#### 1300 659 557 itfe.edu.au





By the end of the course, you will have gained a comprehensive understanding of the factors influencing personal wellbeing in the workplace and the tools necessary to support a productive work environment. Students will be equipped with practical strategies to promote a culture of wellbeing within the workplace, contributing to increased personal wellbeing, productivity, and overall success.

- Complete one unit of Competency BSBPEF201, "Support Personal Wellbeing in the Workplace"
- Benefit from the wisdom and expertise of professionals who will provide invaluable insights, practical tools, and advice to boost your confidence and success
- Develop the skills and confidence necessary to support your growth and transition into the workforce
- Support in creating a wellbeing plan to assist in your future education and employment goals
- Gain access to proven techniques and strategies designed to enhance your communication skills, emotional intelligence, and overall effectiveness in the workplace
- Gain the confidence you need to excel in the workplace

#### Day 1

#### Welcome & introductions

- Understanding Confidence
- Identifying Personal Strengths
- Goal Setting
- Psychological Hazards

# Day 4

- Dealing with Aggression, Violence and Trauma in the Work Environment
- Work Related fatigue
- Stress Reduction Techniques
- Building Healthy Habits

Book

Now

• Communicating with supervisors

## Day 2

- Effective Communication Skills
- Handling Criticism and Rejection
- Social Confidence and Wellbeing
- Body Language and Presence

## Day 5

- Setting realistic and achievable wellbeing goals
- Emotional Intelligence and Selfawareness
- Creating a personal wellbeing plan

### Day 3

- Mindfulness for Confidence
- Building resilience
- Community programs that support you
- Guest speakers to support your growth and development in education and employment

#### All sessions face to face 9.30am – 3pm

Upon successful completion, learners will receive a Statement of Attainment for all accredited training.

Participants must demonstrate appropriate language, literacy and numeracy skills prior to undertaking accredited training.

RTO #6372



Contact: Email: Phone: