



# AHEA

Alberta Human Ecology & Home Economics Association

## **Kathleen Johnston, MA, PHEc, CCC, PCC**



A Professional Certified Coach, Certified Counselling Therapist, and Certified Stress Consultant, Kathleen Johnston draws on her specialized training and experience to work in partnership with clients to generate meaningful outcomes.

Kathleen knows firsthand the complexity of being responsible for strategic direction, policy development, and growth objectives while also juggling personal commitments.

During her tenure as an executive in the charitable sector, Kathleen created innovative employment training and education support services for marginalized and disadvantaged populations.

Observing elevated stress and burnout in those around her, not to mention nearly succumbing to it herself, prompted a career transition. Kathleen became determined to help others attain greater work satisfaction without sacrificing their personal health and well-being.

Kathleen defines “career” as being inclusive of one’s paid and unpaid roles, learning and leisure. Through this definition, comes recognition of the significant contribution made by women for all of their life’s work. Kathleen’s vision is for every woman to have the freedom and opportunity to live and work to her full potential.

### **Topics:**

#### **Preventing Workplace Burnout**

The concept of burnout is not restricted to the social or human services fields. The critical risk factor for burnout is the relationship of the individual to his/her work.

Stress overload, work overload or work addiction may all eventually lead to burnout. Based on the principle that burnout is reversible and can be prevented through intentional self-monitoring, this experiential workshop is designed to help participants understand warning signs of stress overload and burnout in themselves and others.

Research in the field of mind-body medicine has shown that people need to constantly and intentionally replenish their energy levels in order to maintain good health. Participants will be provided with practical self-assessment tools.

#### Learning Objectives:

- Understand the theory on job burnout
- Explore the concept of stress overload

- Assess and understand personal risk factors
- Learn strategies for mitigating stress overload and preventing burnout
- Appreciate how to assess and prevent burnout in self and others

### **Satisfied or Stressed: Thriving in Hectic Times**

Work has changed drastically in the past few years. We've had to adapt to relentless change and ever increasing demands on our time. E-mails, cell phones and PDA's have moved us to instant response and 24-7 expectations. Personal and work-related stress is thought to be at an all-time high.

Although some stress in our lives is inevitable, feeling consistently "stressed out" and miserable is not. This seminar will increase your knowledge and your ability to mitigate and manage the stressors in your life. It will give you the facts about stress as energy. You will understand the impact of stress overload and how to offset that by increasing satisfaction.

Participants will complete a Personal StressType© assessment and be provided with action recommendations for their personal stress type. They will each create a plan to build long-term resilience for thriving despite hectic times.

#### Learning Objectives:

- To explore the effects of increased demands on your work/life
- To recognize warning signs of distress
- To assess current personal wellness and create a vision for peak wellness
- To comprehend the concept of stress as energy
- To realize the impact of stress overload on personal wellbeing
- To discover your Personal StressType© and appropriate interventions for mitigating stress
- To determine work and personal "satisfiers"
- To create a Personal Action Plan for increased vitality

### **Supervisor/Manager as Coach**

Supervisors and managers are expected to be role models, leaders, mentors and now coaches. The latter has become popular as a result of Gallup's<sup>1</sup> extensive research into the impact of great managers on employee engagement and productivity. Coaching is not only good for employees; it's also good for supervisors and managers.

Coaching is a popular method for engaging and developing employees in today's workplaces. It can contribute to a positive environment in which employees feel valued as a result of better communication, personal empowerment and increased engagement.

This seminar/workshop introduces the learner to the basics of how to develop and apply a coach approach to their role as supervisor/manager.

#### Learning Objectives:

- To understand the role of supervisor/manager as coach

- To explore the advantages of being a coaching supervisor/manager
- To examine self as coach
- To understand the fundamentals of coaching:
  - skills and behaviours
  - when and how to coach
  - implementing a coaching session
  - active listening
  - giving and receiving feedback
- To learn and practice a performance expectations coaching session

<sup>1</sup><http://workplace.gallup.com/215921/optimize-employee-engagement.aspx>

## **Work-Life Integration**

The topic of work-life balance has typically been presented as a goal of equilibrium between individuals' personal and work lives. For some people, this has contributed to feelings of failure as they juggle what feels like a zero sum approach to living: competing demands from personal and work roles. In this seminar/workshop, the new concept of Work-Life Integration will be explored. The word integrate means to combine one thing with another in order to become a whole.

People's priorities and commitments shift and change depending on their current stage of life, e.g. launching a career and family, the demands of mid-life, or facing a major life transition.

The work-life integration concept allows people to think about how to effectively merge and manage commitments in all of their life roles. The following concepts will be explored in depth in this workshop.

### Learning Objectives:

- Understand the stages of careers and the family life cycle
- Examine personal work-life roles
- Clarify personal vision/mission and values
- Acknowledge important priorities using the Wheel of Life Model
- Generate strategies for successfully integrating personal and work roles

## **Assertiveness: The Most Powerful Communication Skill**

In today's fast-paced and competitive work world, the ability to assert yourself is indispensable to professional growth. Assertiveness is an attitude and a combination of skills that are simple to learn. When you develop these skills, you will not only feel better about yourself and gain control of your life, you will also increase opportunities for career success.

