

### TRAININGS & COACHING CATALOGUE

LET'S LEARN A BIT OF ASSERTIVE COMMUNICATION, SHALL WE?

TRAININGS DESIGNED AND FACILITATED BY ALESSANDRA PATTI

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# Our Company & Offering

**FindYourWay Coaching SRL** is a Swiss-based company specializing in professional trainings, coaching and consulting.

Our main and very distinctive focus lies in combining mental well-being coaching with communication skills training. This approach is founded on the belief that true employee well-being cannot be separated from their social and communication skills, which ensures holistic organizational health regardless of your company's current level of mental health literacy.

Each year, companies lose an estimated 63 billion due to poor communication and mental distress in the workplace. We aim to reverse this trend. Our training programs have delivered remarkable results:

- 90% of participants recommended making them mandatory within their organization.
- 87% of participants reported improved well-being and communication skills after completing our signature assertive communication training.

#### **OUR OFFERINGS INCLUDE**:

- Half-day, full-day and extended programs.
- Workshops, webinars and group coaching lasting 90 to 120 minutes.
- Lunch and learn sessions ranging from 30 to 60 minutes.
- Official Swiss Certifications.



# Method& Mission

### **OUR MISSION**

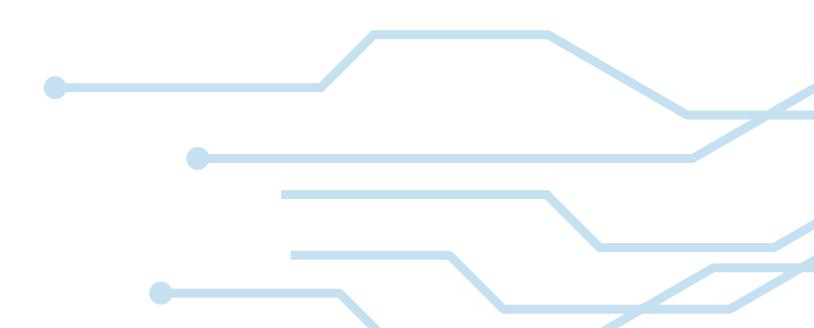
We want to advance longterm mental wellbeing and workplace communication through proactive prevention and education.

Reskilling and upskilling the workforce is essential for

### HOW WE DO IT

We support organizations and individuals inserting wellbeing and resilience in their everyday. Our training methodology is scientific, practical and engaging. Designed for quick and impactful implementation.

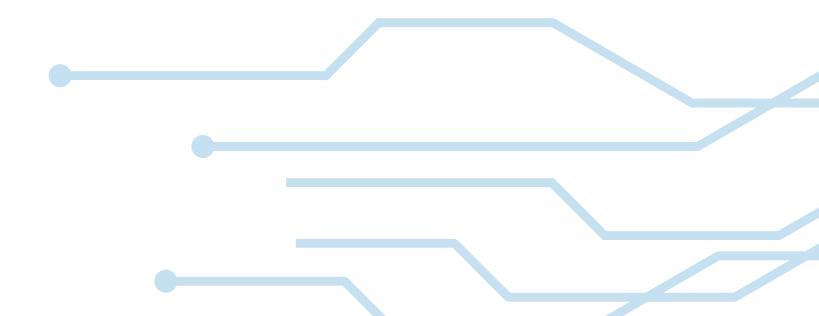
shaping and impacting company culture.



# A selection of **Our Clients**







**Awareness Category** 

## Mental Wellbeing Awareness Session

FOCUS ON SELF-CARE & SPOTTING MENTAL DISTRESS AT WORK

#### FORMAT

Our sessions are thoughtfully designed to raise awareness and provide practical tools for mental well-being. The first part introduces participants to the fundamentals of mental health and its relevance in the workplace. In the second part, attendees actively participate in guided coaching and hands-on self-care exercises.

#### DURATION, LANGUAGES, AUDIENCE

60 to 90 minutes; English, Italian, Spanish. It can be tailored to an unlimited number of participants, or it can be focused on a specific team.

#### CONTENT

- What is mental health? What is wellbeing? Data on the global current situation around mental health.
- Raising awareness around mental health and the importance of prevention and breaking the stigma.
- How the first signs of mental struggle in others might look like at work and how to start a simple but meaningful conversation.
- The important and underestimated parallel of physical and mental health: how to practice self-care to manage stress.

