

First e-published in Great Britain – March 2011.

© chris sangster 2008.

ISBN 978-1- 871988 -11- 6

The right of Chris Sangster to be identified as author of this work has been asserted by him in accordance with the Copyright, Designs and Patents Act 1988.

All rights reserved; on payment of the designated download fee, this publication may be reproduced as a **single** physical copy and/or stored in a retrieval system but may not be further transmitted in any form or by any means. Additionally, any stored or reproduced copies of this publication may not be subdivided, edited or otherwise altered from the existing format.

Contents

Below are listed the personal, *esoteric/alternative (in italics)* and work/life professional development areas which are briefly explored in each chapter.

| | |
|---|-----------|
| Chapter 1 | 4 |
| The implications of company amalgamations and/or takeovers | |
| The inter-relationship of work/life balance - and their effects | |
| Chapter 2 | 9 |
| The realities of being made redundant - the effects on the individual and family | |
| Chapter 3 | 13 |
| Introduction to new influences and indication of holistic foundations | |
| Initial personal analysis | |
| Chapter 4 | 18 |
| The process of reassessing priorities - maintaining an income flow | |
| A review of self-employment options - establishing the principle of “multi-tasking” | |

| | |
|--|-----------|
| Chapter 5 | 28 |
| <i>Introduction to earth energy awareness</i> | |
| The “tall poppy effect” | |
| <i>Introduction to preparing for and establishing the “working rules” for body massage</i> | |
| Self analysis questioning technique - range of sample questions | |
| | |
| Chapter 6 | 38 |
| Interviewing skills - a case study consideration | |
| An introduction to the holistic approach in a business context | |
| | |
| Chapter 7 | 43 |
| <i>Introduction to energy vibration levels and dowsing (reference to “angel energy”)</i> | |
| The “hundred monkeys” principle | |
| <i>Achieving a heightened awareness level</i> | |
| Applying the holistic approach in a working environment | |
| | |
| Chapter 8 | 53 |
| <i>An introduction to meditation for stress-release</i> | |
| Developing the inter-relationship in life and work - work/life balance | |
| Establishing operational guidelines at work - induction | |
| | |
| Chapter 9 | 61 |
| Organising and facilitating staff meetings | |
| An example of applying the holistic effect | |
| Altruistic thinking and how it links with holistic attitudes | |
| establishing competency levels - applied milestoning and personal empowerment | |

| | |
|---|----------------|
| Chapter 10 | 73 |
| Goal setting Work/life balance | |
| Establishing and responding to a skills mix within a group | |
| The development of an internal championing strategy - the needs analysis involved | |
| 360 degree championing | |
| Identification of criteria for champions within a training/learning environment | |
| Chapter 11 | 83 |
| <i>Energy dowsing techniques - detail of earth energy lines/ley lines</i> | |
| Learning development - the development track model | |
| Motivation through personal milestoneing within this model | |
| The benefits of informal learning workshop techniques | |
| Chapter 12 | 91 |
| Setting up the environment for personal empowerment | |
| The parameters for applying holistic ideas within the workplace | |
| Works councils. Applying LETS concepts within a business context | |
| CPD (Continuing Professional Development) | |
| Specific needs analysis - applied blended learning | |
| Indicators for heightening awareness and an increased consciousness | |
| Chapter 13 | 103 |
| <i>Crop formations - the energising effect of a genuine formation</i> | |
| A consideration of informal workshop/discussion leading skills | |
| Handling sceptical questioning | |
| Chapter 14 | 110 |
| CPD & identifying strengths and shortfalls in personal analysis | |
| Applying these outcomes to the identification of specific learning needs | |
| CPD in both work and private self development contexts | |

The “Kite flying” analogy for launching and monitoring ideas

Dealing with ego problems as a delay to progress

Interpersonal relations at home and work

Chapter 15 **120**

Appraisal - applying open/holistic attitudes

Identifying competency levels. Applying a rating system

Internal analysis of open appraisal techniques

Specific needs identification - an example

Energy theory - its application relating to crop formations and personal auras

Chapter 16 **131**

Massage techniques - the use of essential oils

Developing an atmosphere for positive team interaction - the holistic effect

Charting progress within the workplace. The works council in action

Applying a range of learning techniques - blended learning

Chapter 17 **140**

A reassessment of job opportunities

Shareholder and stakeholder economies

Basic massage technique – DIY level

Chapter 18 **148**

Explanation of applied mentoring skills - the necessary support

Introduction to the Integrated Triangle model

Introduction to the variety of learning techniques (see also Chapter 21)

Chapter 19 **155**

The works council in action - an applied example

Reaching a compromise, win-win outcome in negotiation - an example

Increased spiritual awareness levels - one minute meditation & channelling

| | |
|--|------------|
| Chapter 20 | 165 |
| 360 degree feedback - potential problems from hidden agendas | |
| Applying spirituality in the workplace - the holistic approach | |
| Chapter 21 | 171 |
| Consideration of a range of learning techniques - Blended learning, on-the-job training, consolidation, applied objectives, practical reinforcement, open & e-learning, analysing competency levels accurately, coaching/mentoring, discussion groups, formalised courses & workshops. | |
| Chapter 22 | 180 |
| Stress management - causes and possible responses | |
| Personal time management techniques in work and home life | |
| <i>Visualisation - a physical relaxation exercise</i> | |
| Chapter 23 | 190 |
| Goal setting - an example set in a personal life environment | |
| Applying the SMART model in goal setting | |
| Work/life balance | |
| Basic presentation skills | |
| Chapter 24 | 200 |
| Planning and producing a team business presentation - | |
| The structure; objectives setting; visual support; task allocation; overall planning; preparation; management; practice; time monitoring; handling questions | |
| Chapter 25 | 212 |
| <i>Short meditation technique</i> | |
| Expansion of the mentoring role | |
| Initial preparation/prioritisation/problem solving discussions | |
| Overcoming opposition in negotiation | |
| Explanation of the Integrated Triangle dynamic | |

| | |
|--|------------|
| Chapter 26 | 223 |
| Considerations to review when setting up as self employed | |
| Development of learning resources - an example | |
| Chapter 27 | 230 |
| Reassessing personal priorities - a review of progress | |
| <i>The power of collective consciousness</i> | |
| <i>Balancing the positive and negative - yin and yang</i> | |
| Personal relationships - self analysis | |
| Chapter 28 | 238 |
| <i>Analysing the best way forward for the holistic/spiritual group</i> | |
| Meeting varied needs and levels - and monitoring progress | |
| Interpersonal relationships - negotiation and the ego | |
| Applied facilitation and managing the ego | |
| Effective communications - applying business ideas in the life aspect | |
| Chapter 29 | 249 |
| Developing co-operative and holistic attitudes in the workplace - an example | |
| Personal development - analysing progress from the work aspect | |
| Bigger picture thinking - applying the Integrated Triangle approach | |
| <i>Overall review of progress of the holistic approach</i> | |
| Chapter 30 | 261 |
| <i>Personal development - analysing progress from the spiritual aspect</i> | |
| Finding the happy medium - responding to hidden agendas | |
| Overall review of individual personal progress | |

Chapter 31 **269**

Review of the next stage - company plans for further development

Further applications of the holistic model

Appendix Section **276**

A series of fifteen additional practical exercises relating to overall content