



**The Arise
Workshop**

LEADERSHIP SERIES



roadmap

- 01 Introduction + Disclaimer
- 02 Caring for Yourself While Managing Others
- 03 Effective Communication for Difficult Situations
- 04 Spotting Concerning Behaviors and Learning to Support Your Team
- 05 Contact Information + Resources



01

Introduction



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Disclaimer

This presentation is for the purpose of broad overview of a skill to address unhelpful thought patterns. This is not a replacement for therapy, medication or mental health treatment of any kind. If you need help finding resources, please reach out to me following this presentation.



02

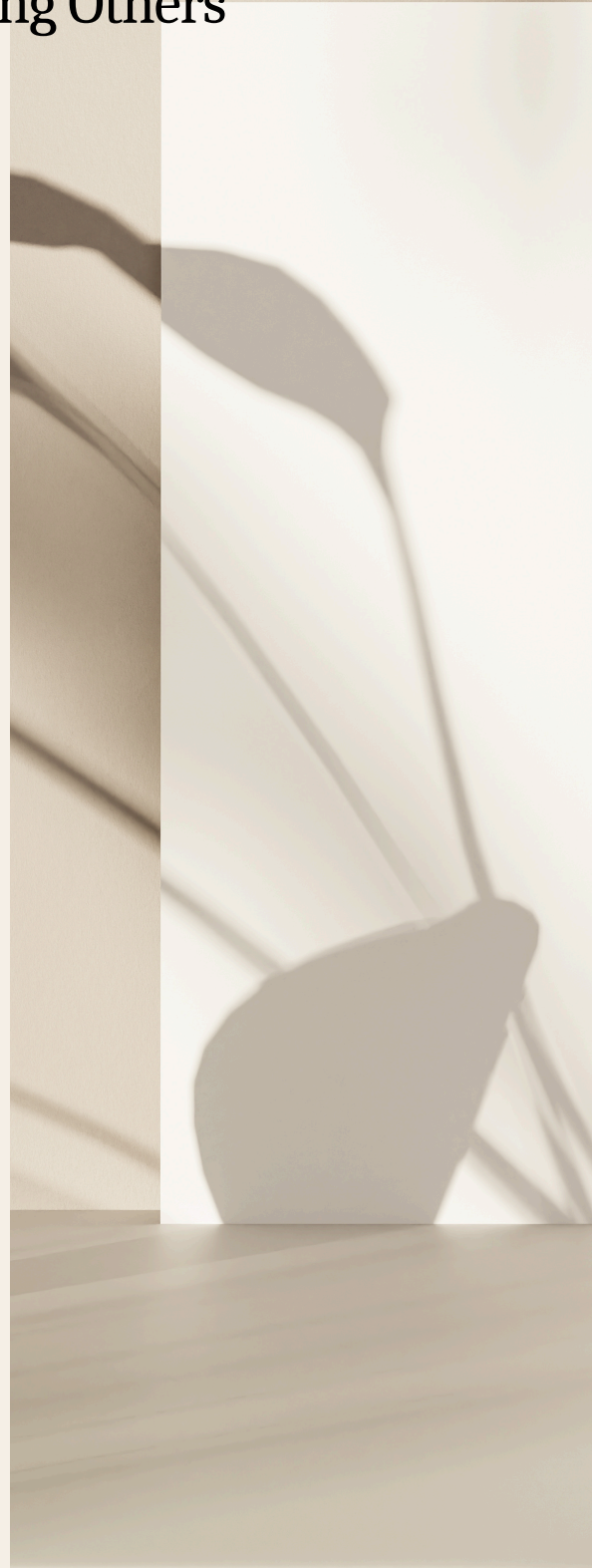
Caring for Yourself While Managing Others

YOU matter.

fight or flight
unfocused
not present
lack of energy

vs

grounded
reliable
focused
present
energetic and uplifting



Building self-awareness

Know your values and make every decision in alignment with them

Take the time to learn yourself (strengths, weaknesses, habits, motivations)

Never assume you know all of the answers (have empathy and an open mind)

Know your emotional triggers (address and do not repress)

Consider the effects of your actions on others

Ask for and be open to feedback (how can I be a better manager?)

Building self-awareness will:

Improve your mood and ability to grow

Improve relationships

Set the tone for your team and your workplace

Help you make better decisions

Attract and retain top tier team members

Increase productivity



Values Clarification

Your values are the beliefs that define what is most important to you. They guide each of your choices in life. For example, someone who values family might try to spend extra time at home, while someone who values success in their career may do just the opposite. Understanding your values will help you recognize areas of your life need more attention, and what to prioritize in the future.

