

## Dealing with Stress and Worry Training Package

Overcome the challenges that keep you from reaching your full potential as an effective communicator.

Today's challenges are compounded by the fast pace of life, an ever-shortening news cycle, and constant change. Learning to deal effectively with stress and worry is not only critical to effective leadership; it's vital to your health and well-being.

Dale Carnegie's Dealing with Stress and Worry Training Package provides one-year access to six specially selected Live Online programs from our Leadership Development and Professional Effectiveness curriculums. Each is highly engaging, led by Certified Dale Carnegie Facilitators, and designed to sustain and deepen skills overtime. Participants benefit from real-time collaboration with peers, just like in the classroom, without leaving home or the office.

- ◆ Managing Workplace Stress
- ◆ Managing Conflict in the Workplace
- ◆ Create Your Work-Life Breakthrough
- ◆ Overcoming Workplace Negativity with Enthusiasm
- ◆ Disagree Agreeably
- ◆ Analyze Problems and Make Decisions

◆ 1-hour Webinar ◆ 2-hour Workshop ◆ 3-hour Workshop

Take advantage of 14 hours of training in an interactive, online setting for one year through our flexible Live Online schedule.

### Price:

**Member: \$949** (a 30% savings when purchased as a package)

**Non-Member: \$1499**



# Dealing with Stress and Worry Training Package

## What You'll Learn:

### **Managing Workplace Stress**

The list of stress factors in today's world grows longer every day. People react differently to living under pressure: some become aggressive while others become passive or just shut down altogether. Regardless of the reaction, the results are the same – personal and organizational productivity grind to a halt, creativity dies, and momentum vanishes. Now you can do something about the destructive forces of stress in the workplace. This three-hour workshop helps you assess your current reactions to stress so that you can stop worrying and start working up to your full potential.

### **Managing Conflict in the Workplace**

Nothing can destroy productivity, derail projects, and damage your reputation faster than workplace conflict. Whether it smolders just beneath the surface or becomes open warfare, conflict can paralyze your group, department, or the entire organization. Once initiated, the unpleasant task of resolving conflicts falls on your shoulders.

Based on the time-tested principles from the new book *How to Win Friends and Influence People in the Digital Age*, this three-hour workshop prescribes the best approaches for effectively dealing with conflicts, so you can resolve issues while maintaining positive relationships. Learn to diagnose conflict before it intensifies, apply appropriate conflict resolution techniques to specific situations, and remain poised when tension is high.

### **Create Your Work-Live Breakthrough**

Most of us aspire to live a balanced life. We want to spend the appropriate amount of time and energy in each aspect of our lives, but we sometimes fall out of balance due to workplace stress or changes, an accident or injury, an unpredicted event—even a small worry that grows larger with each passing day.

This one-hour webinar helps analyze our current levels of energy and focus in each aspect of life – work, family, health, community, spirituality, social life, and finances – so we can determine how satisfied we are with each, identify potential stressors, and plan a course of action based on what is truly important to us.

### **Overcoming Workplace Negativity with Enthusiasm**

This three-hour program will show you how to use Dale Carnegie's proven ways to prevent the naysayers, whiners and downers from robbing you and your group of the energy to succeed. In just 3 hours, you'll learn specific techniques for dealing with that burned-out feeling so that you can lead with confidence and enthusiasm. Take a positive step toward success right now. Negative attitudes spread to the point where they eventually affect performance and decision-making. That's the bad news. The good news is that enthusiasm and positive attitudes spread just as quickly and affect performance just as much – in the right direction.

### **Disagree Agreeably**

Disagreements are not only inevitable but a natural dynamic between people. Left unresolved, they can waste time and energy, and negatively impact productivity. For many, the normal reaction is to avoid disagreements in order to maintain a peaceful work environment. Yet we can gain so much from those with whom we disagree if we can learn to view these situations as learning opportunities, and deal with them in an agreeable and professional way. In this one-hour webinar, you will gain insights into your personality and reactions when dealing with differences of opinion surrounding your "hot buttons." Learn to give others the benefit of the doubt and practice expressing yourself in a way that promotes acceptance, agreeable outcomes, and improved productivity.

### **Analyze Problems and Make Decisions**

Individuals and organizations alike are faced with many choices and an overload of information that can make decision-making quite a challenge. It takes time to gather the right data, analyze it, involve the right people and resources, and come to a good decision. Sometimes this seems impractical, or even impossible. This three-hour workshop highlights different problem-solving tools and methods for gathering and analyzing data to make the process efficient and interactive. Learn to apply practical principles that can minimize stress that impedes sound decision-making.