



## PEI-911 Online

### EMPOWERING YOU! CONQUERING SHIFT WORK, STRESS & NEGATIVITY

This highly motivational course is designed to equip you with the necessary skills and knowledge to effectively control the perils of shift work, stress, and negativity. It's about empowering **you** so that **you** can be in control of the negatives of the job instead of the negatives controlling you! Whether you are a seasoned professional or a newcomer, this course is essential for all communications professionals.

#### PREREQUISITES:

None

#### BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Understand the effects shift work has on your mind and body.
- Understand and apply proven techniques to help you take control & conquer the perils of shift work.
- Understand the effects stress has on your mind and body.
- Understand and apply the techniques to take control and become stress resistant.
- Understand and apply the techniques for effective conflict resolution.
- Understand and apply the techniques for confronting a difficult coworker.
- Understand and apply the techniques for remaining positive in a negative environment.

#### WHAT YOU WILL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what is working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you gain a good understanding of how to conquer shift work, stress, difficult coworkers and negativity.
- Certificate of Completion from **Profile Evaluations, Inc.** awarding **8 training hours** upon successful completion of the course.

#### COURSE OUTLINE:

##### Week 1: Conquering Shiftwork

- The Perils of Shift Work
- Conquering Shift Work
- Home Life and Relationships – Making a “Bless out of the Mess”

##### Week 2: Conquering Stress

- Common Sources of Stress
- Signs and Symptoms of Stress
- Burnout
- Post Traumatic Stress Disorder (PTSD)
- Becoming Stress Resistant – The Six Stress Busters

### **Week 3: Conquering Conflicts and Remaining Positive in a Negative Environment**

- Steps for Effective Conflict Resolution
- Dealing with Difficult People (*or my coworkers are driving me nuts!!!*)
- Confronting a Difficult Coworker
- Remaining Positive in a Negative Environment
- Strategies for Combating Negativity
- Course Wrap-Up and Final Exam

**TUITION: THIS COURSE IS TAUGHT OVER 3 WEEKS VIA PEI-911 ONLINE.**

**\$255.00** – includes all course materials

**Register Online at [www.pei-911.com](http://www.pei-911.com)**

**Register 4 or more students and receive a 10% discount!**

### **2024 COURSE DATES**

September 9, 2024 – September 29, 2024

October 7, 2024 – October 27, 2024

November 4, 2024 – November 24, 2024