



TRAINING SEMINARS

COMMUNICATION

PSTA Training Seminars are designed to meet the needs of your workplace. These hour-long sessions focus on providing your staff with the knowledge and skills they need to help your organisation succeed.

POSITIVE COMMUNICATION IN THE WORKPLACE

- Introduce the reasons why positive workplace communication is essential for effective workplace functioning.
- Discuss the key elements of effective communication.
- Tips and strategies to improve workplace communication.

TACKLING DIFFICULT CONVERSATIONS

- Explore reasons behind our avoidance to tackle difficult interpersonal issues.
- Learn how to use words wisely in difficult conversations.
- Be introduced to a proven script for planning and conducting a difficult conversation.

ARE YOU OK? HAVING THE CONVERSATION

- Mental health in the workplace.
- Active listening and empathy skills.
- Steps for having an R U OK conversation.
- Support and resources.

NAVIGATING EMOTIONALLY DIFFICULT WORK ENVIRONMENTS

- Discuss work related scenarios which can prove emotionally challenging.
- Be introduced to the factors which contribute to clients becoming difficult.
- Provide tips and strategies to improve responses to challenging situations.

DEVELOPING COMPASSION & EMPATHY

- Understand compassion and empathy.
- Develop active listening skills.
- Understand non-verbal language.
- Skills and strategies for increasing compassion and empathy.

Designed to be delivered in an hour, PSTA Seminars provide opportunity for bite-sized, accessible personal and professional development across a range of relevant psychosocial, organisational and social issues.

TO BOOK YOUR SEMINAR

A: 406/666 Chapel Street, South Yarra VIC, 3141
T: 0416 942 035 W: www.psta.net.au



TRAINING SEMINARS

CHANGE AND PRODUCTIVITY

PSTA Training Seminars are designed to meet the needs of your workplace. These hour-long sessions focus on providing your staff with the knowledge and skills they need to help your organisation succeed.

RESILIENT PEOPLE: RESILIENT WORKPLACES

- Resilience defined.
- The five keys to resilience.
- The link between resilient people and resilient workplaces.
- Tips to build resilience.

PROACTIVELY MANAGING YOUR CAREER

- Overview of current employment trends.
- Why individuals should manage their career to maximise personal and professional outcomes.
- Benefits to the organisation when individuals take responsibility for career.
- Positive use of performance management plans.
- Tips for taking responsibility for one's own career planning.

NAVIGATING THROUGH CHANGE

- Introduction to workplace change trends.
- Introduction to theories of change.
- Tips and strategies to positively manage the psychological impact during organisational change.

ELEMENTS OF EFFECTIVE TEAMS

- Contemporary research and theories on teams.
- Introduce the key elements of effective teams.
- Tips and strategies for individuals to boost their contribution to creating and sustaining a positive team.

MANAGING FATIGUE

- Be introduced to contemporary fatigue research.
- Learn the basic physiology behind fatigue.
- Learn tips and strategies to manage fatigue.

POSITIVE PSYCHOLOGY IN THE WORKPLACE

- Introduce the theories behind the influential positive psychology movement.
- Discuss the link between positive psychology and improving engagement and productivity at work.
- Tips and strategies for managers and team members on how to introduce positive psychology into the workplace.

MANAGING COMPETING DEMANDS

- Introduce research and data about the speed of change and the increasing demands on people's lives.
- Information on management of workplace demands such as email and meetings and personal demands.
- Provide practical tips and strategies to manage time more effectively.

REENERGISING AFTER CHANGE

- Introduction to workplace change trends.
- Introduction to theories of change.
- Tips and strategies to staying motivated and positively manage the psychological impact after change.

MAINTAINING MOTIVATION

- Learn what contemporary research tells us about the psychology of motivation.
- Reflect on your own motivation and drivers.
- Provide tips and strategies to increase motivation.

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MANAGER TOOLBOX SERIES

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RESILIENT WORKPLACES

- Individual resilience.
- Organisational resilience.
- Tips and strategies for managers to boost resilience.

BUILDING EFFECTIVE TEAMS

- Team life cycle.
- Team alignment.
- Team dynamics.
- Tips and strategies for managing teams.

