

## about us

In today's corporate rat-race, health and well-being are often forgotten. Stress has become an everyday issue that people are expected to deal with. The effective management of psychosocial hazards—stress, bullying and harassment—in the workplace has a positive impact on individual and organisational health and performance.

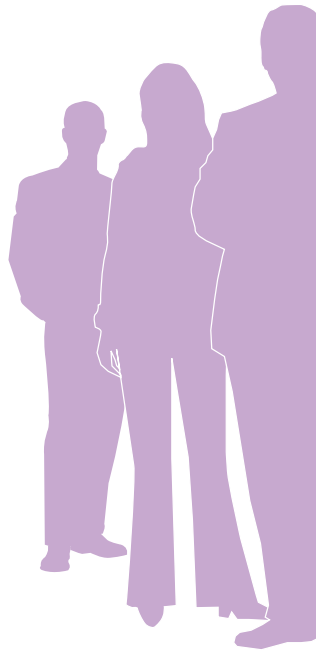
Inicio is an expert provider of high quality, investment-effective Risk Assessment and Management packages that enable organisations to comply with current International Health and Safety legislation. We provide solutions to assist organisations reduce absenteeism and attrition, and increase productivity through tailored packages that deliver tangible, commercial advantages to our clients, while reflecting the individual needs and cultures of organisations in Ireland and India.

Our consultants hold an MBA and Master Degrees in Work & Organisational Psychology, as well as Diplomas in Life and Business Coaching. We are certified in Risk Management of Work-Related Stress and licensed by the British Psychological Society in the use of psychometric testing.



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# empower

YOUR ORGANISATION

THE FUTURE OF  
YOUR ORGANISATION DEPENDS  
ON HOW WELL YOU UNDERSTAND  
YOUR PEOPLE...

## how well do you know your organisation?

How productive and effective are your employees? Do you have very high attrition rates? Do you suffer high absenteeism? How happy are your employees at work? Is work-related stress costing you time and performance? Are bullying and harassment going on undetected? Are you aware of the latest international standards in Health & Safety legislation?

Knowing the answers to such questions can have an impact on everything from productivity to profits and from attrition to promotion of a healthy work environment. It influences your growth and development and is the initiation of positive change in your organisation. The future of your organisation depends on how well you understand your people.

At Inicio, we help you understand your people better.

## our range of specialised services

- Risk Assessment and Management of Psychosocial Hazards
- Corporate Awareness Programme
- Sexual Harassment Awareness Programme
- Executive Student Awareness Programme
- Bullying and Harassment Awareness Programme
- Life and Business Coaching
- HR Workshop on Psychosocial Hazards

**Confidentiality & Objectivity Guaranteed**

**inicio**  
value through people

# CORPORATE AWARENESS PROGRAMME

A bespoke programme for your employees that will increase their understanding of psychosocial hazards—work-related stress, bullying and harassment—how these hazards impact on employees and the organisation and how they can be managed successfully.

## Programme Outline

- What are psychosocial hazards?
- How do they affect you and your organisation?
- Why should an organisation manage psychosocial hazards?
- What is Risk Assessment & Management of psychosocial hazards?
- Why is Risk Management an effective approach?
- What can you do to help yourself?
- Best Practice

## Course Benefits

### Knowledge

- Awareness of different types of psychosocial hazards
- How these affect the organisation and its employees
- The organisational costs associated with such hazards
- Benefits from managing psychosocial hazards
- Best practice skills

### Skills

- Identifying potential problem areas and how to respond
- Identifying stress, bullying and harassment situations and how they can be effectively resolved
- Understanding how stress, bullying and harassment affect individuals
- Dealing with stress, bullying, and harassment

# HR WORKSHOP FOR PSYCHOSOCIAL HAZARDS

A one day practical workshop for HR executives to augment their understanding and skills for effectively managing psychosocial hazards—work-related stress, bullying and harassment—at your organisation.

## Programme Outline

- What are psychosocial hazards?
- What are the signs that they exist in your organisation?
- How do they affect employees and your organisation?
- Why should an organisation manage psychosocial hazards?
- What is Risk Assessment & Management of psychosocial hazards?
- Why is it an effective approach?
- Best Practice
- What can HR department do to help your organisation?
- Practical exercises
- Review of case studies

## Course Benefits

### Knowledge

- Creating awareness about psychosocial hazards
- Importance of effectively managing psychosocial hazards
- How organisation and employees are affected by psychosocial hazards in the workplace
- Organisational costs associated with psychosocial hazards
- Benefits from managing psychosocial hazards
- Best practice

### Skills

- Identify potential problem areas and how to respond
- Identify stress, bullying and harassment situations and how they can be effectively resolved
- Identify signs of psychosocial hazards
- Dealing with stress, bullying, and harassment
- Learning to provide help to affected employees

# RISK ASSESSMENT AND MANAGEMENT

Our Risk Assessment & Management service ensures compliance with Health & Safety legislation by identifying sources of any psychosocial hazards—stress, bullying and harassment—in the workplace and providing interventions to prevent risks occurring.

