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## Health & Safety

### Addressing Bullying in the Workplace

If bullying is not appropriately managed, a culture of fear and bullying can quickly become endemic in an organisation. Fortunately, this culture can be turned around with education of all staff, the laying down of clear procedures for reporting bullying and the presence of emphatic managers who act quickly to resolve a problem.

This program looks at strategies that can be implemented to prevent and manage bullying in the workplace and investigates some of the important aspects of the development of a policy and procedures to deal with bullying.

**Duration: 26 Minutes**

**Purchase: \$495 +GST**

**Producer: VEA Aust**

### Alcohol in the Workplace

A preventative program and booklet explaining the damage alcohol can cause in the workplace.

#### Key Training Points:

Alcohol in the workplace. What are the problems? What is being done? And what can you do?

The Alcohol and Drug Foundation has produced this exciting, informative program to answer these questions. It addresses:

- Education programs
- Alcohol availability
- Supervision
- The benefit of a good example
- Alcohol policy
- Expectation about safety
- Healthy alternative to drinking
- Consideration of work practices
- Drug testing considerations
- Special needs

**Duration: 18 Minutes**

**Purchase: \$295 +GST**

**Producer: 7 Dimensions Aust**

### All For One: The Meerkat Way

Everybody loves meerkats. But not many of us know just how remarkable these 'Kats' really are – and how much they can teach us about safety.

As a species, meerkats should never have survived at all. They're tiny, vulnerable creatures that live in an incredibly hostile environment full of savage predators. The fact that they do thrive is down to a single extraordinary talent: their ability to co-operate. And that's the heart of this program.

Beautifully shot by BBC crews in the Kalahari and narrated by Olivier award winning actor Toby Jones. All for One - The Meerkat Way will grab the attention of your trainees, make them smile and show them how much we can learn from some of the cleverest little creatures on the planet.

**Duration: 15 Minutes**

**Purchase: \$495 +GST**

**Producer: FutueMedia Aust**

### Booze Less: Alcohol in the Workplace

Mary Coustas and Nick Carrafa from Acropolis share an after-work drink and explore some of the myths and misconceptions about alcohol.

This entertaining program answers the basic questions about alcohol simply and clearly. It is an ideal discussion starter for alcohol awareness and education programs.

This program also covers short and long term effects of alcohol and shows strategies for drinking less alcohol.

#### Key Training Points:

Covers questions such as:

- What is a standard drink?
- Why does alcohol affect woman more than men?
- How to stay under .05?
- How to drink safely?
- How to cut down?

**Duration: 9 Minutes**

**Purchase: \$295 +GST**

**Producer: 7 Dimensions Aust**

## **Bully Beware Part 1: You and Your Workplace**

Designed for all staff, this program gets people to think about their behaviour and raises awareness of bullying and harassment and highlights responsibilities for all staff and managers.

It outlines organisation policies and procedures for dignity at work, the options to stop bullying and harassment and prevent their recurrence.

It also shows staff how to take personal action.

**Duration: 20 Minutes**  
**Purchase: \$1500 +GST**  
**Producer: Angel Productions U.K.**

## **Bully Beware Part 2: Informal Action**

Designed for managers, this program encourages them to take a variety of early and informal actions to keep the workplace free from bullying and harassment by spotting and stopping inappropriate behaviour and "nipping it in the bud". It includes scenes on how not to do it.

It shows listening, feedback, coaching, dispute resolution and mediation skills.

**Duration: 32 Minutes**  
**Purchase: \$1500 +GST**  
**Producer: Angel Productions U.K.**

## **Bully Beware Part 3: Formal Action**

Designed for managers, this program encourages them to take a variety of early and informal actions to keep the workplace free from bullying and harassment by spotting and stopping inappropriate behaviour and "nipping it in the bud". It includes scenes on how not to do it.

It shows listening, feedback, coaching, dispute resolution and mediation skills.

**Duration: 49 Minutes**  
**Purchase: \$1500 +GST**  
**Producer: Angel Productions U.K.**

## **Bullying in the Workplace - Set of Two**

**Program One - Addressing Bullying in the Workplace (26 minutes)**

If bullying is not appropriately managed, a culture of fear and bullying can quickly become endemic in an organisation. Fortunately, this culture can be turned around with education of all staff, the laying down of clear procedures for reporting bullying and the presence of empathetic managers who act quickly to resolve a problem. This program looks at strategies that can be implemented to prevent and manage bullying in the workplace and investigates some of the important aspects of the development of a policy and procedures to deal with bullying.