An assertive person is not aggressive or a bully. Assertive people know that being too nice actually decreases the respect they get from others and leads to ineffectiveness. Assertiveness helps individuals break unproductive patterns, minimize defensiveness, solve problems and build trust in relationships.

Learning how to respond to criticism, provide feedback to others and present one's opinion are all good reasons to learn how to be an assertive communicator.

In this experiential workshop, participants will understand the advantages of being assertive, reasons people are not assertive, recognize patterns of passive and aggressive communication, and practice an assertive formula.

#### Learning Objectives:

- To understand reasons people are not assertive and the advantages of being assertive
- To compare and recognize passive, aggressive and assertive communication
- To examine and build personal assertiveness skills

#### **Identifying Strengths** (*Strengthsfinder 2.0* assessment must be completed)

The positive psychology movement proposes that people who function from their strengths are happier, more confident, have higher levels of vitality, experience less stress and are more resilient.

The Gallup Organization's research shows that people who know and use their strengths every day are *six times* as likely to be engaged in their jobs and more than *three times* as likely to report having an excellent quality of life in general.

This workshop is based on participants completing Gallup's *Strengthsfinder 2.0* assessment by Tom Rath. This assessment is not about knowledge, education or skills, but rather measures *natural talent*. The individuals' top five talent themes are identified, along with action, ideas that can help workshop participants build a strengths-based development plan.

Participants will understand how their natural talents interact with their unique skills, knowledge and experience to produce *strengths* that enhance performance and success in all facets of life and work.

#### Learning Objectives:

- Discovering and exploring top 5 natural talents.
- Understand how natural talents are contributing to personal and professional roles.
- Learn how to develop natural talents into strengths and create an action plan.

#### **Personality & Relationships** (Requires completion of the *Myers Briggs Type Indicator™*)

How often do you find someone annoying or irritating, or feel like they're on a completely different wavelength from yourself? Or the opposite—you seem to click with another person almost instantly. Our personality plays a major role in how we perceive others, take in information, make decisions, deal with problems and organize our lives.

The Myers Briggs Type Indicator™ assessment is one of the world's most powerful personality tools. It introduces a common language for discussing personality preferences that play an essential role in our lives. It provides a framework for healthy individuals to understand themselves *and* appreciate differences in others. The MBTI results inform

participants as to whether they approach the world as an extravert or introvert, how they naturally take in information and make decisions and their preferred way for organizing and structuring their outside world. Applying this knowledge and understanding can make a profound and positive difference in personal and professional relationships.

Participants must complete the formal MBTI assessment and bring the results of their *Personal Impact Report* to the workshop. This report provides important information on the individuals' *work style, communication style, approach to change, managing conflict, decision-making, team behaviour, leadership and response to stress.*

Prior to the workshop, participants will have reflected on what they want colleagues to understand and appreciate about their unique personality, strengths and challenges and be prepared to engage in discussion.

### Learning Objectives:

- Identifying and understanding personality preferences using the MBTI results.
- Exploring the kind of context/situations/circumstances in which one is able to be their best.
- Share individual unique personality, abilities, strengths and challenges.
- Discuss possibilities for enhancing personal and work relationships.

### **Your Career: Who's In Charge?**

Every person is motivated by different factors and has unique work-related interests. Individuals may not perform at their optimum unless these unique needs are recognized.

This practical seminar introduces participants to intentional career management by exploring the following concepts and questions:

- Careers are dynamic.
- Career satisfaction and advancement require intentional effort.
- What are your metrics for career success?
- How engaged are you by current roles and responsibilities? What might need to change?
- How does your work role fit with your life purpose, principles and priorities?
- What are your most important work values at this stage of life?
- How easily are you able to describe your significant strengths?
- What are your unique career interests?
- What motivates you, what moves you to action?
- What skills might you need to put to work to improve career satisfaction?
- What competencies do you need to develop to advance in your career?

An experiential context will provide participants with the opportunity to delve into the topics listed and engage in small and large group discussions to further understanding.

## Leadership Development Training

*"The process of becoming a leader is much the same as the process of becoming an integrated human being" (Warren Bennis, pioneer in the leadership field.)*

Leadership is not a set of genetic characteristics, but rather it involves a lifelong process of self-discovery.

Leadership development starts with the individual understanding the internal compass that guides him/her successfully through life. This is the key to authentic leadership.

The most effective leaders engage in an ongoing self-exploration and monitoring process with the intention of continuously enhancing their character, qualities and leadership skills.

The leadership training program involves two to three half-day sessions covering the following topics:

1. Leading Self
2. Leading Others
3. Leading Within the Organization

### Learning Objectives:

- To explore the concept of leadership.
- To explore character in action.
- To identify personal purpose, principles and priorities.
- To identify personal and work values.
- To discover personal leadership skills and areas for development.
- To assess potential for leading others.
- To determine personal leadership style/attitude/approach.
- To gain knowledge of effective communication.
- To understand the concept of authentic leadership.

