

YOUR RESILIENCE TOOLKIT - SMARTER WORKING IN THE HYBRID ERA A 3 MODULE PROGRAMME BY META UK LTD

INTRODUCTION

The Covid-19 pandemic has been a real game changer in the world of work. Now we are moving towards a new hybrid way of working, we all need to develop practical strategies for dealing with our workloads (be that working in the office or working at home) so that we can meet our targets without impacting our work-life balance.

With everything going on currently in the world now, more than ever, we need to be performing at our best, making sure we have the maximum internal capacity available to deal with the day-to-day issues that will inevitably come our way.

As a result of 18 months of the pandemic, we are more stressed than we have ever been and many people are not sleeping, so it's important now (before it becomes a real risk to organisations) to be focusing on resilience and equipping our leaders and our staff with the tools to deal with stress, rebuild their resilience, and work in a smarter more agile way.

This 3-module programme will give each attendee their own unique and personalised Resilience Toolkit that helps them to understand how they can work in a smarter way, that enables them to be more effective, work more efficiently, and improve their productivity.

The Resilience Toolkit has been developed through working with frontline organisations during this pandemic, and it brings together latest scientific research, and simple-yet practical tools that enable everyone who attends to re-build their resilience and work smarter, not harder.

All the workshops can be run virtually (in half-day chunks) or in person to suit the organisation's preference.

MODULE 1 - RESILIENCE & THE BIO-CHEMISTRY OF STRESS

In today's busy workplace, and especially during this Covid pandemic period, we are all facing elevated levels of stress. We all need to be re-building our resilience and coming up with practical ways to combat stress.

In this one-day workshop you will not only review the Covid experience so far, but also get a better understanding of resilience, what it really means, and why it's so important (now more than ever) to be looking after ourselves.

We will also explore the science behind stress, so that you have a greater understanding of what actually happens to trigger the release of stress hormones and what to do to combat their effects once they are in your system.

You will be given simple, practical tools to help you recognise your personal signs and causes of stress, and proven techniques to help you reduce the impact of stress in your working life.

PROGRAMME OUTLINE:

- **RESILIENCE** - What does it really mean and why is it so important?
- **COVID REVIEW** - Reviewing and learning from the Covid experience
- **THE BIO-CHEMISTRY OF STRESS PART 1:**
 - Introducing you to your stress hormones - what is their function?
 - What stress hormones do to your body
 - The detrimental health side-effects of stress

- **WHAT ARE YOUR PERSONAL SIGNS OF STRESS?** - We all experience stress in different ways it's important to recognise our own signs of stress
- **IDENTIFYING YOUR STRESS POINTS** - Identifying what triggers you to get stressed
- **STRESS IS NOT OUR NATURAL STATE** - Stress plays a minor part in our bio-chemical make-up; it is not our default setting
- **WORKING TOGETHER TO BEAT STRESS** - The role others play in helping us to beat stress
- **THE BIO-CHEMISTRY OF STRESS PART 2:**
 - How the stress chemicals interact with the body and ways we can negate or reduce their impact
- **WHAT DOES YOUR BODY NEED IN TIMES OF STRESS?** - When our body is under stress it has different needs to when we are feeling fine
- **WAYS TO RELIEVE STRESS & GET BACK TO NORMAL** - Practical ways to relieve stress at work and at home

OUTCOMES YOU CAN EXPECT FROM THIS 1-DAY WORKSHOP:

- A greater understanding of resilience, what it means, and why it's so important to us
- An understanding of the science behind stress
- Recognition of personal causes of stress
- Ways of resourcing yourself to reduce the likelihood of stress
- Awareness of the physical effects of stress
- Recognition of your own personal signs of stress
- Ways to relieve the feeling of stress and allow yourself to recover
- Your own personal toolkit for combatting stress
- Your own personal toolkit for re-building your resilience

MODULE 2 - THE SCIENCE BEHIND WORKING SMARTER NOT HARDER - IN THE HYBRID WORKING ERA

As organisations move towards a new hybrid model of working post-Covid, more emphasis and pressure are going to be put on the individual to be managing their workload and working effectively. Whether you are working at home or in the office, it's important to understand how you work at your best and have smarter working tools in your toolkit that you can use, so you can maximise your own performance wherever you are working that day.

We all know we are not being as effective and agile in our working practices as we could be. In this one-day module we will explain how to work in a more natural way which ensures you are more effective, increases your efficiency, and enables you to get more done - without getting more stressed.

We will explore the neuroscience behind how your brain works and use proven techniques for maximising your ability to perform, gathered from business leaders and academic researchers in the field. This workshop will give you smarter working tools that are simple to use and implement, even in today's busy hybrid workplace - enabling you to work smarter not harder.