Select the 10 most important items from the following list. Rank them from 1-10 with "1" being the most important item.

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Love | <input type="checkbox"/> Honesty |
| <input type="checkbox"/> Wealth | <input type="checkbox"/> Humor |
| <input type="checkbox"/> Family | <input type="checkbox"/> Loyalty |
| <input type="checkbox"/> Morals | <input type="checkbox"/> Reason |
| <input type="checkbox"/> Success | <input type="checkbox"/> Independence |
| <input type="checkbox"/> Knowledge | <input type="checkbox"/> Achievement |
| <input type="checkbox"/> Power | <input type="checkbox"/> Beauty |
| <input type="checkbox"/> Friends | <input type="checkbox"/> Spirituality |
| <input type="checkbox"/> Free Time | <input type="checkbox"/> Respect |
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Peace |
| <input type="checkbox"/> Variety | <input type="checkbox"/> Stability |
| <input type="checkbox"/> Calmness | <input type="checkbox"/> Wisdom |
| <input type="checkbox"/> Freedom | <input type="checkbox"/> Fairness |
| <input type="checkbox"/> Fun | <input type="checkbox"/> Creativity |
| <input type="checkbox"/> Recognition | <input type="checkbox"/> Relaxation |
| <input type="checkbox"/> Nature | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Popularity | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Responsibility | <input type="checkbox"/> _____ |

Exploring Values

Your **values** are the things you believe are most important. Values help to determine your priorities in life, and heavily influence decision-making. For example, a person who values wealth might prioritize their career, while a person who values family might try to spend more time at home. When a person's actions do not match their values (e.g. valuing family, but working a lot), they may become discontent.

Value are often passed down by family, and the society you live in. To begin exploring your own values, think about the values of the people who surround you.

My mother's values:	My father's values:
1	1
2	2
3	3

The values of a person I respect:	Society's values:
1	1
2	2
3	3

The values I would like to live by:	The values I actually live by:
1	1
2	2
3	3
4	4

Character Strengths Inventory

Think about who you are as a person. Indicate whether each Strength is mostly like you, sometimes like you, or not often like you. Realize that people have different strengths and that you can choose to build new strengths throughout your life.

Strength	Description	Mostly Like Me	Sometimes Like Me	Not Often Like Me
Creativity	I like to think of new and better ways of doing things.			
Curiosity	I am always asking questions and love to discover new things.			
Judgment	I look at all sides of an issue to come up with the right answer.			
Love of learning	I love to learn new things.			
Wisdom	I am considered wise because I evaluate things from different perspectives. I speak up for what is right, even if others			
Bravery	do not agree with me. I finish what I start, even if it becomes			
Perseverance	difficult. I speak the truth and I take responsibility			
Honesty	for my feelings and behaviors. I live life as an adventure filled with			
Zest	excitement and energy. I value the close relationships I have with			
Love	others. I enjoy helping others, even if I do not know them well.			
Kindness	I pay attention to the motives and feelings of others.			
Social intelligence	I always do my share and I work hard for the success of my group.			
Teamwork	I treat all people in a fair and just manner.			
Fairness	I am good at providing leadership and direction when I am with a group of people.			
Leadership				

Creating a Flourishing Life

finding your strengths and using them to belong to or in service of something greater than you are

Dr. Martin Seligman University of Pennsylvania

A Flourishing Life:
Positive Emotion
Engagement
Relationships
Meaning
Accomplishment

Leaning into your highest strength

The Workplace PERMA profile

Brief Strengths Test

www.authentichappiness.com

Self-care strategies

Self-care reflections:

Do you know your own limits?

Have you adapted your work style to support work/life balance?

Are you feeling isolated?

What habits do you engage in that support your own well-being?

