
Table of Contents: Overcoming Toxicity

Does negative influence come from the surroundings or originate internally?

<i>Time Duration: 8 Hours</i>

1. Understanding Toxicity

- *Recognizing the Signs of a Toxic Workplace*
- *Impact of Toxic Environments on Employee Well-being*

2. Creating a Positive Work Culture
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- *Fostering Open Communication Channels*
- *Building Trust and Transparency*

3. Conflict Resolution and Mediation

- *Strategies for Addressing Workplace Conflicts*
- *Implementing Fair and Impartial Mediation*

4. Effective Communication

- *Active Listening and its Role in Conflict Mitigation*
- *Articulating Expectations and Feedback Constructively*

5. Preventing Burnout and Stress

- *Recognizing Signs of Burnout in Employees*
- *Promoting Work-Life Balance and Mental Health*

6. Addressing Toxic Behaviours

- *Strategies for Dealing with Bullying and Harassment*
- *Mitigating Negative Impact of Micromanagement*

7. Empathy and Emotional Intelligence
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- *Developing Empathetic Leadership Skills*
- *Understanding and Managing Emotions in the Workplace*