



Center for Skillful Means

Leadership in Difficult Times

- **Are you striving to develop an organization that speaks to human needs in a rapidly changing and competitive world?**
- **Are you looking for ways to support a healthy personal life while achieving important goals at work?**
- **Are you looking for reliable results at work?**
- **Are you searching for ways to consistently motivate yourself and others?**
- **Are you striving to develop a strong team that communicates well and achieves positive results together?**

The Center for Skillful Means believes it is possible for the workplace to be a training ground to improve our lives, the lives of others and the performance of the overall company creating truly a first class organization.

As individual inner resources and qualities are refined, a whole organization's performance will be improved. Skillful Means methods help individuals increase inner strength and confidence so that any situation in life or in work can be improved, fulfilling the goals of individuals and an organization simultaneously.

The Center is pleased to announce the development of structured program, "Leadership in Difficult Times". The program has 5 courses that can be tailored to for profit businesses, non-profit organizations and units of government wishing to innovate their operations and improve performance.

Topics include:

- **Transforming Stress Into Well Being**
- **Waking Up to Time**
- **Positive Communication for Business Success**
- **Sowing the Seeds of Cooperation in the Work Place**
- **Making Things Better - a culture for continuous improvement**

Each topic can be presented in a number of formats to meet your specific needs:

- **Short presentations**
They are introductory and one to two hours in length.
- **In House Workshops**
They can range from a few hours to a full day.
- **In House Programs**
They can range from 2 to 8 one and a half hour sessions once a week for a specific period of time.

Workshops and in-house programs allow for more experiential learning, allowing participants to gain more from the training. In house programs allow for an on-the-job training component.

Each course is sure to help your organization and employees gain new insights into their own patterns, loosening those that create unnecessary frustration and problems while encouraging those which support success and achievement. Courses priced affordably to meet your budget.

Transforming Stress Into Well Being

Skillful Means provides proven methods you can use at work to transform stress into well being. These methods will help you prevent burn out and to learn to revitalize yourself as you work.

The Continuum of Burnout points to the status of your energy related to what you are doing. Signs of stress or burnout can be recognized by answering these questions:

- *Do you feel like you never have enough time?*
- *Do you ever wake up exhausted in the morning?*
- *Would you like more endurance and energy?*
- *Do you find yourself without a sense of lightness and humor?*
- *Do you find yourself distracted, unable to accomplish your goals?*
- *Do interactions with others sometimes make you irritable or angry during a day?*

Learning Objectives:

Discover where you are on the stress/burnout continuum.

Learn the causes of stress and burnout and the antidotes to the causes.

Actively learn to revitalize yourself as you work.

Topics:

1. Understanding our Embodiment – Tension vs Stress
How is our energy related to our tendency toward burnout?
2. How do we work with difficulties and prevent problems?
3. Waking up to our own patterns of mind – positive and negative responses to difficulties.
4. Revitalizing while working

Learning Activities include:

- Dialogue
- individual exercises
- reading/writing
- reflections
- guided imagery
- Tibetan yoga

Waking Up to Time

Many of us have trouble being in a healthy relationship to time. We are often worried about the future, feeling short of time, resisting time by not fully participating in it (then wasting it), or ignoring time, unprepared for the present moment, missing deadlines, often late. Goals and objective are difficult to meet. For some the pressure of time feels almost unbearable.

This course will encourage participants to learn tools to use time more wisely and meaningfully, transforming the pressure of time many feel at work and in life. We can learn how to transform unhealthy patterns in relationship to time that keep us trapped.

Learning Objectives:

1. Understand our usual patterns in time, how we most often relate to time.
2. Understand the nature, value and energy of time.
3. Explore our own relationships to time and how to expand them to get better results at work and in our lives.

Topics:

- Understanding the nature of time, how the uniqueness of each moment will help us not waste time at work, to focus on what is most essential now.
- Understanding and acting on the value of time, we learn to appreciate time well spent. As efficiency and accomplishment increase, joy and satisfaction are natural responses.
- Understanding how the energy of time helps us meet our deadlines.
- How can we use time to help us wake up to the value of our lives, living without regret.

