

DATE: November 16, 2011

TO: CAA Executive Directors
Professional Alliances

FROM: Heather Lockard, Training and Development Manager

SUBJECT: Battling Burnout: Strategies for Transforming How You Approach Your Work

In this one-day training, we'll focus on preventing, recognizing, and addressing workplace burnout and creating a positive, healthful relationship with your work; a relationship that leaves you with both the increased capacity to perform and with more job satisfaction. You'll have the opportunity to discuss what stresses you out and puts you at risk of burning out at work – including change and uncertainty – and you'll learn strategies to build personal and professional resilience against burnout. At the end of the day, you'll leave with a personal plan of action for creating the change you most desire in your life and work.

By the time you leave, you'll know:

- What burnout is, how it's different from stress, and what causes it
- How to recognize burnout in yourself and your co-workers
- The six organizational causes of burnout and stress
- Strategies for changing how you approach your work
- Specific actionable strategies for addressing burnout and building resilience
- How to develop a customized plan of action for creating and sustaining a positive, less stress-filled, relationship with work

This one-day hands-on training will be practical, interactive, and outcome-oriented and is open to all Community Action Agency staff.

The training will be conducted by Carolyn Sullivan and Mary Shackelford. Carolyn has experience leading in both the private and non-profit sector. She launched New Chapter Coaching in 2008, which is focused on helping nonprofits achieve better results. Mary's mission is to ignite passion for health and wellbeing in all those with whom she comes in contact. She is a respected, warm and insightful expert in the field of wellness and stress management. She is a holistic registered nurse with more than twenty years experience.

This training will take place regionally across the state. The dates and locations are as follows:

January 12, 2012	Poplar Bluff, MO	Holiday Inn, Poplar Bluff
January 18, 2012	Columbia, MO	Holiday Inn - Executive Center
January 19, 2012	Trenton, MO	Ketcham Community Center
February 15, 2012	Springfield, MO	University Plaza Hotel

The training will begin at 9:30 a.m. and will conclude by 3:30 p.m. Lunch will be provided.

Registration will be open exclusively to Missouri Community Action Agencies until November 29, 2011 and will close to the network and community on December 30, 2011. Please complete the attached registration form, indicating which location participants will attend, and return it to the MACA office at BeatingBurnout@communityaction.org.

The fees for this training are as follows:

Missouri Community Action Agencies:	No cost per participant
MACA Associate Members:	\$150.00 per participant
Non MACA Members:	\$225.00 per participant

Cancellation refunds for the training, minus a \$50 per person administrative fee, will be granted upon written request to the MACA office if received at least two weeks before the event. Substitutions are encouraged. For all CAA registrants who do not attend, except when substitutions are made, a fee of \$25.00 will be charged. Late registrations will be dealt with on a case by case basis and may incur a late registration fee.

If you have any questions please contact Heather Lockard at hlockard@communityaction.org or Debbie Shellman at the MACA Office at 573-634-2969 or at dshellman@communityaction.org.

cc: Valerie Howard
Carolyn Sullivan
Mary Shackelford
Elaine West
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