Knowing How to Let Go and Step Back

Hands-on course of 2 days - 14h
Ref.: LAC - Price 2024: CHF1 550 (excl. taxes)

This training will help you step back and better channel your energy when facing events and people around you. Through active learning, you'll find out how to use the keys to letting go in order to be calmer in your personal and professional life.

EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Know the key elements of letting go

Identify the impacts of letting go on your body and mind

Use techniques to master your negative thoughts and their impact on your behavior

Come up with questions that focus on what's important to keep perspective

TEACHING METHODS

Active learning based on assessment throughout the training, exercises, discussions, and shared experiences.

HANDS-ON WORK

Self-diagnostic, exercises, discussions, scenarios based on experience and suggested areas for improvement.

THE PROGRAMME

last updated: 05/2024

1) Understanding and defining letting go

- Defining letting go: Its principles, its origins.
- Identifying the benefits for personal development.
- Change and control.
- Past, present, and future: Freeing ourselves from time.
- The present state.

Exercise : Questionnaires about the notion of time, personal reflection.

2) Identifying the consequences of letting go

- The reasons to let go in your professional and personal environment.
- Health, mind, and wellness.
- Listening to your body: "the body is the temple of the mind".
- The importance of changing your expectations.

Exercise : Self-diagnostic. Working on your own representations of fear, obligations, and culpability.

3) Adjusting your attitudes and behaviors

- Identifying what you're "holding onto" before letting go.
- Quieting your mind.
- Getting rid of negative thoughts.
- Expanding your view of others and events.
- Detecting your tension zones.
- Spotting indicators: Range, guilt, emotions, desires, disappointments, fears, and anxiety.

Group discussion : Interpersonal discussions: Identifying and resisting your automatic thoughts. Group debriefing.

PARTICIPANTS

Anyone who wishes to manage their energy in new ways and improve their well-being.

PREREQUISITES

No particular knowledge.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

4) Refocusing on what's important and staying the course

- Obstacles: Resistance, opposing forces.
- Details of a few techniques.
- Overcoming resistance with humor and creativity.
- The art of simplicity. What to eliminate, what to keep?
- Accepting what satisfies your senses.
- Personal and Professional Practical Analysis (APP).

Exercise : Exercises, scenarios involving participants' cases. Analysis of practices.

5) Programming your action plan

- Areas for improvement: How much time?
- Your goals and resources.
- Planning to let go in your calendar.

Exercise : Identifying difficult problems with lived experience. Individual action plan Formalizing the actions to implement.

DATES

REMOTE CLASS
2025 : 24 Feb, 05 May, 11 Aug,
27 Oct