**Program Two - Defining Bullying in the Workplace (26 minutes)**

Workplace bullying not only has devastating effects on individuals who are targeted by a bully, but it can also be costly to a business in terms of diminished production, poor performance and an increase in staff turnover. Worse still, if bullying is not appropriately managed, a culture of fear and bullying can quickly become endemic in an organisation. Using dramatised scenes and interviews with a variety of industry experts, this program demonstrates some of the many forms of workplace bullying and offers a sound framework to help understand the nature, causes and effects of workplace bullying.

**Duration: 52 Minutes**  
**Purchase: \$795 +GST**  
**Producer: VEA Aust**

## **Defining Bullying in the Workplace**

Workplace bullying not only has devastating effects on individuals who are targeted by a bully, but it can also be costly to a business in terms of diminished production, poor performance and an increase in staff turnover. Worse still, if bullying is not appropriately managed, a culture of fear and bullying can quickly become endemic in an organisation.

Using dramatised scenes and interviews with a variety of industry experts, this program demonstrates some of the many forms of workplace bullying and offers a sound framework to help understand the nature, causes and effects of workplace bullying.

**Duration: 26 Minutes**  
**Purchase: \$495 +GST**  
**Producer: VEA Aust**

## **Discipline Interviewing: People Skills Series**

Disciplining poor performers should be done fairly and with adequate preparation and documentation. Avoid legal problems and ensure a constructive and positive outcome from disciplinary interviews by using this six step process.

### **Key Training Points:**

Discover successful Discipline Interviewing with these six steps:

1. Stay calm
2. Be clear and specific
3. Offer help
4. State consequences
5. Put in writing
6. Set review date

**Duration: 12 Minutes**  
**Purchase: \$495 +GST**  
**Producer: Ash Quarry Aust**



## First Aid One: Basic Life Support

First Aid is the initial care of a suddenly sick or injured person. Would you know what to do in an emergency?

This program details the essential aspects of first aid as required assisting someone in need of help. It focuses on how to respond to an emergency situation, primary and secondary surveys, cardio pulmonary resuscitation (CPR) and managing major external bleeding.

This program features the 2006 Updated CPR Guidelines

**Duration: 24 Minutes**

**Purchase: \$495 +GST**

**Producer: VEA Aust**

## First Aid Two: Outdoor Injuries

Summer means spending time outdoors enjoying sport and recreational activities. It also means being prepared to manage outdoor emergency situations. Would you know what to do?

This program details the basic knowledge required to make a difference and protect life. Focusing on heat related injuries, cold related injuries, near drowning, spinal injuries and venomous bites and stings.

**Duration: 24 Minutes**

**Purchase: \$495 +GST**

**Producer: VEA Aust**

**Purchase: Series \$795 +GST**

## Getting To Know Me

Leon Hustle, Sales Manager, is confronted by his mirror image, Noel, after a disastrous start to a sale presentation. He learns how to avoid stress by:

- Assessing commitments.
- Setting realistic goals.
- Establishing priorities and a plan of action.
- Allocating enough time to complete tasks effectively.

This is an excellent program for starting a discussion on stress and the need for time management, especially for managers, supervisors and sales staff.

**Duration: 15 Minutes**

**Purchase: \$295 +GST**

**Producer: 7 Dimensions Aust**

## Hand Safety

This program has already been called "the best hand safety DVD available." Dramatic interviews with people who have suffered hand injuries combined with realistic wrong way/right way scenarios deliver a powerful message.

**Duration: 15 Minutes**

**Purchase: \$295 +GST**

**Producer: Producers Media International U.S.A.**

## I'd Like A Word With You (New Version)

The need for a discipline interview usually arises when someone's work performance is not up to the desired standard. But, as many of us recognise, it is never easy to admonish someone you work with.

In "I'd Like A Word With You" the three characters from the Video Arts programs on interview techniques - Ethelred the Unready, Ivan the Terrible and Gillian the Silent, highlight the pitfalls and consequences of an ill-conceived approach.