#### **POSSIBLE FOLLOW UP TO THE SESSION**

Mental Health First Aid Swiss Certification or Mental Health Conversations for Managers. 06

### Lunch & Learn Session

#### **FORMAT** In person or online.

#### DURATION, LANGUAGES, AUDIENCE

Duration is 60 minutes. 45 minutes speech and 15 minutes for Q&A. Languages available are English, Italian, Spanish. There is no limitation in the number of participants.

#### CONTENT

"Lunch and learn" sessions are designed to facilitate learning during breaks, providing companies with insights into employees' educational preferences and needs. These sessions are educational yet practical, avoiding excessive theory, but can easily be expanded into longer workshops. The content covers various topics:

- Mindful Communication: Engage in compassionate and truthful communication at the workplace.
- Digital Wellbeing: A condensed version of our longer workshop focusing on managing digital consumption and social media.
- Eco-Anxiety: Address the overwhelming information about climate and the environment that causes anxiety and uncertainty about the future.
- Quick Guide to Difficult Conversations: Learn to prepare for and start a challenging conversation.
- The Feedback Dilemma: Understand key strategies for giving and receiving feedback positively and navigating communication style differences at the workplace.



**FORMAT** In person or online.

#### DURATION, LANGUAGES, AUDIENCE

120 minutes; English, Italian, Spanish; for specific teams or individual contributors (companies can purchase a coaching package of a certain number of hours), minimum 6 to max 10 people.

The idea behind group coaching sessions is to enable people to share difficult topics in a group. The group provides accountability, and the coach facilitates the exchange. The objective is to find actionable steps for people to navigate the below topics. Each topic listed below corresponds to one session.

#### CONTENT

- "Stress management and self-care: two important aspects of burnout prevention.
- Compassionate time management for better productivity and less overwhelm.
- Learn to say no and place boundaries: how to start being selfassertive.
- Handle difficult conversations to manage conflicts.
- Embrace excellence over perfectionism: manage inner negative selftalk, imposter syndrome and cultivate healthy self-esteem.
- Resilience: navigate change and uncertainty.

#### Half Day Workshops

### Resilience

#### FORMAT

In person or online.

#### DURATION, LANGUAGES, AUDIENCE

3.5 hours (including breaks); English, Italian, Spanish; maximum 12 participants.

Participants will engage in a combination of theory, group discussions and hands-on exercices to apply resilience-building techniques to their daily lives. The practical activities are designed to encourage reflection, skill development, and actionable insights that can be implemented immediately.

#### **KEY TOPICS COVERED**

- Understanding Resilience: What it is and why it matters in today's fastpaced world.
- Building Community: The role of supportive relationships in fostering resilience.
- Acceptance and Adaptability: Embracing change and navigating uncertainty with confidence.
- Stress Management: Techniques to stay calm and focused under pressure.
- Self-Esteem and Self-Care: Strategies to nurture a positive self-image and prioritize well-being.

#### Half Day Workshops

# **Digital Wellbeing**

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#### MANAGING DIGITAL CONSUMPTION<sup>TM</sup>

#### FORMAT

In person or online workshop. Group exercises and discussions. Handouts and exercise included.

#### DURATION, LANGUAGES, AUDIENCE

Half day duration (4 hours with breaks); English, Italian, Spanish. Max number of participants is 20 people.

#### CONTENT

In this workshop, participants will learn effective techniques for managing digital tools, empowering them to positively influence company culture and create digital wellbeing guidelines for their teams. Participants will:

- Understand the concept of Digital Wellbeing: Explore research and data emphasizing the importance of digital wellbeing for overall holistic health.
- Manage Digital Stress: Learn how to cope with stress and distractions ulletarising from phone usage and messaging apps. Gain insights and practical tips to thrive amidst digital overwhelm.
- Navigate social media: Delve into the impact of social media on mental ullethealth and dopamine levels. Learn how to maintain a healthy relationship with social platforms and prioritize self-care practices.
- Learn to place boundaries: How to say NO compassionately and elegantly  ${\color{black}\bullet}$ when it comes to digital consumption or communicating via email and messages.

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DO YOU DO TO ' AP" AND LET TH SS GO AWAY? WHICH CARE ACTIVITY?

#### **Extended Programs**

### **Assertiveness Training**

BUILDING HEALTHY COMMUNICATION AT THE WORKPLACE<sup>TM</sup>

#### FORMAT

In person training followed by online practice sessions.

#### DURATION, LANGUAGES, AUDIENCE

One or two full-day sessions, plus a 4-hour practice session focused on case studies; English, Italian, Spanish. Minimum 8 participants, maximum 15.

- Suitable for all organizational levels, with an initial focus on leaders and middle management.
- Tailored programs available for female leaders or specific teams on how to communicate successfully.