Learning Activities include: Dialogue, individual exercises, reading/writing, reflections, guided imagery and Tibetan yoga.

Positive Communication for Business Success

Businesses across the country report poor communication is the single biggest daily obstacle to smooth efficient operations.

In this course, we begin with activating improved communication.

Communication is key to an efficient flow of information throughout the company, and therefore essential to getting positive results. Skillful Means methods can help you and your team improve communication patterns immediately, creating a culture of caring to communicate well, making the work place lighter and inviting efficiency and effectiveness.

Learning Objectives:

Understand the nature of how we communicate.

Learn how to improve your ability to communicate effectively one on one and in meetings.

Understand the components of honest communication.

Begin to practice improved communication patterns at work.

Understand how communication affects team performance.

Topics:

- **How do we learn to communicate effectively with both ourselves and others?**
- **Discover how to avoid creating unnecessary confusion and dissent at work.**
- **Learn how good clear communication today lays the foundation for all future success for the individual, the team and the organization.**

Learning Activities include: Dialogue, individual exercises, reading/writing, reflections, guided imagery and Tibetan yoga.

Sowing the Seeds of Cooperation in the Work Place

Cooperation is how we develop better individual participation within a team or organization. Improved cooperation will support:

- a more effective team,
- improved overall flow of operations, and
- consistent results.

As communication and cooperation are cultivated, naturally responsibility arises in individuals including increased participation, commitment and engagement in the work place.

Learning more about cooperation can begin to soften the artificial boundaries we create with strongly held opinions and self-centeredness. This softening gives way to a new pattern of working together that fosters sharing knowledge in an open, honest and caring way. Deep satisfaction for the individual, strong reliable results for the team and consistent achievement for the organization are all supported by this way of working.

Learning Objectives:

Understand the nature of cooperation.

Understand how interdependent each person, each department, each team is to each other at work.

Learn how to positively work with this interdependence towards individual and organizational positive results.

Topics:

- **What is required to succeed with a team?**
- **What is full cooperation and its characteristics?**
- **How is it possible to cultivate full cooperation and caring in the work place?**
- **What are the obstacles? How can conflict be overcome skillfully?**
- **What underlies cooperation and how can we benefit?**

Learning Activities include: Dialogue, individual exercises, team building simulation games, reading/writing, reflections, and guided imagery.

Making Things Better - a Culture for Continuous Improvement

How can we develop a first class organization that cares for human needs in a rapidly changing and increasingly competitive environment?

The “**Making Things Better**” method offers individuals the opportunity to use work as a learning ground to enhance their own lives, the management of a team, and the overall performance of organization. As individual inner resources and qualities are refined, and the team has the building blocks for a successful cooperation, the whole organization’s performance will be improved. This approach creates reliable and stable energy throughout the organization, eliminating burnout, and reducing turnover.

Learning Objectives:

The culture of “**Making Things Better**” enables:

- Individuals to feel confident that they have the resources to improve any situation in their lives, their work, and within the organization and became an **effective leader**.
- Relationships within the organization to become healthier and more productive, resulting in improved retention and performance. Goals are achieved with greater ease and reliability.

Topics:

“Making Things Better” for You – Effective leader

- Cultivating appreciation, interest, and confidence.
- Establishing your standards and targets.
- Developing self-respect, flexibility and perseverance.
- Resolve to learn, improve, and change.
- Revitalizing while you work

“Making Things Better” for the Team

- How to improve teamwork against the backdrop of time.
- How to enhance the team’s efficiency and productivity.
- How to pursue what is beneficial for the whole organization.
- Sharing knowledge of patterns of success and habits of failure.
- Developing the power to sort through confusion and act on what has value.

Learning Activities will include

- Dialogue session, Case Study Discussions, Practical exercises, Reflection.