Between them they illustrate the classic errors in handling discipline interviews:

- Failing to check the facts on standards and performance before the interview.
- Jumping too quickly to conclusions.
- Becoming so emotionally involved in the encounter that its real objective, improving performance, is never attempted, let alone reached.

The program illustrates the three key stages of the discipline interview:

1. Establishing the gap between agreed standards and actual performance.
2. Exploring the reasons for the gap.
3. Agreeing how to eliminate the gap.

The discipline interview is never agreeable, but managers who heed the lessons of "I'd Like A Word With You" can avoid making a drama out of a crisis and overcome potentially damaging workplace problems with comparative ease.

**Duration: 29 Minutes**

**Purchase: \$2000 +GST**

**Producer: Video Arts U.K.**

## LALC: Corporate Eating For Health

Discover what the latest research says about how to maximise health and well-being through correct eating. Hear from a leading medical expert about how a few simple changes can make a dramatic difference.

**Key Training Points:**

- The do's and don'ts of losing weight.
- The problems of losing 'muscle weight'.
- The myth of the high carbohydrate diet.
- Balancing the three major macro nutrients.
- Maintaining the discipline of healthy eating.

**Duration: 13 Minutes**

**Purchase: \$295 +GST**

**Producer: Ash Quarry Aust**



### LALC: Developing Resilience

This program explains why developing resilience helps in dealing with stress, maintaining good relationships and maximizing productivity.

#### Key Training Points:

- The three elements of resilience.
- Learning, practicing and mastering resilience.
- Using the 'once a day' behaviour modification technique.
- Paying attention to the 'invisible wisdom' of the body.

Duration: 13 Minutes

Purchase: \$295 +GST

Producer: Ash Quarry Aust

### LALC: Getting Fit For Business

In this program, learn how new research on aging shows that poor diet and exercise contribute to low fitness, low energy and poor mental alertness. A medically qualified expert shares specific advice on how to make lasting changes.

#### Key learning points include:

- What is 'corporate degeneration'?
- Understanding the aging process.
- Turning your body into a 'fat burning engine'
- Why 12 glasses of water a day is essential.
- Exercise recommendations.
- Realistic advice to make lasting change.

This program features psychologist Peter Quarry, interviewing Dr Sandi Vinson Bromberger, Dietworks, Australia

Duration: 13 Minutes

Purchase: \$295 +GST

Producer: Ash Quarry Aust

### LALC: Overcoming Stress

#### Overview:

This program describes the four steps to 'inner quality management' to achieve better balance, improved health, clearer thinking ability and better productivity.

#### Key Training Points:

- Understanding 'inner quality management'.
- Understanding the impact of thought processes on stress levels.
- How anger affects the immune system.
- Replacing negative emotions with positive feelings.

Duration: 13 Minutes

Purchase: \$295 +GST

Producer: Ash Quarry Aust

### LALC: Risk Taking

In this program discover the difference between risk seekers and risk avoiders as well as the benefits of taking risks in today's business environment.

#### Key Training Points:

- Making risk taking less risky.
- Creating an organisational culture of risk taking.
- The characteristics of risk takers.
- Understanding 'risk avoiders'.
- Advantages of being 'risk neutral'.

Duration: 12 Minutes

Purchase: \$295 +GST

Producer: Ash Quarry Aust

### No Smoke Without Fire

This program is about grievance and discipline handling.

Marion is fifty, hardworking, punctual, a model employee, but a bit prickly. Larry is twenty-five; casual, cocky, frankly pretty idle. He smokes and she doesn't. They share an office. And supervisor Alan doesn't know how to manage them. When the explosion comes, their manager Fay has to pick up the pieces. A realistic case study

This program is a realistic account of how things can go badly wrong and the difficult decisions a manager sometimes has to make. It provides an excellent and flexible introduction to grievance handling and discipline. It also provides insights into related topics such as interviewing skills, communication and management styles.

#### Key Training Points:

Through this program managers and supervisors will;

- Learn how to distinguish between grievances and breaches of discipline.
- Learn a flexible, problem-solving approach to grievances.
  - \* Learn a firm but equitable approach to discipline.
- Receive guidance on setting, communicating and monitoring standards.
- Receive guidance on how to lead a team.
- Receive assistance in defining their relationships with one another.