#### CONTENT

MODULE 1: Psychological Safety and Truthful Culture at Work

- Explore the role of psychological safety in fostering trust and collaboration.
- Understand how assertive, mindful communication positively impacts organizational culture.
- Priorities, needs and company strategy: how to align all that and allow transparency in our exchanges.
- Current company culture versus desired culture.

MODULE 2- COMMUNICATION: The Art of Managing Boundaries while Cooperating

- Techniques for setting boundaries at work without damaging relationships or being misinterpreted.
- Managing pushbacks when boundaries are challenged.
- Learn to communicate requests: demands versus requests.

FINDYOURWAY'S SIGNATURE AND MOST REQUESTED TRAINING SINCE 2017

MODULE 3- COMMUNICATION: Conflict Management and Handling Difficult Conversations

- Tools for managing conflict constructively and maintaining workplace harmony.
- Emotional regulation during conflicts and active listening.
- Practice handling challenging conversations with assertiveness.
- Strategies for assertive language in e-mails and chats.

MODULE 4 - COMMUNICATION: Feedback & Resilience

- How to provide constructive feedback that drives performance and growth.
- Build routines for giving and receiving both positive and negative feedback.
- Practical applications of healthy communication strategies to support team resilience during tough times.

MODULE 5 - ONLINE: Leadership and Personal Assertiveness

- How leaders can develop their own assertive mindset.
- Techniques for self-reflection and managing internal barriers to

- assertiveness.
- Specific case studies to practice.

#### WORKSHOP HIGHLIGHTS:

- 87% of participants reported improved awareness of burnout prevention through better prioritization and time management.
- 52% experienced increased confidence in their communication skills after the training.
- 80% expressed strong interest in making the training mandatory within their company.
- 100% appreciate the course for its practical and tailored approach

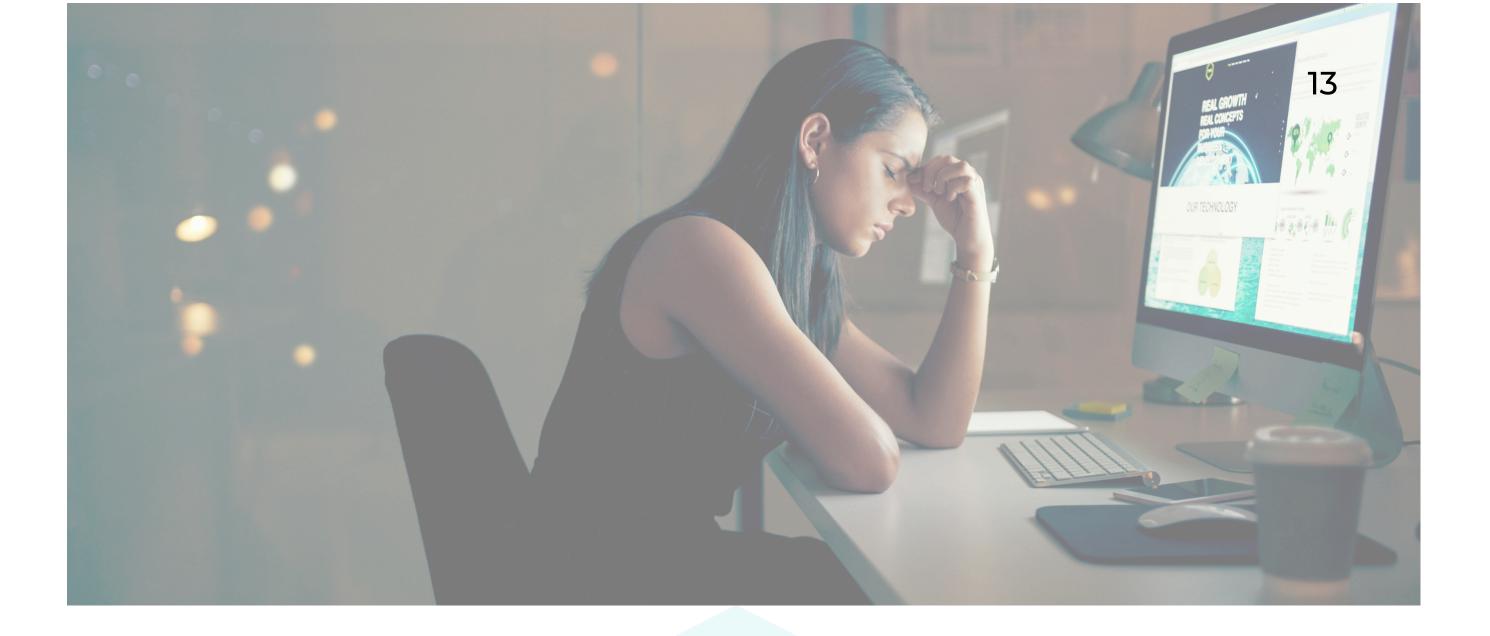


#### **PROGRAM OVERVIEW**

This series is designed to address the research on burnout from a prevention perspective, offering actionable insights and tools to improve overall wellbeing. Each topic is explored in two dedicated sessions of 1.5 hours: the first is a workshop to introduce key concepts, and the second is a practice and facilitated discussion session to reinforce and apply learning.

