and attention skills to steady and focus your mind (2 Hours)**

***Monday 23/09/19 2:00-4:00pm and Wednesday 18/03/20 9:30-11:30***

The ability to be present and purposeful can have a positive role in managing stress and in personal and professional effectiveness. The workshop is an experiential introduction to an approach and a range of techniques to regulate attention and experience life more directly rather than through the constant commentary of thinking. These skills can help reduce distraction and improve concentration, build stress tolerance to achieve your potential and make the most of the mind. Mindfulness can help you develop your mental flexibility and creativity, and can help to develop your skills to be present to engage or disengage appropriately.

### **Understanding grief, loss and setbacks in everyday life (2 hours)**

***Tuesday 1/10/19 9:30-11:30am and Friday 27/03/20 9:30-11:30***

A chance to be introduced to models that can help us become self-aware about what happens when we experience grief, loss or personal or professional setbacks and how our bodies and perceptions may be affected. You will be encouraged to recognise your own processes for loss and saying goodbye in these professional or personal settings. An opportunity to reflect upon a wide range of grief, loss and set back experiences and consider how a compassionate approach can help and support our wellbeing at these times.

### **Switching off – relaxation and sleep (2 Hours)**

***Tuesday 8/10/19 9:30-11:30am and Thursday 2/04/20 2:00-4.00***

Learn how to relax and improve your sleep habits to maintain and improve your energy levels. An introduction to different relaxation strategies and help to find personal natural self-calming tools. Information and myth busting about sleep and how to support a healthy sleep pattern. By teaching you how to constructively switch off and recharge this workshop will help you to manage your energy levels and functioning so that you can better achieve your potential.

### **Working with our minds: multitasking and managing electronic devices and social media (2 hours)**

***Wednesday 16/10/19 9:30-11:30am and Tuesday 21/04/20 2:00-4:00***

As email consumes more work time and electronic media more of our time overall – it's time now to take a stance. Whilst there are many ways in which electronic media enhance our working and personal lives they are increasingly cited as a source of stress and can take us over. Indeed much of the electronic communications activity we engage in is designed to hijack attention and become addictive. This workshop will introduce you to psychological perspectives on our use of email, the internet and social media. Based on this knowledge the workshop will offer strategies for taking control of attention, managing your engagement with email and social media, get some respite and reclaim some mental space.

### **Active approaches to worry, meeting things head on (2 hours)**

***Thursday 24/10/19 2:00-4:00pm and Monday 27/04/20 2:00-4:00***

Worry is a side effect of how our minds operate that compromises our work and personal lives. This session looks at what worry is, why we do it and how to avoid getting caught in unhelpful and unproductive cycles of worry. For participants who habitually worry it will provide some



ideas for taking control of the habit and differentiating between productive and unproductive worry. This workshop will help you to develop your competences in being purposeful and strategic, and improve your active engagement behaviour.

**Working with change and uncertainty (2 ¼ hours)**

***Thursday 07/11/19 9:30-11:45am and Wednesday 6/05/20 1:45-4:00***

An introduction to how change and uncertainty affects us in different ways emotionally and psychologically. A chance to explore and develop self-awareness of how our individual responses might impact upon our personal and professional lives. It will help you to recognise signs of the change process and consider ways to maintain balance in the face of uncertainty. This workshop will build upon your existing skills and introduce you to tools for developing your competence in life and work planning and for working with teams who face change and uncertainty.

**Understanding and managing anxiety and panic (2 hours)**

***Tuesday 12/11/19 2:00-4:00pm and Friday 15/05/20 9:30-11:30***

A session considering how stress can lead to feeling anxious and panicky. These responses become reinforced by physical and psychological reactions that exacerbate them. A chance to explore how these responses can lead to habitual cycles of reaction. It will help participants to recognise physical signs (such as racing heart, tense muscles, heightened sense of alertness, sweaty palms etc.) and psychological patterns (repetitive and obsessive thinking) which can build up, and learn ways to break these cycles.

**Knowing your head and heart for effective decision making (2 hours)**

***Monday 18/11/19 2:00-4:00pm and Thursday 21/05/20 9:30-11:30***

A session considering how emotional information and intuition might belong in decision making and gain some insight into why we might have learnt to suppress these resources. A chance to look at decision making models that allow emotional and psychological content to be added alongside pragmatic and logical considerations for practical or strategic decision making. This is an opportunity to learn how to distinguish between head and heart and have time to reflect upon any impending decisions to be made.

**Developing assertiveness and working with confidence (2 hours)**

***Monday 2/12/19 2.00-4.00pm and Tuesday 9/06/20 9:30-11.30***

A look at contemporary ideas of what assertiveness and confidence skills are and how they may help in times of challenge and change. Developing self-awareness, considering self-presentation, masking, self-esteem and valuing approaches for all interpersonal interactions. An introduction to skills for improving skills and behaviour to challenging situations including practical methods such as developing sound breathing techniques for calm, assertive and confident responses. This workshop will help you develop techniques being purposeful and engaging with others.



**Working with habitual thinking patterns – thoughts are not facts (2 hours)**

***Wednesday 27/11/19 9:30-11:30am and Thursday 4/06/20 2:00-4:00***

An introduction to the function of thinking habits, how we over rely on thinking and tend to distort our experience in unhelpful ways. An opportunity to explore a number of common universal thinking patterns and recognise examples of your own and others thinking patterns at work. Explore ways of stepping back and seeing the bigger picture and different perspectives. A chance to learn how flexible and balanced thinking can play a key part in our wellbeing and effectiveness. This workshop will also help you develop your strategic and creative competence.

**Positive skills for wellbeing at work (2 hours)**

***Thursday 12/12/19 9:30-11:30am and Monday 15/06/20 2:00-4:00***

This workshop will look at recent developments in positive psychology about how positive emotions and an exploratory attitude can support resilience and vitality. A chance to try out techniques for noticing, supporting, building and developing positive experience. See how these practices might move our attention from 'what is wrong' to 'what is right' and shift our perspectives from 'glass half empty' to 'glass half full'. This workshop will help develop a positive approach to the challenges of work and life.

**Exploring neurodiversity – differences in perception, processing and organising information (2 hours)**

***Tuesday 17/12/19 2:00-4:00pm and Wednesday 24/06/20 9:30-11:30***

This workshop will be an introductory exploration of the concept of neurodiversity as an essential form of human diversity. The session will be an opportunity to consider different experiences of neurocognitive functioning, of how our minds work. We will consider neurodiversity as difference in perception, processing and organising information. The workshop will be an opportunity to reflect upon how these differences may change what we experience, and how we behave with each other; and what this might mean for work and the workplace. This will not be a diagnostic session but will be a chance for you to consider ways that you organise information, and consider some ideas for concentration and planning.

To find out more please contact the **Staff Counselling and Psychological Support Service**  
Telephone **0113 34 33694** or email [staffcounselling@leeds.ac.uk](mailto:staffcounselling@leeds.ac.uk)

or to book on these courses go to OD&PL <http://www.sddu.leeds.ac.uk/index.php>

