

Stress Management – How to be more Stress-Free in Everyday Life

Trainer: Rosaleen Bloomfield

Objectives & Content

This stress management workshop will help you to take constructive steps to reduce the effects of stress on your physical, emotional and mental well-being. You will discover:

- ? What really causes stress
- ? The mental, physical and emotional symptoms of stress
- ? The 7 myths about stress
- ? Top tips to manage your time and self in order to reduce stress and tension.
- ? The two minute stress buster
- ? Easy breathing and relaxation exercises that you can do any where and any time to de-stress
- ? Simple Chair Yoga exercises that you do at your desk to release tension
- ? Technique to help you change from a stressful to a more resourceful state

Benefits:

This will be a fun, informative and experiential event which will provide you with simple and effective tools that you can use to successfully manage your stress and experience more calm and peace.

Trainer - Rosaleen Bloomfield

Rosaleen started to practise yoga when she worked in a demanding corporate sales environment, as a way to reduce stress and improve her physical health and well-being. Through practising yoga, Rosaleen has learned that it is a wonderful system for developing self-awareness, inner knowledge and greater understanding of the mind and its power to transcend all limitations. She qualified as a yoga teacher in 2003 and practises a variety of yoga styles including Iyengar, Sivananda and dynamic yoga.

She has extensive experience (16 years) in various consultancy roles, including training, customer service and sales. She specialised in the telecommunications and media industries working with companies such as BT, Vodafone, Orange, Ericsson, BBC, BSkyB, Pearson and many others.

As a coach, she synthesises knowledge and approaches from diverse fields, namely: coaching, business, systems and process modelling, sociology, the ancient science of yoga and meditation to help individuals who desire better life balance and utilization of their talents and skills; purpose, clarity and realization of their dreams.

She helps clients to look within in order to learn how to be more self aware, centred and present; using their deep inner wisdom as a guide to personal and professional development.

Qualifications:

- ? Certified Clean Language, Symbolic Modelling and Clean Space Facilitator
- ? Diploma In Life Coaching
- ? Certificate in the Fundamentals of Structural Thinking
- ? Qualified Yoga and Meditation Teacher
- ? MSC in Information Technology for Management
- ? BSC in Sociology

Business Planning Masterclass

The steps of formulating the strategic tool for matching the services you provide with the needs of your users that will guide you through a successful and sustainable business

This topic looks at objective setting and the purpose of planning. It then goes on to provide a theoretical framework for planning and issues related to management and business concepts are addressed. The process and content of a plan are discussed and the participants will be required to develop an outline of a plan in a group for presentation.

Each participant will be expected to go away from the programme with the bare bones and outline of a business plan for their organisation which can be finalised at a later stage

Aim: to explore the development of business plans with small voluntary sector organisations

Objectives: by the end of the training participants will be able to:

- ? Understand and the business plan as a strategic tool for matching the needs of users with the services provided
- ? identify the steps involved in preparing a meaningful business plan in order to create and maintain ownership
- ? understand the role of business planning in effective fundraising, in particular, in relation to tendering for contracts

Content:

- ? Determining the objectives of the business
- ? Concepts in business and planning
- ? Content of a business plan
- ? Contextualizing a business plan
- ? Putting the plan together

Trainer - Ade Sawyerr, Equinox Consulting

After his first degree in Management, he worked in Banking, Systems Analysis and General Management before enrolling on the full time MBA programme at Manchester Business School. His dissertation on the particular problems faced by black-controlled businesses in Britain broke academic ground in 1982. Since then Ade has been working as a partner in Equinox Consulting which he helped to set up in 1983.

Ade has developed several local area strategies for involving local people in business enterprise and has worked closely with community and voluntary organisations that are seeking new ways to survive in the new culture. He has looked at strategies in the USA and recently undertook a project for the International Finance Corporation, the Investment arm of the World Bank, in South Africa implementing strategies for the support of black business people. He has published various articles in journals and newspapers.

Ade has been teaching Devising and Using a Business Plan and Fundraising strategies for the black voluntary sector for BTEG, GUL, SIA, CEMP, Kensington & Chelsea Social Council. He has facilitated for several community groups helping them to work out their workplan and strategies. He also recently presented a course to ethnic minority people in Italy on mechanisms needed for setting up agencies of assistance.

Ade is deeply involved in community and voluntary issues. He was a parent-governor at a special needs school in Croydon, a member of the Brixton community forum, an executive member of an educational and cultural charity and is an ex-Chairman of Ghana Union London, an umbrella organisation for all Ghanaian community groups and a trustee of the London Community Foundation.

Fundraising Skills Masterclass

Provides you with the coherent set of strategies for identifying all your stakeholders and the process of attracting and building funding from all the different sources

This topic looks at the issues involved in ensuring that your funding applications and proposals are successful and goes on to explore strategies for diversifying your funding base to achieve sustainability. It starts from examining the critical issues that will get you funding, identifying what funders want to see in the funding proposals and developing what goes into a funding application.

Aim: How community based organisations can develop a coherent fund raising strategy.

Objectives: by the end of the programme the participants will be able to

- ? Establish what would make us attractive to funders
- ? Examine the different types of funding and sources
- ? Determine what is needed in an application for funding

Content:

- ? Critical issues in the internal of the organization
- ? Identifying potential funders
- ? What funders want to see in your proposals and applications
- ? Sources of funding
- ? Putting the proposal together

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