Duration: 20 Minutes

Purchase: \$1000 +GST

Producer: Video Arts U.K.



## Occupational Health and Safety in the Office

In today's society, Occupational Health and Safety is everywhere, and the office environment is no different. There are always health and safety issues to be aware of. In this program we take a good look at the legislative standards, office layout and design, ergonomics, manual handling and the responsibilities of employers and employees. This program gives a comprehensive overview which includes some surprising hidden safety issues.

**Duration: 25 Minutes**  
**Purchase: \$495 +GST**  
**Producer: VEA Aust**

## Office Ergonomics

As a winner of Intercom and Cindy awards, this program motivates workers to create a healthy office environment, improve job performance, reduce cumulative trauma injuries, reduce absenteeism and the associated costs. Filmed with the nation's leading furniture manufacturer, this program uses superior, high-resolution graphics to explain potential ergonomic hazards.

**Duration: 14 Minutes**  
**Purchase: \$295 +GST**  
**Producer: Producers Media International U.S.A**

## Oh What The Hell: Part 1

In this program Rowan Atkinson shows the consequences of being complacent and rushing work.

### Key Training Points:

- Stick to agreed procedures.
- Ensure a job is secure before dealing with a distraction.
- If in doubt, ask.

**Duration: 15 Minutes**  
**Purchase: \$495 +GST**  
**Producer: Video Arts U.K.**

## Oh What The Hell

### Part 2

This program shows the dangers that can arise when people become distracted or stray into unfamiliar territory.

### Key Training Points:

- Stick to agreed procedures.
- Ensure a job is secure before dealing with a distraction.
- If in doubt, ask.

**Duration: 15 Minutes**  
**Purchase: \$495 +GST**  
**Producer: Video Arts U.K.**

## Patterns Series

Sexual harassment at work is more than a legal issue. It is fundamentally a behavioural problem. PATTERNS takes on the behavioural challenge, arming employees and managers with the information they need to prevent sexual harassment and the tools that will help them to respond when incidents occur.

Through a series of short dramatisations this series describes common patterns of illegal or inappropriate behaviour at work and how best to respond. We explore the habitual harasser, the smitten harasser, the bully and the jilted harasser. We also examine problematic management responses to harassment incidents, including the ostrich, the chameleon, the wounded tiger and the mother hen. Lawyers and HR professionals review each situation and present positive alternatives.

Each program in the series can stand alone and may be purchased separately. Each program includes a comprehensive facilitation guide and reproducible handouts as well as optional PowerPoint slides at no additional cost.

### Key Training Points:

- Explores the behavioural side of sexual harassment
- Arms employees and managers with the tools they need to effectively prevent incidents
- Provides appropriate responses when they feel harassed or are aware of harassment occurring.

**Purchase Series: \$1950 +GST**  
**Producer: Quality Media Resources U.S.A.**

## People

Have you been looking for that one program you can use in all of your:

- Leadership
- Management Training
- Supervisory Training
- Interviewing
- Performance Appraisal
- Personal and Career Development
- Values
- Coaching & Mentoring
- Interpersonal Skills
- Diversity
- Harassment
- Conflict
- Listening
- Customer Service
- Teamwork

...and any other communication-based program you conduct?

People is a visually engaging four-minute launching point to any session you're conducting on these topics.

It's a program that won't interfere with the skills you teach; it only reinforces what you've already developed.

People was originally inspired seven years ago by a mere three lines from a poem, and was more recently impassioned by observing the outpouring of global humanity after the unfortunate tragedies of our new century.

This program beautifully illustrates the potential of these universal human traits of kindness, generosity, and respect in our workplaces. This powerful, four-minute program gets to the heart of the one thing that unites all people on earth. This one thing is the key to success in all our relationships.

Find out what this one thing is - preview People today! You've never seen anything quite like it. It is not a meeting opener. It is a session anchor, an essential tool for every program you conduct.

**Duration: 4 Minutes**

**Purchase: \$595 +GST**

**Producer: Workplace Publishing U.S.A.**

### **Preventing Sexual Harassment: Patterns Series**

'Preventing Sexual Harassment' looks at four common patterns of inappropriate behaviour – the habitual harasser, the smitten harasser, the bully and the jilted harasser. How we respond to harassment will be most effective when we recognise why the behaviour is occurring. This program arms employees with information and insights to help them determine the best way to get the behaviour to stop. A series of dramatisations bring each pattern to life. Attorneys, human resource professionals and a troupe of exceptional actors take us through the legal, psychological, cultural and moral issues.

