

## **Wednesday Workshop Ideas**

### **General**

- Monthly Book Club: everyone read the same book for a month and discuss the book's main message.
- Managing Conflict at Work
- Making A Good First Impression
- Managing Change and Transition at Work
- Cross-Training: Learn about another department's day to day role and responsibilities.
- Ways to Reduce Stress and Meet Your Deadlines
- How to Beat the Afternoon "Slump."
- How to Create a Workspace That Enhances Creativity
- Time Management Techniques & Strategies
- How to be an Unbiased Leader
- Becoming a Team Player
- Getting Clear on What You Want in Life: figure out what you want out of life and what steps to take to achieve your goals.
- How to Manage Your Personal Finances
- Understanding Your Enneagram Type
- Understanding Your Myers Briggs Type
- Understanding Our Customer Types

### **Office Communication**

- Understanding Boundaries at Work
- How to Avoid Sabotaging Success in the Workplace
- Initiating Difficult Conversations
- Giving and Receiving Constructive Feedback
- How to Improve Your Presentation Skills
- Public Speaking Tips and Strategies
- Identifying Your Communication Style
- Managing Anger in the Workplace
- How to Bring Out the Best in Others
- How Your Attitude Can Impact Your Work and Life
- Effective Business Writing Strategies
- How to Create a Supportive Work Environment
- Understanding Body Language and What it's Telling People
- Cross-Cultural Communication
- Email Etiquette
- Workplace Best Practices Series
- Conflict Resolution Tools and How to Use Them

### **Self-Improvement**

- How to Improve Your Memory
- How to Bounce Back From a Setback in Life

- Self Defense Classes
- How to Increase Your Self-Confidence
- How to Overcome Obstacles
- How to Overcome Fear and Anxiety
- How to Be a Positive Person
- Problem Solving Basics
- How to Network at a Meetup Event
- How to Implement “Active Reading.” Advice on reading techniques and how to remember everything you’ve read.
- Understanding Green Living and How to Live a Greener Life-style
- How to be More Eco-Friendly at Work
- How to Increase Your Emotional Intelligence
- Tips on How to Be More Present at Work
- How to Set Realistic Goals
- How to Boost Your Attention and Recall
- How to Develop Better Listening Skills
- Positive Assertiveness Techniques
- Money Management

### **Exercise & Health**

- Meditation/Mindfulness Training
- Desk Stretches Demo or Chair Yoga
- Yoga Class
- How to Improve Your Sleep
- How to Get the Most Out of Your Sleep Cycle
- Implementing a Healthy Lifestyle to Prevent Heart Disease and Other Diseases
- How Food Affects Your Mood
- Tips for Looking After Your Eyes at Work
- Winter/Summer Office Olympics
- At-Home Exercises
- Nutrition 101: How to Read and Understand Food Labels
- Tips on How to Move More and Sit Less

### **Managing Stress**

- Understanding the Effects of Stress at Work
- Stress-Busting Alternatives to Eating Junk Food
- How to Relax at Work
- Meditation 101
- How To Manage Stress and Boost Immunity
- Practical Ways to Unwind After Work
- How to Reduce Muscle Tension
- Overcoming Procrastination at Work
- Tips for Holding Efficient Meetings

- Cutting Through the Clutter at Work
- How to Achieve a Good Work/Life Balance
- How to Create an Effective Morning Routine
- How to Determine What Your Motivation Triggers Are: understand what motivates you and how to implement this into your work and life.
- How to Thrive and Succeed When Under Pressure
- How to Reach Inbox Zero
- How to Implement a “Power Hour.” How to get the most important stuff done when your brain is at its peak.
- How to Get Things Done and Still Have Fun
- How to Batch Tasks Rather Than Multi-Task

### **Inspiration**

- How to Develop Your Creative Side
- Create a Vision Board for Your Goals
- Creative Writing Workshop
- Quick Recipe Ideas for Work Lunches
- How to Mind-Map Your Ideas

### **Learning New Skills**

- How to Use Pinterest + Pinterest for Business
- How to Use Facebook + Facebook for Business
- How to Use Instagram + Instagram for Business
- How to Write a Blog Post
- How to Best Use Email
- How to Ship an Order
- How to Pack an Ornament
- How to Place and Order Online + Instore
- How to Manage Reward Points
- Why Do We Carry the Brands We Carry?/How to Choose Products to Carry
- Customer Service Basics
- Intro to Computer Programming
- Implementing Password Security