While at work:

Go for walks for fresh air (actually take in your surroundings)

Stop by a colleagues desk to chat

Stretch

Meditate at your desk or practice breathing exercises

Listen to music that you enjoy

Take a break and do a crossword puzzle or read a chapter of a book

Find balance

If you're feeling a lack of energy, shift focus to improving your sleep routine and physical activity

Learn about something other than work (read, visit a museum, watch a documentary)

Cook dinner for yourself a few times per week

Go on an outing with others once per week (at least)

Join a group of like minded people (run club, book club etc)

Try a new hobby

Do something to feel taken care of

Boundaries

Have **healthy** work boundaries (time you log off at night, taking the weekend to be with friends/family, taking vacations)

Be **clear** and communicate **directly**

Being **vulnerable** increases team **morale** but lack of **boundaries** causes confusion and **chaos**

Recognizing if you've been triggered at work

Feeling angry and irritable

Feeling overwhelmed

Sensory sensitivity

Dissociation (disconnected, foggy, confused)

Ruminating

Intrusive thoughts

Heart racing

Coping

Feel it

Social and/or Professional Support

Gain a Healthier Perspective

Categorize and Prioritize - Rubber vs. Glass

Basic Self Care Check-in

Live a Balanced Life / Personal Time

In the Moment

sensory grounding skill

See x3

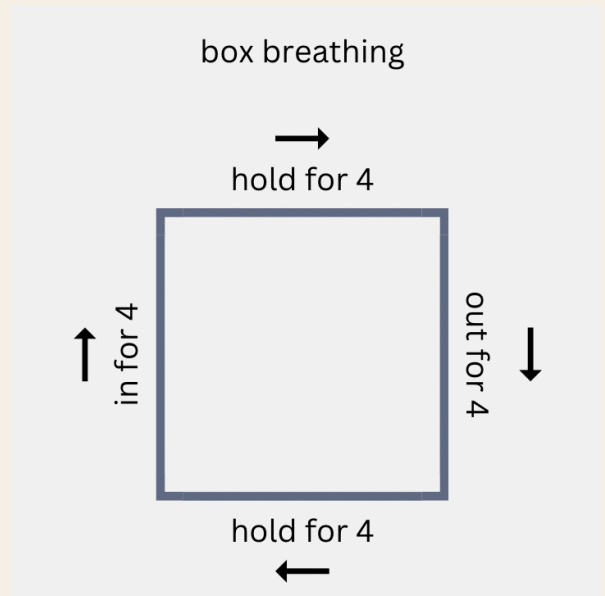
Touch x3

Hear x3

Smell x3

Taste x3

Which is your **favorite** in each category?



Reframing

Based on the idea of neuroplasticity

What is an automatic thought?

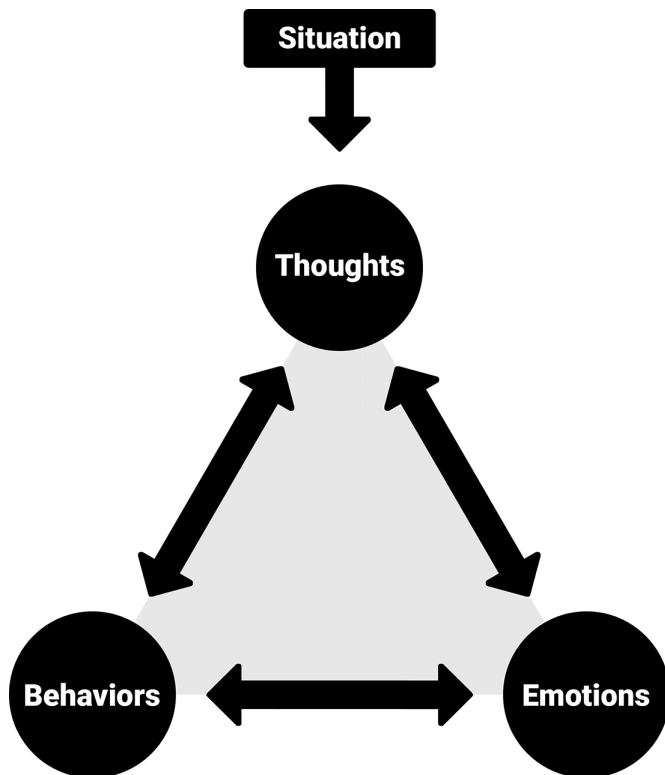
These thoughts arrive quickly and oftentimes out of our awareness. We might fail to notice them, but they greatly affect how we feel, our mood and how we perceive what's going on in the world around us. These thoughts are often negative and irrational and in need of a reframe.



Trigger	Automatic Thought	New Thought
EXAMPLE: I made a mistake at work.	"I'm probably going to be fired. I always mess up. This is it. I'm no good at this job."	"I messed up, but mistakes happen. I'm going to work through this, like I always do."