#### **Key Training Points:**

- Explores the behavioural side of sexual harassment
- Arms employees and managers with the tools they need to effectively prevent incidents
- Provides appropriate responses when they feel harassed or are aware of harassment occurring.

**Duration: 26 Minutes**

**Purchase: \$750 +GST**

**Producer: Quality Media Resources U.S.A.**

### **Recipe for Health and Safety**

We can take health and safety for granted until something happens to us. Staff at Rick Stein's Seafood Restaurant and Hotel demonstrate how health and safety affects everyone across a business. It covers manual handling, fire, cuts and burns and slips and trips.

#### **Key Training Points:**

- Take responsibility.
- Be aware, assess risks.
- Communicate concerns.
- Look after yourself, your colleagues and your customers.
- Know the procedures.

**Duration: 24 Minutes**

**Purchase: \$890 +GST**

**Producer: Supernova U.K.**

### **Responding to Sexual Harassment: Patterns Series**

'Responding to Sexual Harassment' is an extension of the first program, 'Preventing Sexual Harassment', in both style and content, and we recommend that managers view both parts of the series. This program examines the legal liability issues and questions of personal responsibility that managers and supervisors must face. Using dramatisations, we explore different patterns of how managers often respond to sexual harassment incidents, including the ostrich, the chameleon, the wounded tiger and the mother hen and present more effective alternatives. Finally we discuss how incidents should be investigated and best resolved.

#### **Key Training Points:**

- Explores the behavioural side of sexual harassment
- Arms employees and managers with the tools they need to effectively prevent incidents
- Provides appropriate responses when they feel harassed or are aware of harassment occurring

**Duration: 26 Minutes**

**Purchase: \$750 +GST**

**Producer: Quality Media Resources U.S.A.**



## Rights and Responsibilities: Patterns Series

'Rights and Responsibilities' is a brief introduction to the issue of sexual harassment prevention intended for new employees. This orientation program describes what sexual harassment is, how it is damaging to the person being harassed, the harasser, the workgroup and the organisation, and what an employees rights and responsibilities are in this area.

### Key Training Points:

- Explores the behavioural side of sexual harassment
- Arms employees and managers with the tools they need to effectively prevent incidents
- Provides appropriate responses when they feel harassed or are aware of harassment occurring

**Duration: 10 Minutes**

**Purchase: \$750 +GST**

**Producer: Quality Media Resources U.S.A.**

## Risk Maker Risk Taker: A Manager's Guide to Risk

This program outlines the main concepts of risk management. It covers the steps which should be followed to effectively manage risk. It also links the risk management process with the role of leadership and management systems. The program outlines the following six stages in risk management: communication and consultation, establishing the context, identifying risks, risk analysis, evaluation, monitoring and reviews.

### Key Training Points:

- Illustrates specific steps essential to risk management.
- Provides managers with a common understanding of risk.
- Provokes managers into thinking and talking about risk.

The program is accompanied by extensive resources and a facilitator's PowerPoint presentation.

**Duration: 27 Minutes**

**Purchase: \$895 +GST**

**Producer: Nicholas & Smith Aust.**



## Safe Manual Handling

In the past safe manual handling training was all about how to lift things correctly. However current practice is to minimise the risk of manual handling injury through a three step process:

1. Identify hazardous manual handling tasks.
2. Assess risks involved in hazardous tasks.
3. Risk control - measures to reduce or eliminate risks.

With the aid of an ergonomist and a physiotherapist, this program demonstrates how to make a workplace safer using some basic principles and procedures.

### Included are the following:

- Statistics on workplace injuries.
- Employer responsibilities on workplace safety.
- What to do if your workplace is unsafe.
- What to do if you are injured at work.
- Descriptions of common dangerous actions (such as dangerous ways to lift, awkward postures, repetitive tasks...).
- Examples of dangerous situations and how to make them safer.

