

# Wellbeing at Work Workplace Modules



## Introduction and Overview

An increasing number of innovative organisations are taking a more positive and proactive approach to creating a culture of wellbeing that benefits their employees and their organisation.

No matter how superior the products or services, the health of your workforce can make or break your organisational success with factors such as absenteeism, lost productivity and staff turnover coming with significant costs:

- The average cost of a sick day is believed to be around £618 (Xpert HR)
- Presenteeism is believed to cost 3 times as much as absenteeism (HSE)
- Stressed or unhappy employees correlates to increased staff turnover with the average cost of recruitment, induction, and upskilling a replacement costing around £30k (Xpert HR)

Additionally, employees today want to work for organisations that support them in managing the pressures of a modern and dynamic workplace and lifestyle.

A culture of wellbeing comes with many benefits:

- A happier and healthier workforce
- Reduced absenteeism and presenteeism
- Increased productivity
- Change resilience
- Enhanced working relationships
- More satisfied clients
- Staff retention
- A place people want to work

I can support you by providing your employees with practical, fun and informative presentations, workshops and programmes. These work to create a culture of wellbeing by equipping your workforce with the knowledge and tools on how to enhance their wellbeing and in turn results.

Session can be made up of one or more of the following modules in line with your preferences, goals, time availability and budget. Page 2 provides a list of Modules that you can click on and explore your area('s) of interest.

Alternatively, please get in touch to discuss your individual requirements.

Thanks and regards,

*Bev*

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# Wellbeing at Work Workplace Modules



# Practically Balanced

Everyday solutions to alleviate stress and optimise wellbeing

## Module List

 <p><b>Stress Management</b> Teach employees practical ways to prioritise and organise their daily demands and build personal resilience, minimising negative stress and enhancing personal effectiveness.</p>	 <p><b>Mindfulness at Work</b> Educate your workforce on how to utilise mindfulness and meditation to improve concentration, reduce stress, and enhance health and wellbeing.</p>	 <p><b>Workplace Yoga</b> Alleviate the physical symptoms of the working environment with practical yoga incorporating movement, breath and relaxation.</p>
<p><b>Half Day Workshop Options</b></p>	 <p><b>Sleep</b> Teach employees what sleep is, why it matters and how to come down at the end of a busy day and get a good night's sleep.</p>	<p><b>Full Day Workshop Options</b></p>
 <p><b>Workplace Health</b> Understand the impacts of your working environment and how to mitigate or alleviate any resulting physical symptoms. Learn how to boost energy and elicit relaxation so you can manage your energy and stress levels throughout the day.</p>	 <p><b>Deep Relaxation</b> Experience a deep relaxation technique called yoga nidra which is tailored to the work environment. This technique relaxes the mind and body with a 30-minute session believed to be the equivalent of 2 – 3 hours' sleep</p>	 <p><b>Conference Stretching</b> Full participant stretching or yoga can be provided at team building events, conferences and wellness days either as part of the agenda or as separate sessions. A perfect way to stretch out after too much sitting or alleviate the physical symptoms of a little over indulgence!</p>

# Wellbeing at Work Workplace Modules



## Stress Management



### Overview

Stress in itself is not all bad and the right amount of stress can energise and actually help to get things done. It is when stress exceeds the ability of an individual to cope with it, or stress is prolonged, that things can start to go wrong.

Here the ability to function effectively may diminish and physical and emotional health and wellbeing may be compromised.

From an organisational perspective, this is likely to result in an unhappy and unhealthy workforce that is affecting your bottom line.

### Delivery Options

Presentations and workshops are perfect for one off training or wellbeing days and off-sites. The programme option provides a comprehensive approach and an opportunity to implement and practice techniques.

Presentations: minimum 30 minutes  
Workshops: 90 minutes – 2 hours  
Programmes: 6 weeks of 1 hour weekly sessions

All sessions are tailored to the work environment and delivered in a practical and interactive style to support engagement and learning.

### Objectives

The purpose of Stress Management Training is to teach employees practical ways to prioritise and organise their daily demands and build personal resilience, minimising negative stress and enhancing personal effectiveness.

### Proposed Inclusions

- What stress is and what purpose it serves
- How stress impacts us mentally and physically
- How to recognise the signs and symptoms in yourself and others
- Techniques on how to better manage workload and daily demands
- The pros and cons of perfectionism and procrastination
- Practical ways to build personal resilience to stress
- Some of the flawed techniques in managing stress
- Tools to support effective problem solving
- Stress reduction and relaxation techniques

### Costs and Booking

Please get in touch to discuss your individual requirements and receive a personalised quotation.