Do you already provide Employee Assistance Programmes or Stress Management Training? Risk Assessment & Management complements these. And it has the advantage of identifying the source of issues other than stress—bullying, harassment, absenteeism, attrition, musculoskeletal disorders, etc.

## Benefits

Psychosocial hazards in the workplace can adversely affect the functioning and productivity of your organisation. By assessing and managing these hazards, organisations can:

- Comply with Health & Safety legislation
- Reduce work-related stress
- Reduce absenteeism
- Improve performance and productivity
- Increase motivation and commitment
- Improve work-life balance
- Reduce attrition

### Risk Assessment & Management

- Aimed at the organisation
- Deals with issues at the source
- Reduces risk associated with the source
- Long term solution
- Primary intervention
- Tailored interventions
- Preventative (Eg: vaccination)
- Investment for healthy, safe workplace.  
Eg: ODC interventions

### EAP / Stress Management

- Aimed at individual
- Takes stress for granted
- Teaches employees how to deal with existing stress
- Temporary answer
- Tertiary intervention
- Generic prescriptions
- Curative (Eg: medicine)
- Recurring expense  
Eg: Yoga, Meditation

# LIFE AND BUSINESS COACHING

Coaching is a form of learning that helps a person identify and work towards their personal or business goals by creating an environment that enables self-development and encouraging practical ways forward.

## Life Coaching

Life Coaching is aimed at providing support for individuals seeking to take charge of their lives. The emphasis is often on change, improving specific areas of their life or enhancing their overall well-being. This is done by establishing and taking action-oriented decisions towards achieving specific goals.

**The change could be:**

- Improved self-confidence
- Increased motivation
- Improving work-life balance
- Improving health and fitness

## Business Coaching

Business Coaching is a personalised form of training and learning that focuses on the development of skills. Within an organisation, coaching can improve performance and motivation. The goal is to improve performance for the benefit of both the individual and the organisation.

**Situations that can benefit from coaching could include:**

- Greater clarity in vision for individuals and organisations
- Better adaptability to a new role or promotion
- Coping with stress or loss of confidence
- Helping 'high potential' employees develop more leadership skills
- Dealing with fear of presentations or failure in an assignment
- Improving work relationships and enhancing team work
- Improving interpersonal and communication skills

# BULLYING AND HARASSMENT AWARENESS PROGRAMME

A bespoke programme for your employees that addresses issues of bullying and all types of harassment in the workplace, what cause them, the issues that arise as a consequence, how they affect employees and organisations, and how to manage them successfully.

## Programme Outline

- What are bullying and harassment?
- How do they affect you and your organisation?
- Why should your organisation address the issue of bullying and harassment?
- What is Risk Assessment & Management of psychosocial hazards?
- Why is it an effective approach?
- Best practice
- What can you do to help yourself?

## Course Benefits

### Knowledge

- Awareness of what constitutes bullying and harassment
- Differences between bullying and harassment
- How organisation and employees are affected by bullying and harassment among employees
- Organisational costs associated with bullying and harassment
- Benefits from managing bullying and harassment
- Best practice skills

### Skills

- Identifying potential bullying and harassment situations
- Understanding how bullying and harassment affect individuals
- Dealing with bullying and harassment situations

# SEXUAL HARASSMENT AWARENESS PROGRAMME

A bespoke programme for your employees that addresses issues of sexual harassment in the workplace, the issues that arise as a consequence, how it affects employees and organisations, and how to manage it successfully.

## Programme Outline

- What is sexual harassment?
- How does it affect you and your organisation?
- Why should your organisation address the issue of sexual harassment?
- What is Risk Assessment & Management of psychosocial hazards?
- Why is it an effective approach?
- Best practice
- What can you do to help yourself?

## Course Benefits

### Knowledge

- Awareness of what constitutes sexual harassment
- How organisation and employees are effected by sexual harassment among employees
- Organisational costs associated with sexual harassment
- Benefits from managing sexual harassment
- Best practice skills

### Skills

- Identify sexual harassment
- Understanding how sexual harassment affects individuals
- Dealing with sexual harassment



# EXECUTIVE STUDENT AWARENESS PROGRAMME

A bespoke programme to help future decision-makers increase their understanding of psychosocial hazards—work-related stress, bullying, harassment—how they effect employees and the organisations they work for, and how to manage them successfully.

## Programme Outline

- What are psychosocial hazards?
- How do they effect employees and the organisation?
- Why should an organisation manage psychosocial hazards?
- What is Risk Assessment & Management of psychosocial hazards?
- Why is Risk Management an effective approach?
- Best Practice
- Case Study
- Mentoring for student projects

## Course Benefits

### Knowledge

- Creating awareness about psychosocial hazards
- How organisations and employees are affected by psychosocial hazards in the workplace
- Best practice skills
- Ability to handle workplace conflict

### Skills

- Identifying potential problem areas and how to respond
- Identifying stress, bullying and harassment situations and how they can be effectively resolved
- Understanding how stress, bullying and harassment effects individuals
- Dealing with stress, bullying, and harassment