GIVING & RECEIVING FEEDBACK

- Feedback conversations.
- Models for delivering feedback.
- Tips and strategies for giving and receiving feedback.

EFFECTIVE PERFORMANCE REVIEW CONVERSATIONS

- Purpose of developmental conversations.
- Conducting the developmental conversation.
- Using the GROW model.

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TRAINING SEMINARS

HEALTH AND WELLBEING

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DEALING WITH GRIEF & LOSS

- Understand common reactions to grief and loss.
- Learn strategies to manage workplace situations of grief and loss.
- Learn strategies to deal with personal situations of grief and loss.

MENTAL HEALTH AWARENESS

- Be introduced to the most prevalent Australian mental health issues.
- Understand the facts in relation to demographics.
- Learn the contemporary approaches to treatment and management of mental health.
- Learn tips and strategies to promote mental health in your own life.

LOOKING AFTER YOURSELF & OTHERS AFTER A CRISIS

- Understand the normal reactions to crisis events.
- Gain knowledge of practical and effective approaches to supporting others.
- Be introduced to self-care strategies.
- Understand effective approaches to responding to children (optional).
- Be informed of options to seek further help.

UNDERSTANDING & RESPONDING TO FAMILY VIOLENCE

- Understanding family violence prevalence and dynamics.
- Learn state and federal legislation governing workplace behaviours.
- Exploring workplaces policies and responses.
- Identify skills and strategies to support a colleague.

MANAGING STRESS

- Review current research on the everyday demands and pressures most people are exposed to.
- Understand the theories around the causes of stress.
- Discuss the common pressures and causes.
- Learn tips and strategies to proactively manage stress and pressure.

LOOKING OUT FOR YOUR MATES

- Understand what mental illness is and explore the most common types.
- Identify the signs and symptoms of depression and anxiety.
- Understand how stress can affect you and what to do to manage it better.
- Learn tips to start a conversation with somebody you are concerned about.
- Learn strategies to improve your own mental health.

BREAKING THE CYCLE OF NEGATIVE THINKING

- Be introduced to the cognitive behavioural theories which underpin the management of negative thinking.
- Discover the link between negative thinking and the five keys to resilience.
- Learn tips and strategies to manage negative thinking.

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DEMYSTIFYING EAP

- Learn what happens during a counselling session.
- Be introduced to the most common and effective types of counselling.
- Learn tips and strategies to make counselling work for you or for someone you know.

TRANSITION TO REDUNDANCY

- Moving forward after a successful career.
- Managing stress and building resilience.
- Staying active and connected.
- Achieving work-life balance.

UNDERSTANDING FAMILY VIOLENCE

- Understand and respond to family violence.
- Explore responses to family violence.
- Skills and strategies to support a colleague.

UNDERSTANDING ANXIETY & DEPRESSION

- Costs of anxiety and depression.
- Physiology and causes of anxiety.
- Physiology and causes of depression.
- Managing with anxiety and depression.

MANAGING FATIGUE & SLEEP

- Physiology of fatigue.
- Physiology of sleep.
- Be introduced to self-care strategies.
- Tips and strategies to manage fatigue and increase restful sleep.

MINDFULNESS

- Principles of mindfulness.
- Benefits of mindfulness.
- Mindfulness techniques.

NUTRITION FOR LIFE

- Healthy eating.
- Nutrition.
- Blood sugar and cholesterol.
- Superfoods.

WORK-LIFE BALANCE

- Human needs and values.
- Strategies for achieving work-life balance.
- Self-care strategies.

HEALTHY BRAIN HEALTHY BODY

- Understand brain nutrition as a way to enhance brain function and prevent its deterioration in age.
- Discover the personal and workplace benefit of learning about your brain health.
- Learn practical strategies to rewire your brain and improve your mental health.

EXPLORING ADDICTIVE BEHAVIOUR

- Current theory around addiction.
- Explore common addictions.
- Tips and strategies to adopt positive habits.

TRANSITION TO RETIREMENT

- Current theory around retirement.
- Learn about current retirement demographics.
- Be introduced to the keys to successful retirement.
- Discuss key considerations in preparing for a financially secure, socially, physically and psychologically healthy retirement.

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