The Cognitive Triangle

The **cognitive triangle** shows how thoughts, emotions, and behaviors affect one another. This means changing your *thoughts* will change how you *feel* and *behave*.



A **situation** is anything that happens in your life, which triggers the cognitive triangle.

Thoughts are your interpretations of a situation. For example, if a stranger looks at you with an angry expression, you could think: "Oh no, what did I do wrong?" or "Maybe they are having a bad day."

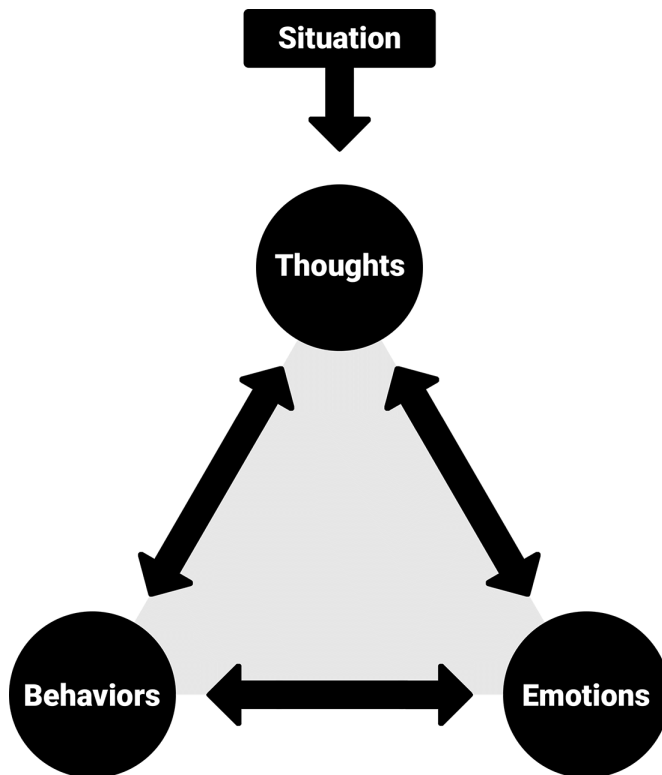
Emotions are feelings, such as happy, sad, angry, or worried. Emotions can have physical components as well as mental, such as low energy when feeling sad, or a stomachache when nervous.

Behaviors are your response to a situation. Behaviors include actions such as saying something or doing something (or, choosing not to do something).

restaurant experience

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COGNITIVE DISTORTIONS EXAMPLES

Examples of 15 Common Cognitive Distortions that Influence Your Thinking Patterns



1. POLARIZED THINKING

A student who gets an A- on an exam feels like a failure because they are used to getting A+ grades only. They have the mentality, "If I am not successful at everything I do, I am a complete failure".



2. MENTAL FILTERING

NEGATIVE MENTAL FILTERING

An employee receives a good performance review but focuses on one negative comment their manager made about them.

DISQUALIFYING THE POSITIVE

A student gets a good grade but overlooks it and tries to explain their good grade as simply luck or fluke instead of hard work.



3. OVERGENERALIZATION

A student receives a bad grade on one exam, based on this they think they are stupid and a failure and believe that all future exams they will get a bad grade as well.



4. JUMPING TO CONCLUSIONS

MIND READING

A friend you are spending time with seems distracted or uninterested. You jump to the conclusion it has to do with you.

FORTUNE TELLING

You have a date but you predict that the date will go bad. You make assumptions about the date before it has occurred.



5. CATASTROPHIZING

MAGNIFICATION

A person's lunch date is running late and assumes the worst. Their worries escalate quickly & thoughts become exaggerated.

MINIMIZATION

An athlete wins an award but does not acknowledge their accomplishment. They minimize the importance of the award.



6. PERSONALIZATION


You attend a party but all your friends are busy engaging with other people. You feel like they do not have any interest in being your friend and engaging in conversation with you. This makes you think you don't belong or are unfairly excluded.



7. BLAMING


Placing blame for relationship issues on your partner instead of sharing the responsibility for actions taken by both partners. You assume the victim mentality and think everything they do is to hurt you.


Putting Thoughts on Trial


 In this exercise, you will put a thought on trial by acting as a defense attorney, prosecutor, and judge, to determine the accuracy of the thought.


Prosecution and Defense: Gather evidence in support of, and against, your thought. Evidence can only be used if it's a verifiable fact. No interpretations, guesses, or opinions!

