

## **Human Resource Zoom Workshop (March 23 - 24, 2021)**

**Facilitator Wendy Hoffard – Senior Consultant at Legacy Bowes**

### **Day 1 March 23 – Morning Session 10am – 12pm**

Understanding how distractions impede your success as well as your organization's success

- Are distractions a problem for you?
- Understanding the impact of workplace distractions
- Why distractions are more than ever in today's world

### **Day 1 March 23 – Afternoon Session 1pm -3pm**

Bringing the “Blurred lines” of life back into “Focus”

- Discover why our lives become blurred at times
- Learn where your “blurred lines” are in life and work
- Understand the importance of “Focus”
- Learn how to increase your “Focus”, improve your productivity and reduce your stress

### **Day 2 March 24 – Morning Session 10am -12pm**

Learn the power of setting & leading with “Intention” because, *When you fail to plan, you plan to fail!*

- Why finding your power of “Intention” is key to your success
- How to create a plan with intention in mind to lead yourself and others

Discover why gaining a sense of accomplishment is important to your productivity and your wellbeing

- Understanding what the sense of “accomplishment” does to your wellbeing
- The 5 steps to finishing what you start!

### **Day 2 March 24 – Afternoon Session 1pm - 3pm**

Learn how applying the “Art of Achievement” can increase productivity and gain a sense of accomplishment

- 7 Key Mental Targets for Achievement
- Recap, debrief & the importance of taking action

## **Facilitator Wendy Hoffard – Senior Consultant at Legacy Bowes**

Wendy's engaging storytelling has led her to the stage as a professional speaker and trainer for over 10 years.

As a Change Expert, Wendy helps her audiences reflect on their own self-limiting beliefs and the challenges of stepping outside their comfort zone.

Wendy works with her clients in the transition of change through developing leadership skills for all levels of the organization. Specializing in human resources, safety, productivity and performance management, Wendy provides tools and strategies for personal and professional growth.