

Controlling Your Emotions to be More Effective

Hands-on course of 2 days - 14h

Ref.: TOI - Price 2024: CHF1 550 (excl. taxes)

The price for the 2025 session dates may be revised

This training will allow you to acquire the tools and methods needed to keep control of your emotions at all times and under all circumstances. It will give you practical tools to remain fully effective in emotional or sensitive situations.

EDUCATIONAL OBJECTIVES

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

- Know your emotions and their impact
- Identify positive and negative emotions
- Channel emotional stress
- Control emotions by confronting thoughts
- Practice relaxation techniques

HANDS-ON WORK

Tests, exercises, case studies and individual action plans to practice emotional management techniques.

THE PROGRAMME

last updated: 05/2024

1) Emotions and their impact

- Cognitive theories of emotions.
- External and internal stimuli.
- The pleasant and harmful consequences of emotional states: on yourself and on others.
- Stressors and emotions.
- Sympathy, empathy and antipathy.
- Emotions determine action or inaction.

Hands-on work : Write a personal inventory of your emotional states and their impacts.

2) How to identify your emotions and their consequences.

- The Event-Thought-Emotion-Behavior dynamic.
- Our thoughts are the source of all our emotions.
- Energizing emotions: joy, pleasure, calm, serenity, satisfaction, motivation.
- Unpleasant emotions: anxiety, fear, sadness, regret, hostility, guilt, depression, discouragement.
- Adapted (helpful) and maladaptive (harmful) emotional stress.
- The effects of emotions on our relationships and communications.
- Constructive and detrimental consequences.
- Spontaneous thoughts.

Hands-on work : Emotional self-evaluation test and assessment.

3) How to manage your emotions.

- Managing emotional stress.
- Channeling stress by choosing how to react.
- Dealing positively with pressures.
- Being assertive rather than running away, being passive or aggressive.
- Motivating ourselves positively by letting go of our negative and unrealistic thoughts.
- Maintaining a rational attitude and realistic perceptions.
- Dealing with situations based on emotional levels.

PARTICIPANTS

Anyone who wants to better recognize their emotions and better manage their emotional stress.

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.

- Defusing our emotions and those of others.

Hands-on work : Role-playing assertiveness and defusing aggressive attitudes.

4) Practicing emotional control

- Helpful tools to control your emotions.

- Confronting thoughts that cause harmful emotions.

- Specific confrontational issues.

- The relaxation technique: positions and approach.

Hands-on work : Exercise to confront spontaneous thoughts and cognitive distortions.

Exercise to apply a relaxation technique.

5) Coming up with a custom action plan

- Set and design cognitive and behavioral progress goals.

Hands-on work : Draft an individual action plan for managing emotions.

DATES

REMOTE CLASS

2024 : 16 Dec

2025 : 27 Mar, 17 Apr, 07 Aug, 13
Nov