Judge: Come to a verdict regarding your thought. Is the thought accurate and fair? Are there other thoughts that could explain the facts?

 Thought

 The Defense <i>evidence for the thought</i>

 The Prosecution <i>evidence against the thought</i>

 The Judge's Verdict

Putting Thoughts on Trial



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The Thought

She hates me, I must have done something wrong.



The Defense

evidence for the thought

- She usually says hello and today did not



The Prosecution

evidence against the thought

- I did not do anything to hurt her.
- She did not tell me that she is upset with me.
- She did not tell me that she hates me.



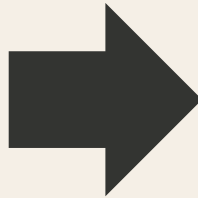
The Judge's Verdict

It is unlikely that she is upset with me and more likely that she is having an off day, or I may be misinterpreting the situation.

The Feelings Follow

Emotions:

Stressed
Sad
Angry
Frustrated
Worried

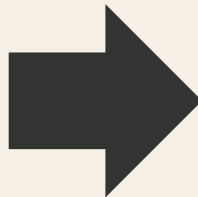


Emotions:

Empathetic
Compassionate
Neutral

Behavior:

Closed Off
Overcompensating
Rude
Quiet



Behavior:

Providing a listening ear
Going about work tasks as usual

03

Effective Communication for Difficult Situations

challenges are inevitable and **should not be avoided**

equip yourself to feel more **confident** and therefore less likely to *avoid, freeze* or become *defensive*

Build authentic relationships

Build self-awareness around your own communication skills

Pay attention to your conversations over the next week

Notice *patterns*

Notice things you wish you would/wouldn't have said

Notice how others *received* your communication

Identify your own *communication style* and pitfalls



Types of communication

Passive - Only what *you* want matters

Aggressive - Only what *I* want matters

Passive-Aggressive - *Neither* of our wants matter

Assertive - I'll consider *both* of our wants/needs and give them both value

Core Beliefs + Healthy Communication

Sometimes we are coming from a *negative core belief* and this is impacting our ability to communicate effectively

reflect + examine the evidence for this core belief

Assertive communication

Calm tone

“I” statements

Actively listens and reflects

Soft startups

Save the conversation for a calmer moment if possible (the brain in fight or flight)

Check your body language and tone of voice

Be clear, simple and specific when describing the issue

Be respectful

Look for resolution

active listenings

“I hear you saying that...”

“You’re telling me that...”

“It sounds like you feel...”

DEARMAN

The Four Horsemen

criticism vs gentle startup

defensiveness vs taking responsibility

contempt vs fondness/admiration

stone walling vs self-soothing

Describe

Clearly and concisely describe the facts of the situation, without any judgment.

"You have asked me to work late 3 days this week."

Express

Use "I" statements to express your emotions.

"I feel overwhelmed by the extra work I've been given."

Assert

Clearly state what you want or need. Be specific when giving instructions or making requests.

"I need to resume my regular 40-hour work week."

Reinforce

Reward the other person if they respond well to you.

Smiling, saying "thank you", and other kind gestures work well as reinforcement.

Mindfulness

Being mindful of your goal means not getting sidetracked or distracted by other issues.

"I would like to resolve the overtime issue before talking about the upcoming project."

Appear confident

Use body language to show confidence, even if you don't feel it.

Stand up straight, make appropriate eye contact, speak clearly, and avoid fidgeting.

Negotiate

Know the limits of what you are willing to accept, but be willing to compromise within them.

"I'll finish the extra work this week, but I won't be able to manage the same amount of work next week."

Active listening

"I've been worried when you don't answer your phone. I always think something might've happened to you."

Reflection:

"I don't understand what she wants from me. First she says she wants one thing, then another."

Reflection:

When things take a turn...

What's my **goal** here?

Regulate with deep breaths

Actively **listen** and **do not interrupt**

Remain **composed**

Avoid personal attacks

Do not **escalate**

If needed hit **pause** and set time for return to the topic

The brain's ability to communicate under stress

Reduce stress **beforehand** if possible

In the moment:

Deep cleansing breaths

Stay present

Building empathy

Listen and try to **understand**/know

Advocate for your people

Lookout for their **wellbeing**

Be **transparent** and **consistent**

Encourage **feedback** (what can I be doing better?)

