# PERSONAL AND PROFESSIONAL GROWTH

## Stress, time management, success & happiness





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## 1. Stress & time management

#### 1A. What is stress?

- Do you know someone who is stress-free? Is stress good for you?
- Sources and effects of stress. Individual differences.
- Hedges against stress. Do married people live longer, or does it just feel longer?
- Coping with stress. Healthy and unhealthy responses.
- Dealing with irrational beliefs.

#### 1B. Get organized

- Time wasters. Set priorities. Distinguish between Important and Urgent.
- Learn how to say "No". Delegate. Use down-time.
- Connect with your values. How are you doing with your No1?
- Does your behavior correspond to your goals?

## 2. Success in personal and professional life

#### 2A. Success & happiness

- Are you successful? What's the difference that makes the difference?
- The Olympic rings for success: appearance, IQ, luck, responsibility, belief in oneself, imagery and goals.
- I nearly forgot: you need to work as well! There are more: persistence, social skills and relationships, attitude.

#### 2B. Think different!

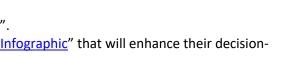
- What one skill if you develop would yield the most benefits?
- What do I need to do to get to Mount Olympus?

## Extra Bonuses

#### Participants who complete the course will

- 1. Receive a free Work/Funbook to complete the daily readings and exercises or
- 2. Receive a complimentary copy of "<u>Idiots are invincible</u>" e-book (300 pages packed with instructions, ideas, and applications).
- 3. Sign an online <u>behaviour change contract</u> stating what they will change, in the presence of a witness (buddy system).
- 4. Enrol in the online course: <a href="https://rodafinos.thinkific.com/courses/idiots-are-invincible">https://rodafinos.thinkific.com/courses/idiots-are-invincible</a> and complete the short 5 minutes per day exercises over ten days, at work or at home, on their mobile, iPad or laptop.
- Use the Facebook group <u>Think Different</u>, a social, interactive discussion board, to post their daily responses to the exercises, if they wish to share the experience with their colleagues, comment, tease, reply to others' posts, add images etc.
- 6. Get free membership to the "Idiots' Club".
- 7. Receive a copy of the "pRo-blem Solving Infographic" that will enhance their decision-making skills.

## **OUTCOMES**



Generic outcomes. By the completion of this training, participants will

- 1. acquire valuable knowledge and skills on stress and time management, synthesize and map the knowledge into practice
- 2. learn simple techniques how to manage their own and others emotions
- 3. develop a supporting action plan and tools to progress and implement the knowledge and skills acquired in the daily operations of the business (and in their personal life).
- 4. align with company values to increase productivity and personal fulfilment.

#### WHO SHOULD ATTEND

The project is designed for employees in the service sector, and is suitable for managers, team leaders and any staff member who seeks to better understand him/herself and others, and learn new skills or refresh existing ones, in order to increase productivity, while at the same time making the most out of their time at the office/work.

#### **OUTCOME EVALUATION**

Participants will sign behavioural contracts (forms will be provided) in the presence of a witness (buddy system).

For verification of learning, staff will produce measurable results or evidence of learning from their activities, in the form of a) self-reports, reviewed by their managers, and/or b) presentations to their team ("share your learnings").

## TRAINER BIO



I help others change their **reality** or manage their **perceptions** of reality, while they are having fun in the process - and, no ... I am not a drug dealer!

Professor Angelos Rodafinos is a Behaviour Change Specialist, an Author and a Keynote speaker. His education includes degrees from Aristotle University

Greece (BSc), Ithaca College, New York (MSc), and Wollongong University Australia (PhD). He has spent the last 25 years working as an Academic Psychologist, including long posts as Program Director Social Sciences for Swinburne Online, Melbourne, Head of the Psychology Department at City College, International Faculty of the University of Sheffield, and as Professional Trainer. Angelos has published more than 65 articles in academic journals, a number of articles in popular magazines, co-authored a book on HR management, and written two popular psychology books ('Idiots are invincible' and 'Prince to frog and vice versa') on problem solving, stress and change. Dr Ro is a professional speaker on topics related to stress, time and change management, customer service, success and happiness. He has invested a lot of effort to inject humour and fun into his presentations and books to assist people to learn and grow while enjoying the process. He shares his summers between Australia and Greece, enjoying snorkelling, basketball, tennis, and bike riding.

Read more <u>here</u>

### **TESTIMONIALS**

- The worst part of the seminar was ... the break! -N. Anthopoulos
- Angelos is particularly talented and teaches truths that are hard to tell, in a most incredibly enjoyable και and effective manner! I highly recommend you attend his training seminars. –I. Paparoussi, MBA, Corporate Trainer - Managing Director at Leaders Lab -Consultant at RogenSi
- Thank you for the great talk today, inspired by the even greater book! –T. Raonic, Education Consultant, Higher Education, McGraw-Hill
- Your humour is contagious! I'll only tell you this: when I came I felt 4 to 5 on your mood scale (terrible) and when I left I was at 1 (extremely happy)! Thank you very much for this! —A. Tzanis, TEAM LEADER, Respite & Brokered Services Program, Coordinated Care & Training Unit, Australian Greek Welfare Society

Read more here

## **CLIENTS**

