

# **Dr. Glenn's Workshops**

## **The Color Of Your Personality**

This workshop is designed to help the participants learn more about their own personality and the personalities of others. Each participant is given four personality cards, which describe different types of personality styles (Gold, Blue, Orange and Green) to sort into the appropriate order for themselves. The various types are grouped together to describe the characteristics they have in common. Following this exercise, Dr. Saltzman explains the positive and challenging characteristics of each type ...allowing for lots of feedback from the various groups, which is both insightful and humorous.

Handouts are employed to teach each group more about themselves, and how to communicate better with members of other groups. The final step in this work shop is the most educational, for it is at this point that each person reveals something they have learned about themselves and what they plan to work on in the near future to add quality to their lives. This step, which at first sounds threatening to some, always ends up being the most valuable part of the seminar according to post workshop evaluations.

## **SELF Scale**

This interactive workshop will provide participants with a significant tool for greater insight and understanding of yourself and the people with whom you interact. Participants

will complete a SELF-Profile that is designed to successfully aid in the self-awareness and your understanding of others. The Profile is a survey of social style dimensions designed to:

- identify how you relate most often;
- gain a better understanding of yourself and others;
- predict how you and others might respond in a given situation; and
- improve your communications with others that have different styles.

### **What's Your Style (2-4 hours)**

A look at personality types using the Myers-Briggs Type Indicator. Participants complete the MBTI and then Dr. Saltzman leads the group in an exploration of their personality types. He engages the group in exercises that produce a better understanding of how people differ in the way they do business.

### **Three Keys to Living a Balanced Life**

Life isn't easy: lots of long hours and multiple stressors that make it hard to focus on the people and activities competing for your attention. How can one juggle the diverse demands of a fast paced world? Dr. Saltzman will discuss the crucial balance of work, friends and love in your life, and how any imbalance in these areas can result in problems and discontent. These problems need to be resolved if an individual is to find the illusive bottom line of life...happiness.

Specific keys covered will include: knowing more about yourself and others; communication skills; and, suggestions about how to live an assertive life. You will leave this workshop with a better understanding of the importance of a balanced life...and a better understanding of yourself.

### **Improving Your Dialogue with Others (2-6 hours)**

Participants learn the silence of listening and talking. Longer workshops permit skills to be practiced, thus ensuring more in-depth learning.

Following this program, participants should be able to:

1. Identify and use the Three Attending Skills (posture, eye contact and minimal encouragers).
2. Explain and use the Components of Initiating (questioning, reassuring, confronting, informing).
3. Identify and recognize the Seven Primary Emotions.
4. Explain and use Empathic Responding Skills.
5. Explain and use the seven Goal Setting Steps.

### **Ten Tips to Improve Your Communication Skills (2-3 hours)**

Fundamental communication skills are reviewed and topics such as confidentiality, dealing with feelings, and how to arrange your office are discussed.

## **Improving Your Speaking Skills (2 days with 8 participants only)**

Participants learn effective speaking skills, and each participant delivers 5-6 speeches which are videotaped, reviewed, and goals for improvement are established. (Conducted by Dr. Saltzman and 1 or 2 staff.)

## **Delivering Bad News (3-6 hours)**

Doctors, nurses, police officers, and almost everyone of us on occasion need to know how to deliver bad news to others. A model is described for conveying bad news, cases are discussed and practice sessions help each participant improve their bad news delivery skills. (Conducted by Dr. Saltzman, Dr. Paul Hartung and Ms. Kathleen Schotzinger.)

## **Getting Ready for Retirement (3-6 hours)**

It is common to think about retirement as one grows older. “Should I retire, or should I continue to work?” “When should I retire?” These questions go through the minds of nearly all of us throughout our lives. This workshop addresses one’s (a couple’s) readiness for retirement...and the need to plan for this important period in our lives. Most people of retirement age seem to focus most of their pre-retirement planning on money, and miss the most important consideration...am I psychologically ready to retire? A successful retirement takes planning...and Dr. Saltzman will help you take some of the important first steps.

## **Eleven Irrational Ideas that Hold us Back in Life**

When an event occurs, we think about it with our minds, have feelings about it (which can't be seen by others), show our emotions about it to the world, and finally, these emotions drive our behavior.

Event - Thought - Feeling - Emotion - Behavior

If our thoughts were always rational, we would probably regularly exhibit appropriate emotions and behaviors...but alas...we are human and often do not think as rationally as we might.

**This presentation deals with our irrational thoughts and suggests how we might improve our thinking, and insure that our emotions and behaviors serve us better...so that we might experience less stress and more happiness.**

## **EQ and YOU**

Recognizing the importance of your Emotional Intelligence Quotient (EQ), and making efforts to develop it within yourself is a critical step towards increasing your satisfaction in your personal and professional life. Your emotional maturity directly impacts not only your behavior at work, but also behaviors in your personal life with friends and family. Skill sets inherent in emotional intelligence can help you reduce and resolve conflicts, improve your effectiveness as a team member and enhance your leadership performance.

## Emotional Intelligence:

- Is a person's tactical capability.
- Addresses emotional, personal, social and survival dimensions of intelligence.
- Is concerned with understanding self/others, relating to people, adapting and coping with the environment.
- Predicts success because it reflects how a person applies knowledge to immediate situations.
- Measures "common sense" and the ability to get along in the world..."street smarts."

## **Why Some People Are Happy and Others Aren't**

Some people are happy, some are not. Those who have found happiness often can't describe why they are happy... those who aren't happy are always searching for this elusive feeling. What most people don't seem to understand is that happiness comes from inside, not from external forces like money or fame.

The unhappy continue to search in all the wrong places for happiness...and it can never be found except inside one's own self. Dr. Saltzman will discuss the six factors common in those who have found happiness in their lives. These factors will give each of us more clues regarding what we might do to find very thing each of us most want in our lives..