

CORP CATCH UP

MAY 2016

CORP offers Training in Darwin, Alice Springs and Katherine

How is CORP's Training different?

- Applies adult learning principles through hands-on experience
- Action learning and small group work (This enables individuals to apply functional skills and behaviours in the workplace instantly)
- CORP draws upon its in house Psychological expertise, incorporating the latest knowledge and skills. Courses are frequently reviewed and updated

Public Workshops

CORP conduct a wide range of public workshops. These programs are open to anyone.

All Public Workshops can also be customised and delivered to Government or Private Organisations either onsite or at the CORP offices. Please contact our Training and Development staff for more information on 8941 5661

Customised Training

Programs can be tailored to meet your organisation's or team's specific needs and CORP can provide a cost effective and practical alternative to traditional training arrangement. CORP offers a range of training formats, such as varying a course's duration, using off-the-shelf or customised training and modular or sequential training. CORP consults with managers, supervisors and employees to target their training needs through customised training.

- ◇ 1 Hour Talks
- ◇ 2 Hour Toolbox sessions
- ◇ Half Day sessions
- ◇ Full Day sessions and 2 Day sessions

Training Calendar: (not limited to)

- | | |
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| • Time Management | • Resiliency |
| • Advanced Communication – Management | • Emotional Intelligence |
| • Motivational Interviewing | • Resume Writing |
| • Dealing with Aggressive Behaviour | • Customer Service |
| • The Neuroscience of Leadership | • Communication for Staff |
| • Difference and Diversity | • Mindfulness and Managing Stress |
| • Appropriate Workplace Behaviours - Staff | • Giving and Receiving Feedback |
| • Appropriate Workplace Behaviours -Managers | |
| • Workplace Culture and Change | |
| • Family and Domestic Violence | |
| • Mediation Skills for Managers | |
| • Why Conflict can be good | |
| • Critical Incident & Trauma Response | |



This months edition

- Training
- What is burnout—how to avoid it
- Public Workshop Calendars, Darwin, Alice and Katherine

To find out what else CORP offers please visit: www.corp.org.au

What is Burnout?

Two important definitions of burnout are:

"A state of physical, emotional, and mental exhaustion caused by long term involvement in emotionally demanding situations." – Ayala Pines and Elliot Aronson.

"A state of fatigue or frustration brought about by devotion to a cause, way of life, or relationship that failed to produce the expected reward." – Herbert J. Freudenberger.

Between them, these definitions embrace the essence of burnout, with the first stressing the part that exhaustion plays in it, and the second focusing on the sense of disillusionment that is at its core.

Anyone can become exhausted. What is so poignant about burnout is that it mainly strikes people who are highly committed to their work: You can only "burn out" if you have been "alight" in the first place.

While exhaustion can be overcome with rest, a core part of burnout is a deep sense of disillusionment, and it is not experienced by people who can take a more cynical view of their work.

Specific symptoms of burnout include:

- Having a negative and critical attitude at work.
- Dreading going into work, and wanting to leave once you're there.
- Having low energy, and little interest at work.
- Having trouble sleeping.
- Being absent from work a lot.
- Having feelings of emptiness.
- Experiencing physical complaints such as headaches, illness, or backache.
- Being irritated easily by team members or clients.
- Having thoughts that your work doesn't have meaning or make a difference.
- Pulling away emotionally from your colleagues or clients.
- Feeling that your work and contribution goes unrecognized.
- Blaming others for your mistakes.
- Thinking of quitting work, or changing roles.



How to Avoid Burnout

When feelings of burnout start to occur, many people focus on short-term solutions such as taking a vacation. While this can certainly help, the relief is often only temporary. You also need to focus on strategies that will have a deeper impact, and create lasting change.

Let's look at specific strategies that you can use to avoid burnout:

1. Work with Purpose

Do you feel that your career has a deeper purpose, other than just earning a paycheck? Most of the time, rediscovering your purpose can go a long way towards helping you avoid burnout and keeping stress at bay.

Look at the deeper impact of what you do every day; how does your work make life better for other people? How could you add more meaning to what you do every day?