**Duration: 21 Minutes**

**Purchase: \$495 +GST**

**Producer: VEA Aust.**

## Safety in the Commercial Kitchen

Commercial kitchens are some of the busiest workplaces around. Add to that sharp tools, extremes of heat and cold, slippery floors and tight spaces, and you have a recipe for many potential dangers. That's why you need to know and follow strict workplace health and safety procedures to prevent harm, illness and accidents occurring to both you and your customers. This program outlines the basic workplace health and safety guidelines for the typical commercial kitchen, including personal safety, working with heat, electricity and gas, the basics of safely using dangerous equipment, and how to maintain good food hygiene. With input from industry experts and examinations of real commercial kitchens, this is a practical and information-packed program.

### Key Training Points:

- Commercial kitchen overview
- Heat
- Equipment
- Hygiene / food contamination
- Safety first

**Duration: 26 Minutes**

**Purchase: \$495 +GST**

**Producer: VEA Aust.**

## Service Burnout: The Improving Service Series - Module 8

This program provides an overview of the nature of stress and burnout in service situations as service burnout is a stress reaction suffered by many frontline and service staff. The causes of a burnout are explored and suggestions for avoiding and overcoming it are presented.

### Key Training Points:

The Service Burnout package begins by examining:

- What stress and burnout is.
- Sources of stress.
- The effects of stress.
- Individual difference to stress.
- Stress in the service context.
- Ways of dealing with service burnout.
- Physical and emotional symptoms.

**Duration: 17 Minutes**

**Purchase: \$295 +GST**

**Producer: Ash Quarry Aust**

## Sexual Harassment

This program looks at sexual harassment, what it is, its effects, and how to prevent it.

We see four dramatisations of a man and a woman in harassment situations. Psychologist Peter Quarry helps a studio audience decide whether each situation is actually harassment, as well as clarifying the issues.

### Key Training Points:

- Behaviour that constitute sexual harassment.
- Legal implications of sexual harassment.
- The effects on victims.
- Strategies for deterring unwanted behaviours.

**Duration: 44 Minutes**

**Purchase: \$295 +GST**

**Producer: 7 Dimensions Aust**

## Stress Matters

Stress Matters consists of two programs, one aimed at the employer and one at the individual. They begin with an examination of the different ways in which stress can manifest itself and then leads on to the identification of specific areas of the workplace that can give rise to these symptoms. Whilst many companies invest a great deal of time and money in training and development; the physical, emotional and psychological well-being of employees, a significant factor in work performance levels is an area all too often neglected. This program highlights the importance of addressing these issues. It features specialist advice from recognised experts in the field, including renowned Occupational Psychologist Professor Cary Cooper. This program acts as a guide for employers on how best to tackle this increasingly

complex issue, providing practical advice in a no-nonsense, to-the-point manner.

### Key Training Points:

- What is stress?
- How can a manager recognise stress in employees?
- What are the causes of stress at work?
- How does the organisation find out what is going on?
- What does stress feel like?
- How can work cause stress?
- What can the individual do about stress?
- How can an individual reduce stress at work?

**Duration: 15 Minutes**

**Purchase: \$1195 +GST**

**Producer: Key Knowledge U.K.**

## Subtle Sexual Harassment: The Issue is Respect

How do you take your employees beyond the obvious "Quid Pro Quo" cases that everyone already recognises as wrong and open their eyes and their minds to the more subtle aspects of sexual harassment.

Subtle Sexual Harassment - The Issue Is Respect is the first of two programs in this series. The issues are complex. What one female employee may consider sexual harassment, another may find perfectly acceptable. Both men and women can be and are victims of hostile work environments and subtle Quid Pro Quo behaviour and the standards by which such behaviour is measured are changing.

Attorneys, psychologists, an EEOC judge, Human Resource professionals and actors take us through the legal, psychological, cultural and moral issues behind the law.

### Key Training Points:

In five dramatisations we examine:

- The abuse of power in the workplace.
- Personal relationships and dating between employees.
- Peer pressure to conform to a work group's sexual values.
- The challenges facing women or men in "non-traditional" work environments.

**Duration: 28 Minutes**

**Purchase: \$750 +GST**

**Producer: Quality Media Resources U.S.A.**





## Subtle Sexual Harassment: Managements New Responsibility

Issues addressed in this program include:

- Can a person become a “victim” even if the offensive behaviour is not directed at them?
- What is a company’s liability when one of their clients harasses an employee?
- Can compliments and acts of “kindness” constitute illegal sexual harassment?
- Rumours, can they constitute sexual harassment?