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## Mindfulness At Work



### Overview

Mindfulness is a practical tool to help those who practice it to enhance their wellbeing and effectiveness and to live life more fully.

It's no fluffy wellness tool with research into Neuroplasticity continuing to prove that through practices such as mindfulness and meditation, the patterns and functioning of the brain can be altered. Effectively changing the mind and the way the mind functions.

From a workplace perspective research has demonstrated that, through a regular practice, areas of the brain associated with memory, focus and creativity can be enhanced. Also areas associated with stress initiation can be reduced. This along with many other benefits supports the wellbeing of employees and can enhance their effectiveness.

### Delivery Options

Presentations and workshops are perfect for wellbeing days or off-sites. Weekly Mindfulness sessions are great for deepening knowledge and practical application.

Presentations: minimum 30 minutes  
Workshops: 1 hour – 2 hours  
Weekly Session: Weekly 1 hour sessions

All sessions are tailored for the work environment and delivered in a practical and interactive style to support engagement and learning.

### Objectives

The purpose of Mindfulness at Work training is to educate your workforce on how to utilise mindfulness and meditation to improve concentration, reduce stress, and enhance health and wellbeing.

### Proposed Inclusions

- What mindfulness is and why it matters
- A high-level look at the concepts of neuroplasticity and the brain waves
- The research demonstrating how mindfulness and meditation can improve concentration, reduce stress, and enhance health and wellbeing
- Mindfulness and meditation tools and techniques for enhancing mindfulness
- How to implement mindfulness at home and at work

### Costs and Booking

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## Workplace Yoga



### Overview

Hatha Yoga is the most popular form of yoga adopted in the west and incorporates movement, breathing and relaxation. It is a great way to support your workforce in developing or maintaining health both inside and out.

Workplace yoga classes are brought to your workplace and tailored to meet the requirements of your working environment. These generally include an emphasis on alleviating the physical symptoms of the job, improving focus, reducing stress and eliciting improvements to overall wellbeing.

For employees, yoga provides an opportunity to stop, recharge and revitalise during their working day and enjoy the many benefits of a regular practice.

### Delivery Options

Classes are held at your workplace at a time and weekly duration to suit your working schedule. Generally classes run for 45 minutes – 90 minutes.

Yoga classes are delivered in a practical and down to earth way to suit the working environment.

### Objectives

The purpose of Workplace yoga is to support the wellbeing of your employees by helping them to build strength and flexibility, improve posture and overall fitness. Release tension and elicit relaxation.

### Proposed Inclusions

- Gentle movements to warm up and cool down
- Standing and seated postures
- Levels and modifications to enable classes to be accessible to all levels of practitioner
- Breathing and relaxation techniques that can be used on and off the mat
- Movements that help to alleviate any potential physical symptoms of the job

### Costs and Booking

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## Conference Stretching



### Overview

Full participant stretching or yoga can be provided at team building events, conferences and wellness days either as part of the agenda or as separate sessions. A perfect way to stretch out after too much sitting or alleviate the physical symptoms of a little over indulgence!

### Delivery Options

Full Participant Stretching: minimum 30 minutes

Separate Yoga/Stretch Sessions: 45 minutes – 90 minutes

All sessions are delivered in a fun and down to earth way and are assessable for everyone regardless of ability. They are also sequenced to enable participants to take part in day clothing i.e. no one needs to change into exercise clothing.

### Objectives

A fun and informative way to break up or support the formal agenda and give participants an opportunity to stretch out after perhaps a lot of sitting.

### Proposed Inclusions

- Movements to give the body a stretch, targeting areas that may be affected by a lot of sitting
- Breathing techniques that relax and energise
- Movements that help to boost circulation and digestion.

### Costs and Booking

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## Workplace Health



### Overview

Sitting for prolonged periods of time, or doing the same thing over and over again, can have a negative impact on the body. Understanding these impacts and having the tools to mitigate against them can go a long way in supporting health and wellbeing and prevent resulting absenteeism.

An unmanaged nervous system can cause highs and lows throughout the day with low energy impacting productivity and effectiveness.

### Delivery Options

Presentations and workshops are perfect for wellbeing days or off-sites. Or for conferences to add a fun and interactive break from the formal agenda.

Presentations: minimum 30 minutes

Workshops: 1 – 2 hours

All sessions are tailored to the work environment and delivered in a practical and interactive style to support engagement and learning.

### Objectives

The purpose of Workplace Health Training is to support employees in understanding the impacts of the working environment and how to mitigate or alleviate any resulting physical symptoms. They will learn how to boost energy and elicit relaxation so they can manage their energy and stress levels throughout the day.