These are important questions, so spend time thinking deeply on them. You could also use the PERMA Model to bring more meaning and happiness to your life.

If you think that you're in the wrong role or career, develop a career strategy to help you plan for a career that's better for you. Or, use job crafting to shape your role, so that it fits you better.

2. Perform a Job Analysis

When you experience work overload day in and day out, you can start to feel as if you're on a treadmill and that you'll never catch up. This is demoralizing, stressful, and often leads to burnout.

Perform a job analysis so you can clarify what's expected of you, and what isn't. This tool will help you identify what's truly important in your role, so that you can cut out or delegate tasks that aren't as essential.

If you feel that your boss is assigning more work than you can handle, then schedule a private meeting to discuss the issue. Let him or her know that your excessive workload is leading to burnout. Come prepared with some options that could be considered for shifting certain tasks or projects to someone else.

You can also make life easier by learning how to manage conflicting priorities and deal with unreasonable demands .

3. "Give" to Others

One quick and easy way to add meaning to your career is to give to others, or to help them in small ways.

When you do this, it makes you feel good. Even the smallest act of kindness can re-energize you and help you find meaning in your work.

4. Take Control

You can avoid or overcome burnout by finding ways to create more autonomy in your role. Try talking with your boss to see if he or she is willing to let you have more control over your tasks, projects, or deadlines.

You'll also feel more in control of your work if you manage your time effectively . Learn prioritization techniques , and make use of To-Do Lists or an Action Program to take control of your day. Then tie these in with daily, weekly, monthly, and yearly personal goals .

5. Exercise Regularly

Exercise can help alleviate stress and create a sense of well-being. You will also experience increased energy and productivity when you exercise regularly. What's more, regular exercise will help you get a good night's sleep .

Get more exercise by getting up earlier, or even by exercising at lunchtime. You might also be more motivated to exercise by teaming up with colleagues, or by setting up an office fitness challenge.

6. Learn to Manage Stress

When not managed well, short-term stress can contribute to burnout. This is why you should learn how to manage stress effectively.

There are several strategies that you can use to cope with stress. For instance, you could keep a stress diary to document what routinely causes you stress. Practicing deep breathing, meditation , and other relaxation techniques can help you calm down when you're experiencing stress.

You can also manage the way you think – this can contribute to stress. By monitoring your thoughts and practicing positive thinking , you can change unhelpful reactions and manage your emotions through a stressful situation.

<https://www.mindtools.com/pages/article/avoiding-burnout.htm>

Public Workshop Calendar

Darwin

Feb-June 2016



Date	Workshop	Duration
Fri 12 th Feb	Life Planning for 2016	Half Day
Tues 23 rd Feb	Mediation and Conflict Skills for Managers – Enrol a Colleague and you get 1 place for half price!	Full Day
Thurs 25 th Feb	Team Building in 5 Easy steps <i>CORP Talk!</i>	One Hour
Tues 8 th March	Customer Service	Half Day
Thurs 17 th March	Mindful Leadership- <i>Having those Difficult Conversations</i>	Half Day
Weds 23 rd March	Mindfulness and Managing Stress- <i>1 Day Retreat- Rydges Resort</i>	Full Day
Thurs 31 st March	Are you job ready? <i>CORP Talk!</i>	One Hour
Tues 5 th & Weds 6 th April	Mental Health First Aid	2 Days (\$552)
Wed 20 th April	The Neuroscience of Leadership <i>CORP Talk!</i>	One Hour
Thurs 28 th April	Emotional Intelligence- <i>What's your EQ?</i>	Full Day
Thurs 5 th May	Increase your Tolerance-Keep Calm and Carry on! <i>CORP Talk!</i>	One Hour
Weds 11 th May	Leading Change	Half Day
Weds 18 th May	Getting your Message Across: Key Communication Skills	Full Day
Thurs 19 th May	Alcohol Withdrawal and Brief Intervention	Full Day
Weds 25 th May	Mental Health Awareness <i>CORP Talk!</i>	One Hour
Thurs 2 nd June	What drug is that?	Full Day
Tues 7 th June	Critical Incident and Trauma Response for Managers <i>CORP Talk!</i>	One Hour
Thurs 16 th June	Life Coaching-An Introduction- Do your own Life wheel for Work life Balance	Half Day
Weds 22 nd June	Get to the point-Communication for Managers	Full Day
Weds 29 th June	Mindfulness and Managing Stress <i>1 Day Retreat- Rydges Resort</i>	Full Day