#### DETAILS

- Duration: 4 to 8 months
  - 4-Month Plan: Two sessions per month (1 workshop + 1 practice session per topic).
  - 8-Month Plan: One session per month, alternating between workshop and practice.
- Languages: English, Italian, Spanish
- Maximum Participants: 10
- Open to all: People who have experienced burnout or are close to it are welcome to join the program.



#### **TOPICS COVERED**

- 1. Quieting Our Mind and Taking Care of Our Health: Self-Care
  - Techniques for calming the mind and prioritizing physical and mental health.
- 2. Putting Boundaries: How to Communicate Them and Say No
  - Strategies for asserting boundaries effectively and maintaining healthy relationships.
- 3. Digital Wellbeing: Managing Distractions and Rest Time
  - Tools for balancing technology use, reducing distractions, and

preserving downtime.

4. Self-Esteem, Perfectionism, and Self-Development

 Insights into fostering self-confidence, overcoming perfectionism, and growing positively.

#### FINAL SESSION (OPTIONAL)

"From Burnout to Resilience"

For participants who have experienced burnout or have been close to it, this session focuses on maintaining the good habits learned and building resilience to sustain long-term wellbeing. In partnership with ensa Switzerland

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# Mental Health Conversations for Leaders

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#### FORMAT

In person or as a webinar.

#### DURATION, LANGUAGES, AUDIENCE

4 hours duration; English, Italian, French, German. Leaders and middle management are the target audience.

#### CONTENT

Participants will learn:

- How to recognize signs of distress in employees: Learn how to identify signs of mental distress in your team members and avoid just guessing what is going on.
- How to take action to communicate and support: Develop an action plan to engage in meaningful conversations with your employees and provide the support they need. Managers have a duty of care, and while they don't have to be "buddies" with the employees, it's their responsibility to ensure their wellbeing.
- Preparing for Mental Health Conversations: Discover how to effectively prepare for discussions about mental health, even if you're not an expert.
- Guiding Employees to Professional Help; learn how to signpost employees, with empaty, care and confidentiality, to existing tools: professionals, EAP, counselling and hotlines.

Swiss Certification (ensa Switzerland)

## Mental Health First Aid focus Adults

#### FORMAT & DURATION

Online: 7 sessions of 2 hours each (across 4 weeks circa). In person: 4 sessions of 3.5 hours each (or 2 full day sessions).

#### LANGUAGES & AUDIENCE

14 hours with breaks. Minimum 8 to max 20 people; English, Italian, French, German. All levels of employees in the organization are invited.

This is an *official Swiss certification* that has been successfully held for more than 10,000 people in Switzerland since 2018. In this life-changing training, people are taught how to handle mental health conversations with people experiencing mental distress, a mental illness or a crisis related to mental health, both in their professional and personal environment. But as first responders.

The certification teaches people how to signpost others to mental health professionals and have meaningful mental health conversations both at the workplace and outside of it.

#### CONTENT

1. Understanding Mental Health:

- What mental health is and its critical role in overall well-being.
- The impact of mental illness in various settings.
- An overview of major mental illnesses and their characteristics.
- 2. Recognizing Signs of Mental Distress:
  - Identifying changes in behavior and early warning signs of mental health issues.
  - Most common mental health issues and how to respond to crisis always from a non-expert perspective

3. Approaching and Responding Effectively:

- Strategies for initiating conversations with individuals showing signs of distress.
- How to provide immediate, empathetic support while respecting boundaries.
- Practical steps to connect individuals with mental health professionals and resources.

4. Resources and Tools:

- Comprehensive knowledge of mental health support services in Switzerland and globally.
- Practical study materials, including a manual and workbook.

#### **METHODS & CERTIFICATION**

The training is highly interactive, incorporating videos, case studies, role-plays, and group discussions with international participants. At the end of the course, participants complete an accessible multiple-choice test to achieve certification.