04

Spotting Concerning Behaviors and
Learning to Support Your Team

Build self-awareness around this topic:

Know your *biases* and do work there

Educate yourself

Warning signs

unkempt or abnormal appearance

significant mood swings

taking a lot of time off

easily frustrated

changes in eating/sleeping

taking a lot of time off

excessive worry

reduction in productivity (significant)

social withdrawal

*The World Health Organization's take on **risk factors for mental health concerns at work:***

under-use of skills or being under-skilled for work;
excessive workloads or work pace, understaffing;
long, unsocial or inflexible hours;
lack of control over job design or workload;
unsafe or poor physical working conditions;
organizational culture that enables negative behaviours;
limited support from colleagues or authoritarian supervision;
violence, harassment or bullying;
discrimination and exclusion;
unclear job role;
under- or over-promotion;
job insecurity, inadequate pay, or poor investment in career development; and
conflicting home/work demands.

Safety is the priority:

If you believe someone may be a risk to themselves or someone else:

Call 911 if you have notice of immediate danger.

If you suspect something is off, contact human resources to find out next steps.

Offer kindness and support as appropriate.

follow protocol

Addressing high or prolonged stress in your team members

One on One:

- Opening channels of communication
- Building community
- Increasing longevity
- Creating a culture of trust
- Boosting self-awareness

Organizationally:

- Bringing awareness to the importance of self-care and mental wellness
- Offering opportunities at work for self-care and learning (workshops, guided meditations, journaling groups etc)
- Normalizing taking time off and having a work/life balance
- Have a culture that values the wellness of others

Addressing burnout

- Reach out and let them know what you're noticing (be open-minded and curious about the response)
- Employee satisfaction surveys
- Assess your own management style
- Encourage breaks and relaxation
- Provide professional resources

Addressing mental health

- Educate yourself on mental health and mental illness
- Ask open ended questions: "How are you feeling today?" "How can I help?"
- Actively listen
- Resist offering solutions
- Validate and reflect
- If appropriate and comfortable, relate to them
- Refer them to resources (human resources, myself, upper management)
- Respect their privacy
- Check your own biases
- Know your bounds (you are not a MH professional and that's okay)



examples

———— Culture: a protective factor

Positive, uplifting environment
Open conversations about health and wellness
Respectful of privacy/don't promote gossip
Genuine interest and care in employees
Accessibility and normalizing resources

———— Starting the conversation

“I noticed”

“How are you feeling?”

“How can I help”

“You don't need to share with me, but please know I'm here to support you should you decide to”

———— Support + resources

Know your limits and boundaries

Don't give advice you're not trained to give

Lean toward providing validation and resources

Human resources

Therapists in town

Psychology Today

Build empathy

How would you want them to respond if it were you? What might that person be feeling? How much courage does it take to look for help?

Boundaries + seek support for yourself

Stick to what you know

Focus on what is in your control

Stick to what your responsibility is

Upper management

Human Resources

Myself

Your own mental health provider

Manage your own triggers + automatic thoughts

Feeling:

Triggered

Helpless

Worried

Overwhelmed

Judgmental

Thinking:

“I wasn’t able to help my brother with drug addiction, I won’t be able to help this person”

“I am not equipped to help this person”

“They are just looking for attention”

“What if something terrible happens to them?”

Reframe

“I wasn’t able to help my brother with drug addiction, I won’t be able to help this person” -->
“It’s a good thing they brought this to my attention, let me focus on what I can control here.”

“I am not equipped to help this person” --> “I’m not a mental health professional but I do know the direction to point this person”

“They are just looking for attention” --> “I can actively listen and show this person I support them and care about their issue even if I don’t understand it.”

“What if something terrible happens to them?” --> “I cannot control every decision someone makes but I can control offering them support and resources to the best of my ability”

Trigger	Automatic Thought	New Thought
EXAMPLE: I made a mistake at work.	"I'm probably going to be fired. I always mess up. This is it. I'm no good at this job."	"I messed up, but mistakes happen. I'm going to work through this, like I always do."

05

Contact Information + Resources

These tools are best used when guided by a therapist who specializes in cognitive behavioral therapy.

Therapists in your area can be found on www.psychologytoday.com

I am happy to provide referrals if you are looking for something specific in a therapist. Please don't hesitate to reach out to me.





contact me

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www.arisecounselingandtherapy.com

[@arisewilmington](#) on instagram



credits

<https://www.mindmypeelings.com/blog/cognitive-distortions>

<https://www.therapistaid.com/therapy-worksheets/cbt/none>