

MANAGING LIFE OUTSIDE WORK: HANDLING EMERGENCIES AND RESISTING TEMPTATIONS

COURSE OVERVIEW

Many employees find it difficult to be effective at work—or even to GO to work—when outside emergencies and needs intervene. So, to succeed long-term in their jobs, they need practical strategies for handling likely outside emergencies that may prevent them from going to work, and resisting the many possible temptations to skip work.

This module helps participants cope with a range of issues and events that can make it hard for them to meet an employer’s minimum requirements. Participants begin by identifying the emergencies (e.g., a car problem) and temptations (e.g., a day at the beach) that they may encounter. Then they learn and apply a four-step process for developing emergency plans, and a five-step process for resisting (and rewarding themselves for resisting) common temptations to “call in sick” or just not show up.

LEARNING OBJECTIVES

- Identify the kinds of emergencies and temptations that might interfere with their getting to work.
- Use a creative-thinking tool—mind mapping—to develop a plan for dealing with an emergency.
- Use the four-step PLAN process to effectively communicate an emergency plan to an employer.
- Describe and use several techniques for handling temptations that they find difficult to resist.

SKILL STEPS

Plan what you’ll do.

Let your listener’s needs drive what you’ll say.

Address your listener’s concerns.

Now express yourself confidently.

LENGTH OF SESSION

- 2 Hours