PROGRAMME OUTLINE:

- **BACKGROUND** - Why do we need to be working smarter not harder?
- **WHAT DO YOU HAVE TIME & CAPACITY FOR?** - Analysing what takes up our time and capacity
- **WHAT IS YOUR INTERNAL CAPACITY?** - Understanding how your brain works

- **FILLING YOUR FUEL TANK** - Making sure you're properly resourced to maximise your performance
- **KNOWING WHEN TO STOP** - Identifying the signs that you've gone beyond your own natural limits
- **WHY BREAKS MATTER* INPUT (RESEARCH)** - Why taking breaks increases productivity
- **MOVE YOUR BODY MOVE YOUR MIND** - The link between our physical bodies and our minds
- **WHEN ARE WE NATURALLY AT OUR BEST?** - Peak and dead working times
- **#SMARTER WORKING TOP 10** - Our top 10 smarter working tips
- **5 MINUTE PRIORITISING** - A simple prioritising tool to help structure and prioritise your to-do list
- **15 TOP TIPS FOR VIRTUAL WORKING** - Our 15 tips for creating a working from home regime that works for you
- **BOUNDARY SETTING** - Getting the balance back between life and work

OUTCOMES YOU CAN EXPECT FROM THIS MODULE:

- An understanding of your brain and how it works in relation to your ability to perform at your best
- Awareness of your own strategies and needs for having a productive day
- Clarification of your signs that you've stopped being effective
- Techniques for regaining a good state of mind and maximising your performance
- Awareness of your peak times for energy and effectiveness in a day
- Ways to ensure a better work/life balance in the new hybrid model of working
- Tools to improve your
- Practical tools to help you to work in a smarter not harder way

MODULE 3 - #PERFORMANCE SLEEPING - HOW TO GET A GOOD NIGHT'S SLEEP

Right now, there is a real epidemic of sleeplessness in the UK. Even before the Covid pandemic, more and more of us were finding it challenging to get a good night's sleep. During Covid we have all experienced elevated levels of stress and post-Covid those levels have not significantly dropped, leading to more of us struggling to sleep, as stress is the number one cause of sleeplessness. With the pressures and demands of work increasing too, most of us are ending up working longer hours to keep up, becoming more stressed in the process and affecting our ability to sleep well.

The simple fact is that sleep is incredibly important to our health and mental well-being. Sleep is when your body regenerates and repairs itself and when your mind processes and downloads the content from your day. It's not a luxury, it's an absolute necessity for good mental and physical health. With many of us struggling to sleep or having interrupted sleep, now, more than ever, we need to focus how to get a good night's sleep.

What most people don't realise is that lack of sleep also impairs our brain's ability to function. If you don't sleep well, it severely impacts your ability to get things done effectively or efficiently. Put simply, a good night's sleep, enables us to perform at our best. Without good sleep our performance, productivity, quality and creativity suffer.

In this half-day workshop, you'll find out what really goes on when we sleep, bringing together all the latest scientific research to bring you the most practical tips and tools to help you get a good night's sleep.

You'll also be given Meta's 12 principles for a good night's sleep to take away with you.

PROGRAMME OUTLINE:

- **#HAPPY SLEEPING - Why is so sleep so important?** - Analysing what takes up our time and capacity
- **WHAT HAPPENS WHEN YOU SLEEP?** - Understanding the different stages of sleep and what they do
- **HOW MUCH SLEEP DO YOU NEED?** - Knowing the facts about how many hours we should be aiming for
- **ENEMIES OF SLEEP** - What things should we avoid in order to get a good night's sleep?
- **FRIENDS OF SLEEP** - Things that will help us to sleep well
- **YOUR PERSONAL SLEEP TOOLKIT** - Creating your own action plan to improve your sleep

OUTCOMES YOU CAN EXPECT FROM THIS SESSION:

- An understanding of what happens when we sleep
- An understanding of what can stop us sleeping
- Awareness of what can help us sleep more readily
- A personalised toolkit to help you get better sleep
- Knowledge of the 12 principles that can ensure you get a good night's sleep

A LITTLE NOTE ON META

Meta is a UK-based family business consultancy, committed to making a difference in the world. We are in business to support any organisation, it's leaders and its people to be the best they can be and work in a smarter not harder way.

We have worked in many top organisations, across all three sectors (corporate, public, non-profit/charitable) and we are passionate about enabling people and organisations to perform at their best.

We make our workshops lively and enjoyable (even the virtual ones) - if you've not had fun and learnt something you didn't know before, then we've not done our job right! We want you to go away with a practical set of tools for your personal toolkit that you can use in the workplace and at home to enable you to truly excel.

We're very much looking forward to sharing our passion and our research with you in this programme.

JO CLARKSON OUR CEO

Jo Clarkson is CEO of Meta who has over 20 years' experience as a business consultant, working at the very highest levels of some of the best companies to work for in the UK and globally. A renowned expert and author in the field of business excellence, his biggest passion is sharing smarter working practices that enable the leaders, teams and organisations that he works with to thrive in these challenging times. He is a passionate conference speaker, inspirational facilitator and successful executive coach and mentor.

Jo and Meta are on a mission to change the world by enabling and influencing those that help shape the world of work.

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