

Thursday,  
September  
22, 2011

UC  
Ballroom

8:15 am—  
12:30 pm

# Developing Calm, Confident Power at Work

Professional Development Day  
for Faculty and Staff

*What does it cost when you....*

*Are tense or have trouble concentrating at work?  
Are unsure about your ability to perform a task?  
Feel overwhelmed about having too much to do?  
Avoid having an honest conversation about a challenging situation?*

True work satisfaction comes from finding a 'sweet spot' in our jobs--- where there is just the right amount of challenge to keep us interested and performing effectively without too much or too little stress. This fun, interactive workshop will help you find the 'sweet spot' each day by developing a work style called "Calm, Confident Power."

New findings about the brain show that staying calm in challenging times can help our minds think more clearly, prioritize our workload, and accomplish tasks more easily. You'll learn how to notice your judgments and negative stories about work and how to neutralize them to develop greater self-confidence. And, you'll practice a simple communication formula for bringing up and resolving a challenging issue with a colleague or even your boss.

When we can talk honestly, our stress decreases and productivity improves. In this program participants will learn and practice specific tools to use on the job including how to:

- Calm the naturally negative mind.
- Push the 'reset button' to refocus your mind in a few minutes.
- Notice and neutralize stressful stories that make a challenging situation even more difficult.
- Use a four-step formula for giving and receiving feedback and making requests of co-workers or your boss.

*What past participants  
have said about this  
program...*

*"Understanding how we can  
change our negative reactions  
was powerful and insightful!"*

*"The practice conversations  
really helped me to identify  
unproductive habits and  
behaviors and to communicate  
differently."*

*"I loved your calmness and  
how easily you can teach  
others to be calm during  
difficult conversations."*

## **About the Instructor...**

Dr. Suzanne Kryder owns a Washington, DC-based neuroleadership training company that blends leadership development with an understanding of how the mind works. Her doctorate is in health education with a minor in organizational behavior from the University of New Mexico. She trains and coaches academic, nonprofit, and federal leaders how to develop a non-confrontational communication that's described in her new book, *The Mind to Lead: Coaching for Calm, Confident Power*. Visit her website to learn more and to explore her free resources: [www.themindtolead.com](http://www.themindtolead.com).



**Register online by September 13th:**

**[www.umbc.edu/training](http://www.umbc.edu/training)**

Spaces are limited and pre-registration is required.

**Co-sponsored by Human Resources, Division of Student Affairs, and The Commons**

calm  
confident  
power