

Elevate: The High-Performance Professional

Number of Sessions: 10

Session Duration: 40 minutes

Content

Unit 1: Growth Mindset & Mental Framework (1 session)

- Create a collaborative growth mindset within the team to sustain productive outcomes while addressing depression and anxiety.
- Reframe negative thoughts into constructive, positive thinking through structured inner dialogue exercises.
- Practice thought restructuring: Using self-reflection and reframing techniques.

Unit 2: Stress Management in workplace (1 session)

- Understand workplace stress triggers and early warning signs.
- Learn practical stress regulation techniques:
 - Breathing exercises and meditation that can instant calm
 - Micro-break strategies to prevent burnout
 - Pomodoro Technique (25 minutes work, 5 minutes break) for sustained focus

Unit 3: Emotional Intelligence & Communication (3 session)

Develop core emotional intelligence skills to navigate workplace relationships effectively and reduce misunderstandings-

- Self-awareness of their own resource
- Emotional control over challenging situations
- Empathy

Strengthen communication skills:

- Clear and confident expression
- Active listening
- Constructive feedback delivery and reception
- Handle difficult conversations and workplace interactions professionally
- Timely and respectful engagement

Unit 4: Productivity, Focus & Work-Life Integration (2 session)

- Redefine productivity by identifying when you are most productive.
- Priority Matrix (urgent vs important)
- Manage time and energy based on personal productivity patterns
- Set professional boundaries and create a sustainable work rhythm that supports long-term performance without exhaustion.

Unit 5: Personal & Financial Wellbeing (2 session)

- Build healthy daily habits that support both mental and financial stability for a more balanced life: sleep, nutrition, and physical activity
- Learn simple practices to maintain overall wellbeing (breathing, stretching, goal-setting)
- A culture of reading and continuous learning
- Understand the impact of financial stress on mental health
- Manage financial stress with practical strategies.
- Budgeting (50% on need/ 30% on want/ 20% savings rule)
- Planning for emergencies

Unit 6: Building a Mentally Healthy Workplace (1 session)

- Understand the direct link between mental health, performance, and employee retention to create a more supportive culture.
- Promote a respectful and supportive environment through recognition, collaboration, and peer support.
- Foster shared responsibility and shift from pressure-driven practices to people-centered approaches that improve team morale and productivity.

Activities of the session

- **Interactive conversations:** Ask purposeful questions, reflect on responses, and co-create meaning through dialogue.
- **From Real Scenarios to Collective Wisdom:** Through shared stories and diverse perspectives, we uncover patterns, connect experiences, and carry forward collective wisdom
- **Case Study Analysis:** Participants examine a realistic workplace scenario in depth, identify root causes of a mental health or performance issue, and debate possible solutions using evidence from the session content.

- **Exercise Mindfulness:** Pause, breathe, and engage fully with each moment without judgment.
- **Collaborative Group Activities:** Share perspectives openly, listen actively, and build collective understanding.
- **Creating Strategies Together:** Brainstorm solutions as a team, blending diverse insights into actionable plans.



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