Duration: 28 Minutes

Purchase: \$750 +GST

Producer: Quality Media Resources U.S.A.

## Tai Chi At Work: The Secrets to Managing Your Stress

With this program you will learn how the wisdom of ancient Tai Chi principles can apply in today’s workplace and anywhere else to manage stress. Dr Paul Lam has worked with a team of Tai Chi health and business professionals to create an innovative program for people at work. They share their secrets to managing stress and how Tai Chi can turn stress into a source of strength.

These three powerful, yet easy to learn forms are derived from three main Tai Chi styles: Sun, Chen and Yang. Once these forms have been learnt, a guide is provided on how to incorporate these forms into your daily life to manage stress and improve health.

Dr Paul Lam is a family physician in Sydney, Australia and a world leader in the field of Tai Chi for health improvement. He has created several Tai Chi for Health programs to improve people's health and well-being. He is a past international competition gold medallist, a producer of best-selling DVDs and an author of Tai Chi books.

Key Training Points:

- Office Practice.
- The secret of Tai Chi principles at work.
- Where to from here?

Duration: 90 Minutes

Purchase: \$295 +GST

Producer: Tai Chi Productions Aust.

## TAT: 10 Healthy Work Habits

Being healthy has a positive influence on energy and work performance. In this program psychologist Peter Quarry offers 10 practical strategies for being healthy at work:

1. Exercise
2. Eating well
3. Healthy thinking
4. Talk to someone
5. Overcome computer fatigue
6. Learn to manage conflict
7. Have your say
8. Be grateful
9. Leave work at work
10. Nurture yourself

Duration: 17 Minutes

Purchase: \$295 +GST

Producer: Ash Quarry Aust.

## TAT: 15 Ways to Handle Today's Stress

This program will help you handle today’s stress by using 15 simple steps:

1. Control only what you can control.
2. Talk with others.
3. Reduce caffeine & stimulants.
4. Learn relaxation techniques.
5. Do something calming & quiet.
6. Keep things in perspective.
7. Don’t dwell on things.
8. Regular exercise.
9. Use lists.
10. Set priorities.
11. Forgive others.
12. Manage your finances.
13. Develop communication skills.
14. Use visualisation.
15. Laugh!

Duration: 15 Minutes

Purchase: \$295 +GST

Producer: Ash Quarry Aust

## TAT: 6 Ways to Manage Overload

Using this program help people manage overload in the workplace using six easy steps.

Key Training Points:

- Physical environment.
- Desk and work habits.
- Time management.
- Looking after your body.
- Manage emails.
- Break the 24/7 addiction.

Duration: 19 Minutes

Purchase: \$295 +GST

Producer: Quality Media Resources U.S.A.



### TAT: Balancing Work and Private Life

The pressures on employees are high and getting higher. Make sure you are achieving a balance between your work and private life, to ensure continued satisfaction and work productivity.

**Duration: 17 Minutes**  
**Purchase: \$295 +GST**  
**Producer: Ash Quarry Aust.**

### TAT: Managing Aggression in the Workplace

This program explores how to prevent aggression at work and how to reduce risk and/or manage it when it happens. A must for everyone who wants a safe and healthy workplace.

**Duration: 17 Minutes**  
**Purchase: \$295 +GST**  
**Producer: Ash Quarry Aust.**

### TAT: Overcoming Harassment

Sexual, racial and other forms of harassment are on the increase. This practical program looks at the effects on individuals and the organisation of continued harassment and gives simple to follow techniques for dealing with perpetrators.

**Duration: 19 Minutes**  
**Purchase: \$295 +GST**  
**Producer: Ash Quarry Aust.**

### TAT: Staying Happy and Positive Throughout Life

A program to help understand how to be happy throughout life

#### Key areas covered:

- Are You Happy?
- Changing Happiness Levels
- Being Grateful
- Attention Change
- Altruism

**Duration: 18 Minutes**  
**Purchase: \$295 +GST**  
**Producer: Ash Quarry Aust.**

### TAT: Stress Management

In today's fast moving business world stress is a major issue. Learn what stress is and what causes it. This program will equip you with five practical tools to minimise your stress levels.

