



innovative skills enterprises
where personal and professional development meet

Information Package 2012

as of 30 September 2009 public sector organisations can purchase wellness services directly from innovative skills enterprises

innovative skills enterprises is also an Australian Public Service Commission Capability Development Panel Provider

innovative skills enterprises won a tender to provide wellness training for the City of Subiaco 2012

www.innovativeskills.com.au

leadership and team development ■ positive workplace strategies

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I bring together ideas and skills related to mindfulness, which have their basis in positive psychology. My work in both clinical and corporate settings over 20 years has enabled me to create powerful tools for real change in people's lives. I know how to listen to your needs and assist you achieve the results you want. ISE has developed and implemented services and programs within the public, private and community sectors, both in metropolitan and regional areas. Rather than seeking to provide a one-off solution for 'fixing people', I look for long term benefits which encourage people to not only have awareness about their behaviour but also practical skills for changing their behaviour.

Mindfulness is about paying attention and seeing yourself more clearly: your thoughts and your behaviours. The result is that you are more likely to be able to:

- learn to 'hold tension'
- pay attention, even in highly stressful situations
- make conscious decisions, rather than being on 'auto-pilot', and
- understand the difference between giving up and letting go

I have extensive knowledge and experience in facilitating personal change. I use a dynamic and innovative approach to bring out the best in individuals and groups. What makes the one day course 'train your mind to be focused, calm and clear' and the follow up program 'master your mind' so successful is that the focus is less about *what* we do and more about the attitude we bring to *how* we do.



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outline of ise programs

Innovative Skills Enterprises' (**ise**), programs are particularly suited to long term behaviour change by empowering people to gain mastery in their life and increase their psychological wellbeing. ise programs incorporate the principles of adult learning, and are underpinned by psychological theory and practice.

Research indicates that people who practice these strategies are more productive, have a better quality of life and are less stressed. The programs are skills based to enable participants to have practical strategies to ensure lasting behaviour change.

areas of expertise

- psychological wellness – mental health awareness
- work/life balance
- leadership

ise one day course

- train your mind to be focused, calm and clear[®]

the one day course provides participants with practical skills, a theoretical framework and strategies related to mindfulness to increase self awareness, so that participants can be happier, more productive and more engaged at both work and home. It is an innovative, interesting and enjoyable learning experience

ise follow-up and advanced training course

- master your mind

ise one hour seminars

- mindfulness - enjoy mental toughness
- clear thinking – clear decision making
- increase psychological engagement – banish boredom
- giving up and letting go – understand the difference

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ise one day course

train your mind to be focused, calm and clear[®]

The **ise** one day course *train your mind to be focused calm and clear* is based on adult learning principles, clinical practice and evidence based psychological theory and research (in particular positive psychology and mindfulness). The course provides participants with both a theoretical framework and practical skills to learn to develop mastery in that particular area of their life. The course assists participants to be more productive, engaged and happier in the workplace. **ise** programs are unique in that they particularly focus on becoming aware of how 'your mind' works and teaching participants strategies and tools to manage and master the mind and emotions to promote health and wellbeing.

one day course includes:

- experienced and psychology qualified presenter
- learning based on adult learning principles and evidence based practice
- introduction to the concept of 'mindfulness'
- knowledge and practical skill development
- individual file containing comprehensive handouts, exercises, bibliography etc
- multimedia presentation and utilisation of a variety of learning methods

learning outcomes of this course include, but are not limited to:

- increased self-awareness
- strategies to reduce stress, worry and anxiety
- introduction to 'mindsets' and how these affect your choices and behaviour
- increased ability to be focused throughout the working day
- increased ability to limit distractions and manage demands of work load
- skills to have a clear mind and remain calm in 'highly charged' situations
- strategies to increase happiness, emotional resilience and work-life balance

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follow-up and advanced training course

master your mind

Master your mind is a follow-up program for the *train your mind to be focused, calm and clear®* and provides an opportunity for advanced learning. Follow-up is considered to be an important element in the success of participants' learning a new skill and applying new knowledge and understanding. Research suggests that if people are not reminded about the skills they have learnt and provided an opportunity to practice, they will tend to lose the benefits of the initial learning. 'Master your mind' extends over several months and provides participants with the opportunity to retain, practice and master the skills they learnt in the one day course 'train your mind to be focused, calm and clear,' and also to have the opportunity to advance their learning by re-integrating and refining the strategies learnt.

To provide a variety of learning methods, this program uses a comprehensive workbook (including exercises, information, tips and suggestions for participants to work through and re-visit), also includes posters as a quick and easy visual reminder, face to face group training and email contact.

'master your mind' – follow up and advanced training

- begins after the one day course
- further skill development and ongoing contact with the participants who attended the one day course
- individual follow up over several months
- comprehensive workbook with information and exercises
- posters to provide a quick and easy visual reminder of concepts
- advanced learning built on skills and strategies introduced in the one day course
- face to face group training where personal challenges and solutions are discussed

learning outcomes include:

- advanced skill development
- a deeper understanding of personal stressors
- a more comprehensive understanding about long term behaviour change
- increased ability to maintain behaviour change over time



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one hour seminars

mindfulness - enjoy mental toughness

- increase understanding about personal stressors
- know the impact of your mind on your behaviour
- how and why you need to cultivate self awareness

clear thinking – clear decision making

- gain a sense of meaning at work and in your personal life
- how to have clarity on a daily basis
- understand the link between personal values and happiness

increase psychological engagement – banish boredom

- understand the cause of boredom
- understand what psychological engagement is
- understand how to become involved in your work and life

giving up and letting go – understand the difference

- understand control and its relationship to mental health
- become aware of personal locus of control
- how to gain a sense of mastery in your life

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further information about ise programs

ise programs focus on increasing employee sustainability and psychological engagement in the workplace. The overarching philosophy of **ise** relates to information, knowledge and skills which are evidence based and which provide practical skills and strategies to empower participants to understand their personal stressors and enable them to intervene in their behaviour for lasting behaviour change.

The situations and examples used in the programs are ones which most people experience most of the time. **ise** recognizes that the personal experience of the participant is a crucial aspect of implementing the theoretical with the practical, in a way where the learning is most useful for the participant. For example, experiential understanding is encouraged through exercises, participant feedback and evaluation.

ise recognizes the importance of providing a variety of learning methods for maximum retention and integration of skills, for skills to be easily generalized to the learner's environment and for successful long term behaviour change. The implementation of **ise** programs includes face-to-face training in group settings, information and exercises provided by computer mediated communication, personal skill practice through the take home CD which allows the individual to focus on their unique needs outside the workplace.

notes on evaluation

- Satisfaction of the participants in the program 'train your mind to be focused, calm and clear™' is obtained through a self-report document provided to each participant at the end of each program. This document uses a five-point Likert scale. A 95% return rate of evaluations to **ise** has been achieved for every training course. Over 95% of these respondents report satisfaction with the course. More specifically, on the five-point Likert scale, most respondents (89%) report at high satisfaction levels.
- **ise** updates programs on a regular basis with the latest relevant research and literature, to consistently provide contemporary evidence based training.

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