This training empowers individuals to act as mental health champions, fostering healthier workplaces and communities while making a meaningful difference in people's lives.

# What **People** say!



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Thanks for the opportunity of this course. Engaging presentations and very easy to



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It has opened my eyes to understand and look at things in a positive manner.

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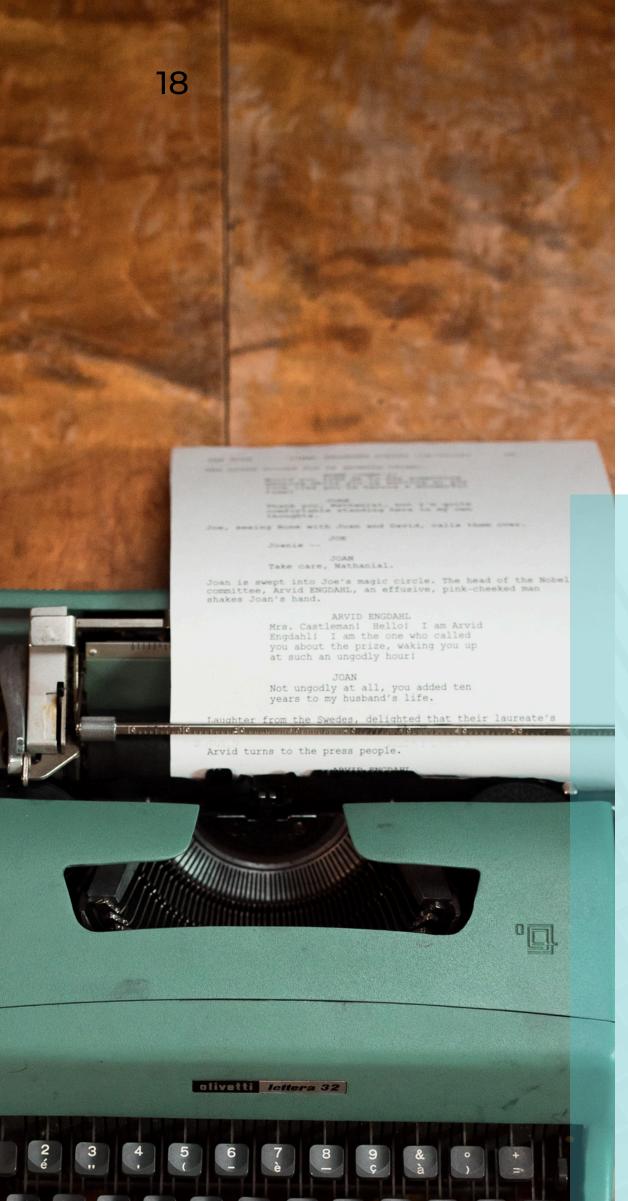
Thank you Alessandra for your guidance and insights on a topic that deserves attention and

understand.

compassion.

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Prilliant online sessions on dealing with anxiety at work. I learned some of these and more reflections and strategies. Thank you. This was an outstanding session and I cannot say enough how grateful my team and I were for your guidance and the openness. 99



# Contact Us



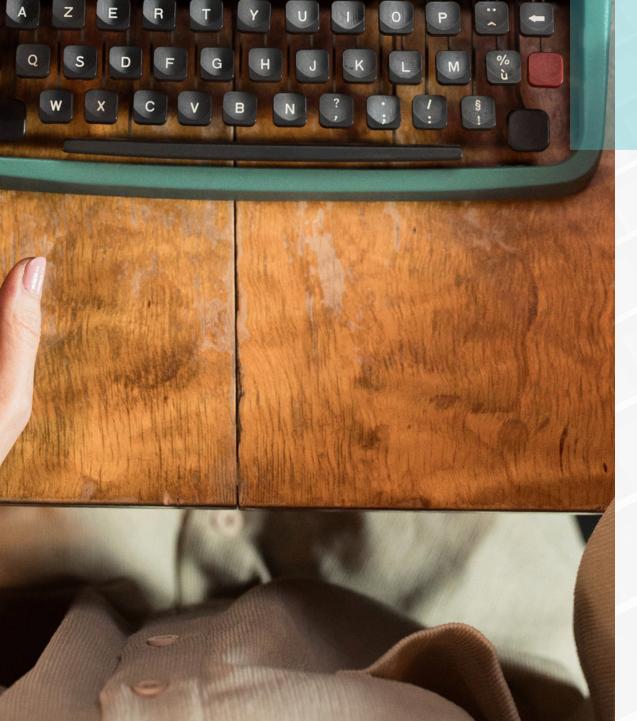
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