DARWIN HEAD OFFICE
P. (08) 8941 5661
F. (08) 8941 0746
E. corp@corp.org.au

Alice Springs
P. (08) 8953 4225
F. (08) 8953 6894
E. easaalicesprings@ea
sa.org.au

Katherine
P. (08) 8941 5661

www.corp.org.au

Full Day Workshops

8:30am – 4:00pm
(1 day) Lunch provided
\$265

Half Day Workshops

8:30am – 12:00pm
\$140

CORP Talks !
\$39 –Darwin

Locations:

Level 2 Highway
Arcade, 47 Stuart
Highway, Stuart
Park



Public Workshop Calendar

Alice Springs

Feb-Nov 2016



Date	Workshop	Duration
Thur 4 th Feb	Appropriate Workplace Behaviours for Staff- Bullying and Harassment- now includes Cyber Bullying in the Workplace!	Half Day
Tues 26 th April	Mindfulness and Managing Stress- 1 Day Retreat	Full Day
Tues 10 th May	Building a Great Customer Service Team	Half Day
Thur 16 th June	Mediation and Conflict Skills for Managers	Full Day
Tue 16 th August	Emotional Intelligence- <i>What's your EQ?</i>	Half Day
Thur 20 th October	Getting your Message Across- Key Communication Skills	Full Day
Tue 15 th November	Mindful Leadership- Having those Difficult Conversations	Half Day

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E.
easaalicesprings@easa.org.au

Katherine
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Please note that CORP can also offer training programs in the below topics and they can be tailored to meet your specific workplace needs.

- Time Management
- Resume Writing
- Customer Service
- Communication for Management
- Motivational Interviewing
- Dealing with Aggressive Clients
- The Neuroscience of Leadership
- Difference and Diversity- working in a mixed team effectively
- Workplace Culture and Change
- Family and Domestic Violence
- Mediation Skills for Managers
- Critical Incident and Trauma response for Managers
- Giving and Receiving Feedback
- Resiliency

Full Day Workshops

8:30am – 4:00pm
(1 day) Lunch provided
\$265

Half Day Workshops

8:30am –
12:00pm
\$140

Locations:

Jock Nelson
Building
10/16 Hartley
(numbers dependant)



Public Workshop Calendar

Katherine

Feb-Nov 2016



Date	Workshop	Duration
Tues 9 th Feb	Resiliency and the Brain on Change	Half Day
Tues 12 th April	Goal Setting	Half Day
Tues 24 th May	Getting your Message Across: Key Communication Skills	Full Day
Weds 20 th July	Dealing with Dysfunctional People in the Workplace	Half Day
Tues 16 th Aug	Mindfulness and Managing Stress – 1 Day Retreat	Full Day
Weds 14 th Sept	Conflict Resolution	Half Day
Weds 19 th Oct	Increase your Tolerance- Keep Calm and Carry on! – <i>CORP Talk!</i>	One Hour
Weds 9 th Nov	Work Life Balance	Half Day

All Public Workshops in Katherine require a minimum of 10 participants in order to be confirmed.

CORP has a 72 hour cancellation policy. Please contact us as soon as possible if you are unable to attend a workshop you are enrolled in, or charges may apply.

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E.
corp@corp.org.au

Alice Springs
P. (08) 8953
4225
F. (08) 8953
6894
E.
easaalicesprings@easa.org.au

Katherine
P. (08) 8941 5661

www.corp.org.au

Full Day Work-shops

8:30am –
4:00pm
(1 day) Lunch
provided
\$285

Half Day Work-shops

8:30am –
12:00pm
\$175

CORP Talk:
\$45

Location:

The Katherine
Regional Train-
ing Centre, 19
Second Street

