

Balancing Work and Family Seminars - Presented at your worksite

Stress Management: Building your Resiliency -

The body's stress response, consequences of chronic stress, effective strategies for becoming more resilient, more productive, healthier and, happier.

Relaxation for Calming Mind & Body

Experiential seminar focusing on the mind/body connection. Relaxation techniques for manage your daily stress. Excellent follow-up to *Building your Resiliency to Stress*.

Basics of Balancing Work and Family

Issues/challenges of managing multiple roles and responsibilities, effective behaviors for achieving a balance of work and personal life.

The Juggling Act: Harmonizing Work and Personal Life - Clarify the meaning of balance as it relates to the three spheres of life and create practical tools for achieving life satisfaction.

Understanding Workplace Diversity

Define and explore diversity and value the unique set of qualities that all people bring to worksites, communities and relationships.

Stay Resilient during Life's Challenges

Understanding resiliency, assessing your personal resiliency level and creating an action plan based on the ten practical methods for bouncing back when life gets tough.

Managing Your Work Style to Reduce Stress –

Identify work styles and learn strategies for fine-tuning your perception, wisdom and humor for a low-stress work style.

Business Etiquette - Best practices for workplace etiquette and strategies for implementing workplace courtesy and becoming more professional.

Get Organized! Get Rid of Clutter! - Tools to get organized, end clutter and manage paper and electronic documents at work and at home.

Preventing Workplace Burnout - Risk factors that contribute to burnout and techniques to cope with/reduce your burnout potential.

Caring for Yourself during Times of Change

Identify the emotional stages of change, assess your personal responses to change, and learn strategies for empowering yourself during times of uncertainty.

Setting Limits and Delegating - Examine issues and challenges involved in setting clear limits in your work and personal life. Learn assertive communication techniques to better manage your use of time, develop skills for delegating and saying "No".

Stop Putting it off! Overcoming Procrastination

– Reasons we procrastinate and how it negatively affects our personal and professional life. Six-step model to end procrastination and increase your success.

Goal Setting for Success at Work - Identify your meaning of success and your personal values. Develop strategic action plans for short and long-term goal.

Workshops are free of charge and available to any profit or non-profit agency, corporation, or worksite in Hillsborough County.

Diana Converse, Family Life Educator

University of Florida Extension
Hillsborough County

5339 County Road 579, Seffner Florida 33584

Phone: 813-744-5519 ext. 140

Email: converse@ufl.edu

<http://urlmin.com/HillsboroughParenting>

Hillsborough County Extension is a cooperative service of Hillsborough County Board of County Commissioners and the University of Florida. The Institute of Food and Agricultural Sciences (IFAS) is an Equal Employment Opportunity Institution authorized to provide research, educational information and other services only to individuals and institutions that function with non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations. U.S. Department of Agriculture, Cooperative Extension Service, University of Florida, IFAS, Florida A&M, University Cooperative Extension Program, and Boards of County Commissioners cooperating.

Persons with disabilities requiring special accommodations must contact Diana at least five working days in advance of workshop so that proper consideration can be given to your request.