### Proposed Inclusions

- Understanding the impacts of the work environment
- Sitting and/or standing to support the body
- How to release tension and elicit relaxation
- Alleviating the physical symptoms using basic stretches
- How to boost energy to maximise effectiveness

### Costs and Booking

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## Sleep



### Overview

Sleep plays a vital role in good physical and emotional health.

Much of the bodies repair work and many systems are reset overnight, so when you don't sleep everything gets affected.

In today's 24/7 culture many people find it difficult to come down at the end of a busy day, relax and get a good night's sleep. For some getting to sleep is a challenge and for others it is staying asleep or sleep quality.

Whilst you can't make yourself sleep you can setup the conditions to give yourself the best chance of getting and staying asleep and sleeping soundly.

### Delivery Options

Generally delivered as a complementary add on to a wellbeing workshop, for instance alongside stress management or workplace healthy.

Workshops: 30 Minutes

All sessions are tailored to the work environment and delivered in a practical and interactive style to support engagement and learning.

### Objectives

The purpose of Sleep Training is to teach employees what sleep is, why it matters and how to come down at the end of a busy day and get a good night's sleep.

### Proposed Inclusions

- A high level look at how sleep works
- Learn how to come down at the end of a busy day
- Learn relaxation techniques that you can use at home
- Development of a sleep routine

### Costs and Booking

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## Deep Relaxation



### Overview

Relaxation is so important to the health of the mind and body yet many of us do not take the time to experience or prioritise in in daily life.

Yoga Nidra is a style of meditation that elicits a deep sense of relaxation and gives the body and mind a chance to rest and restore.

### Delivery Options

Generally delivered as a complementary add on to wellbeing workshop, for instance workplace yoga or mindfulness at work.

Workshops: 30 Minutes

All sessions are tailored to the work environment and delivered in a practical and interactive style to support engagement and learning.

### Objectives

Experience a deep relaxation technique called Yoga Nidra which is tailored to the work environment. This technique relaxes the mind and body with a 30-minute session believed to be the equivalent of 2 – 3 hours' sleep

### Proposed Inclusions

- Completion of a 30 minute yoga nidra practice that can be completed sitting or lying down.

### Costs and Booking

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# Wellbeing at Work Workplace Modules



## Half Day Workshop Options

Modules can be run independently or combined into either a half or full day workshop which also includes the formulation of a simple yet effective personal wellness plan.

Below is an example of a half day session for your interest but these can be shaped in line with your preferences, goals, time availability and budget.

## Example Half Day Wellbeing Workshop

Duration 4 Hours, 3 ½ hours of content plus breaks (2 breaks between modules)

 <p><b>Stress Management</b> Teach employees practical ways to prioritise and organise their daily demands and build personal resilience, minimising negative stress and enhancing personal effectiveness.</p> <p><b>2 Hours</b></p>	 <p><b>Mindfulness at Work</b> Educate your workforce on how to utilise mindfulness and meditation to improve concentration, reduce stress, and enhance health and wellbeing.</p> <p><b>1 Hour</b></p>	 <p><b>Sleep</b> Teach employees what sleep is, why it matters and how to come down at the end of a busy day and get a good night's sleep.</p> <p><b>30 Minutes</b></p>
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# Wellbeing at Work Workplace Modules



## Full Day Workshop Options

Modules can be run independently or combined into either a half or full day workshop which also includes the formulation of a simple yet effective personal wellness plan.

Below is an example of a full day session for your interest but these can be shaped in line with your preferences, goals, time availability and budget.

## Example Full Day Wellbeing Workshop

Duration 6.5 Hours, 5 hours of content plus breaks (lunch break plus 2 shorter breaks).

 <p><b>Workplace Health</b> Understand the impacts of your working environment and how to mitigate or alleviate any resulting physical symptoms. Learn how to boost energy and elicit relaxation so you can manage your energy and stress levels throughout the day.</p> <p><b>90 Minutes</b></p>		 <p><b>Deep Relaxation</b> Experience a deep relaxation technique called yoga nidra which is tailored to the work environment. This technique relaxes the mind and body with a 30-minute session believed to be the equivalent of 2 – 3 hours' sleep</p> <p><b>30 Minutes</b></p>
 <p><b>Workplace Yoga</b> Alleviate the physical symptoms of the working environment with practical yoga incorporating movement, breath and relaxation.</p> <p><b>1 Hour</b></p>	 <p><b>Mindfulness at Work</b> Educate your workforce on how to utilise mindfulness and meditation to improve concentration, reduce stress, and enhance health and wellbeing.</p> <p><b>90 Minutes</b></p>	 <p><b>Sleep</b> Teach employees what sleep is, why it matters and how to come down at the end of a busy day and get a good night's sleep.</p> <p><b>30 Minutes</b></p>

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