# TRAINING OUTLINE

| | |
|---|---|
| **COURSE TITLE** | Team Wellness |
| **DURATION** | 1 day |

## Introduction

TEAM WELLNESS is the process of consciously taking control of the heart, mind & body to increase effectiveness, efficiency and produce massive results. It is about addressing the challenges one faces and rising to accept responsibility and take ownership of the results that we create. being conscious of our TEAM and their WELLNESS helps a team deliver on time and improve personal wellbeing. TEAM WELLNESS is an essential skill to have traversing the 21st century. This workshop is experiential in nature and will require an openness and a willingness to explore and achieve results to improve and manage TEAM WELLNESS. A chance to step out of your box and create awesome results TOGETHER. RISE is a journey of taking ownership, accountability & responsibility.

## Training Objective

- To develop a culture of ownership, accountability, and responsibility that strengthens teamwork, collaboration, and overall team performance.
- To equip participants with practical strategies to enhance team wellness by improving communication, resilience, trust, and personal well-being in the workplace.

## Who Should Attend?

Managers, Team Leaders and Executives

## Learning Methodologies

Lectures, discussions, practical activities

## Course Content

**0900 am - 0930 am: Introduction & Training Objectives**
**Lecture & discussion**

**0930 am - 1030 am: Module 1 Exploring Stress**
**Lecture, discussion, individual reflection**

- Understanding the meaning and nature of workplace stress.
- Identifying common sources of stress in daily work.
- Recognising how stress can influence thoughts, emotions, behaviour and work performance.
- Understanding the relationship between personal wellbeing and effectiveness at work.
- Identifying individual responses to stressful situations.
- Discussing practical ways to manage stress and maintain effectiveness.

**Learning Activity**

- Participants will identify common stressful situations they encounter and discuss how these situations affect their behaviour, communication and ability to perform their responsibilities.

**Workplace Application**

Participants will be able to:

- Recognise early signs of stress in themselves and team members.
- Identify factors contributing to reduced concentration or effectiveness.
- Apply appropriate strategies to manage stress during demanding work situations.
- Maintain better focus and emotional control when dealing with workplace pressure.

**1030 am - 1045 am: Morning Break**

**1045 am - 1145 am: Module 2 Challenges & R.A.E. Model**
**Lecture, case discussion, experiential activity**

- Identifying challenges faced in daily work.
- Understanding the causes and effects of workplace challenges.
- Distinguishing between situations that can and cannot be controlled.
- Recognising situations or problems that contribute to stress.
- Acknowledging the impact of the situation on oneself and others.
- Exploring appropriate responses and actions to address the situation.
- Taking ownership and responsibility for one's response and results.

## Course Content

**Learning Activity**

- Participants will examine workplace scenarios, identify the underlying challenge and apply the R.A.E. approach to understand the situation before deciding on an appropriate response.

**Workplace Application**

Participants will be able to:

- Analyse workplace problems more objectively.
- Identify the root cause and impact of challenges.
- Take ownership instead of simply blaming circumstances or others.
- Respond to workplace challenges with greater responsibility.
- Develop appropriate actions to address recurring problems.

**1145 am - 1245 pm: Pathfinder Says – The Power of Listening**
**Experiential activity, group discussion**

- Understanding the importance of active listening.
- Listening for information, instructions and expectations.
- Identifying barriers to effective listening.
- Distinguishing between listening and simply hearing.
- Understanding how poor listening can create misunderstandings and workplace errors.
- Practising attentive listening and responding appropriately.

**Learning Activity**

- Participants will take part in the Pathfinder Says experiential activity, followed by group discussion and reflection on their listening behaviours.

**Workplace Application**

Participants will practise:

- Listening carefully to instructions.
- Clarifying information before taking action.
- Avoiding assumptions.
- Confirming understanding.
- Giving appropriate responses to colleagues and team members.

**1245 pm -0145 pm: Lunch Break**

**0145 pm - 0245 pm: Dialogue – Exploring Possibilities**
**Lecture, role play, group discussion**

- Understanding dialogue as a tool for workplace communication.
- Creating an open environment for discussion.

## Course Content

- Expressing ideas and viewpoints constructively.
- Asking questions to explore situations and possibilities.
- Listening to different perspectives.
- Moving conversations from problems towards possible solutions.
- Identifying practical actions following a discussion.

**Learning Activity**

- Participants will engage in guided dialogue and discussion based on workplace situations. They will explore different perspectives and identify possible solutions or actions.

**Workplace Application**

Participants will be able to:

- Conduct more constructive workplace conversations.
- Encourage team members to contribute ideas.
- Explore alternative solutions to workplace problems.
- Reduce communication barriers between team members.

**0245 pm - 0345 pm: Hot Conversations – Team Collaboration**
**Lecture, role play, experiential activity**

- Understanding the importance of teamwork in achieving results.
- Recognising differences in individual perspectives and working styles.
- Addressing difficult or sensitive workplace conversations.
- Communicating concerns respectfully and constructively.
- Managing disagreement within a team.
- Building trust and mutual understanding.
- Maintaining focus on common team goals.
- Converting difficult conversations into opportunities for collaboration.

**Learning Activity**

- Participants will participate in role-play and experiential team activities involving workplace communication challenges and difficult conversations.

**Workplace Application**

Participants will practise:

- Raising workplace concerns appropriately.
- Giving and receiving constructive feedback.
- Managing disagreements professionally.
- Finding common ground with colleagues.
- Maintaining productive working relationships.
- Working collectively towards agreed outcomes.

## Course Content

**0345 pm - 0400 pm: Afternoon Tea Break**

**0400 pm - 0430 pm: Shinrin-Yoku – Self-Care & Wellbeing**
**Guided experiential activity, reflection**

- Understanding the importance of personal wellbeing.
- Creating awareness of one's physical and mental state.
- Practising mindfulness and present-moment awareness.
- Using simple activities to pause and reset during demanding situations.
- Reflecting on personal wellbeing and work-life demands.
- Developing practical self-care habits.

**Learning Activity**

- Participants will participate in a guided experiential activity followed by individual reflection on their personal wellbeing and workplace practices.

**Workplace Application**

Participants will identify simple ways to:

- Manage personal energy during the working day.
- Create healthy pauses during stressful situations.
- Maintain focus and composure.

**0430 pm - 0500 pm: Growth – From Awareness to Action**
**Discussion, action planning, reflection**

- Understanding personal and professional growth.
- Identifying areas requiring improvement.
- Setting practical development goals.
- Identifying barriers to achieving desired outcomes.
- Developing tactics and strategies to overcome challenges.
- Translating learning into workplace commitments.
- Creating an individual workplace action plan.

**Learning Activity**

- Participants will reflect on the day's learning and identify one or more areas where they can improve their behaviour, communication, teamwork or wellbeing.

**Workplace Application**

Participants will:

- Identify specific behaviours they want to improve.
- Set practical workplace actions.
- Apply the strategies learned during the programme.
- Take greater responsibility for their contribution to team outcomes.
- Monitor their progress after training.