**Duration: 14 Minutes**  
**Purchase: \$295 +GST**  
**Producer: Ash Quarry Aust.**

### The Corporate Stretch

Energise yourself, your team and anyone deskbound! Instant stress relief.

This program emphasises the importance of stretching, breathing correctly and having water while at work. It is easy to follow along - with ten basic stretch exercises that can be done individually or in a group.

**Duration: 17 Minutes**  
**Purchase: \$295 +GST**  
**Producer: Ash Quarry Aust.**

### You Can Stop Harassment Series

#### Part 1: Taking Responsibility

#### Part 2: The Responsible Leader

This series will introduce you to the legal and personal issues that arise from workplace harassment. The series is intended to help employees and management understand the impacts of workplace harassment and what their role is in putting a stop to it.

**Program 1:** Taking Responsibility explores workplace harassment and the employee's role.

**Program 2:** The Responsible Leader explores workplace harassment and the manager's role.

**Duration: 27 Minutes each part**  
**Purchase: \$750 +GST each part**  
**Producer: Quality Media Resources U.S.A.**



### ACTIVITY MANUAL: 101 Ways to Manage Workplace Stress

Packed with practical tools and ideas for identifying the causes of stress and developing strategies for reducing it, this versatile pack offers instant and long-term help to trainers, team leaders and individuals alike. Each tool comes complete with background information, an explanation of its purpose and details of when and how to use it. The background information can be used either for personal support, copied as a handout, or used as course material. Each tool can be used on its own, combined with others from the toolkit, or used with other resources you may have. Use this versatile, comprehensive toolkit for: Individual study and personal development Team development Training courses, workshops and seminars Developing



organisational policies and programmes Inclusion in induction programmes.

#### Key Training Points:

The 101 tools are all reproducible and subjects covered include:

- Stress at work
- Recognising stress
- Strategies for managing stress at work
- Thinking skills
- Behavioural skills
- Organisational skills
- Physical skills
- Lifestyle skills
- Tools for team leaders
- Managing stress in a team
- The case for a stress management policy and programme
- Developing a stress management policy and programme

**Purchase: \$495 +GST**  
**Producer: Fenman U.K.**



#### ACTIVITY MANUAL: Green Training Pack

A vital resource for anyone wanting to develop, introduce, establish and sustain good environmental management in their organisation. 22 tried and tested activities to:

- increase people's knowledge
- sharpen their awareness
- improve understanding
- counter resistance
- involve staff
- engage commitment
- put a better focus on the issues
- deliver practical results

The activities range from about an hour to three hours in length. They provide ideas and stimulus for anything from a single standalone session, to a combination of modules to help establish and introduce new policies. Contains full trainer's notes and masters for photocopying handouts and OHT's, they are ready to use with very little preparation.

Ideal for trainers, environmental managers, senior managers and line managers.

**Purchase: \$395 +GST**  
**Producer: Fenman U.K.**



#### ACTIVITY MANUAL: Stress Management At Work

##### Overview:

Here are 19 tried and tested activities to make participants more aware of how they and their colleagues react to pressure at work. Fascinating, thought-provoking and thoroughly practical throughout. Here are the skills, techniques and ideas everyone needs to management stress successfully. They are relevant to all organisations and individuals.

##### Key Training Points:

- Understanding stress at work
- Recognising Stress
- Strategies for Managing Stress At Work
- Which Perspective Will You Choose
- Taking Control \* Blame Who's To Blame
- Mind Your Language
- \*Being Assertive
- Balancing the Load
- Making the Most of your Time
- Winners and Losers in Conflict
- Welcome Change
- Look after yourself
- Relax
- Making the Change Worthwhile
- Seeking support
- Helping others
- Don't Increase the Pressure
- Work Planning

**Purchase: \$395 +GST**  
**Producer: Fenman U.K.**



#### ACTIVITY MANUAL: Working with Disability

This pack will allow you to explain and bring to life the provisions of the Disability Discrimination Act 1995. Participants will understand how it applies to them and how it can be used as a basis for making their work environment more user-friendly and more effective. The activities also bring out the wider issues beyond the legislation, encouraging a more sensitive and thoughtful approach to the subject of disability. They help to dispel the awkwardness many feel about the subject, opening minds and finding ways of promoting better understanding.

**Purchase: \$395 +GST**  
**Producer: Fenman U.K.**



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