

The Healthy Workplace: Enhancing Emotional Wellness in Our Schools

Syllabus

| Session | Topic | Assignment |
|-----------------------|---|------------|
| July 24, 2000 | <p>Creating a Healthy Workplace</p> <ul style="list-style-type: none"> • Clarify course objectives, process and assignments • Define the elements of a healthy workplace • Discuss challenges in the educational environment • Determine desired personal and professional outcomes for this course | |
| July 26, 2000 | <p>Stress as a Part of Life</p> <ul style="list-style-type: none"> • Learn about positive and negative stress • Understand the impact of expectations • Gain personal awareness of stress cues (emotional, physiological, mental) as well as understand exactly the events and factors that create a stress reaction in you • Gain understanding of how stress affects you both physically and emotionally in your personal and professional lives • Understand consequences of unhealthy coping | |
| July 31, 2000 | <p>A Goal is a Dream with a Finish Line</p> <ul style="list-style-type: none"> • Increase awareness of impact of values on decision making • Understand the relationship between values, priorities and stress • Learn the art of goal setting • Create self-management, not time management | |
| August 2, 2000 | <p>Emotions as Our Personal Compass</p> <ul style="list-style-type: none"> • Embrace emotions as a benefit of being human • Define Emotional IQ and its implication for educators • Understand the spectrum of emotions in the school environment • Learn ways to recognize feelings in self and others • Gain skills for managing emotions | |
| August 7, 2000 | <p>High Performance-Living Part I</p> <ul style="list-style-type: none"> • Discover the connection between body, mind and spirit in total performance • Gain knowledge about healthy nutrition, sleep and exercise • Learn coping mechanisms that work for you • Learn tools for peak mental performance • Find ways to balance family and work life | |

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| August 9, 2000 | <p>High Performance-Living Part II</p> <ul style="list-style-type: none"> • Discover the connection between body, mind and spirit in total performance • Gain knowledge about healthy nutrition, sleep and exercise • Learn coping mechanisms that work for you • Learn tools for peak mental performance • Find ways to balance family and work life | |
| August 14, 2000 | <p>Building Meaningful Relationships – Principles</p> <ul style="list-style-type: none"> • Enhance listening skills as the key to healthy relationships • Learn techniques for communicating with co-workers and parents • Understand the principles of negotiation • Clarify differences between assertive, aggressive and passive behavior | |
| August 16, 2000 | <p>Building Meaningful Relationships – Practices</p> <ul style="list-style-type: none"> • Gain hands on experience in dealing with challenging situations • Create action plans for specific situations • Understand the variety of approaches for handling differences | |
| August 21, 2000 | <p>Promoting Emotional Wellness with Others</p> <ul style="list-style-type: none"> • Present Student Projects • Learn from experiences of fellow educators in hearing how others applied the tools for emotional wellness to enhance workplace performance | |
| August 23, 2000 | <p>Who Takes Care of the Educator</p> <ul style="list-style-type: none"> • Identify social, professional and personal resources for developing and maintaining emotionally healthy workplaces and lifestyles • Know how and when to contact people for assistance • Understand your role in sustaining a strong support network • Revisit desired outcomes from first session and celebrate accomplishments | |

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Evaluation Procedure: To achieve a grade of satisfactory, participants must earn 85 out of 100 points by completing the following assignments:

- Personal Journal entries for 8 classes, Stress Log worksheet, Resource Review.....25
- Complete and analyze personal assessment inventories.....15
- Implement and evaluate personal stress relief plan.....15
- Implement, evaluate and present to class *Promoting Emotional Wellness with Others* project30
- Develop a plan of action to show continued implementation of healthy workplace principles.....15

Nancy Pettigrew (614) 267-7726
HWPNP@aol.com