

*Words are just words and without heart they have no meaning.  
(Chinese Proverb)*

## The EQ Toolbox

<http://www.eqtoolbox.org>

This site provides a comprehensive collection of resources and information designed to assist developing and implementing an emotional intelligence (EQ) project. You should find the information here very useful if you'd like to incorporate more emotional intelligence in your workplace, community or classroom.

The site has three main sections:

*Project Support* is a helping hand to those who could use some advice on how to run a project. The chapters on Planning, Meetings, Developing a Team and Setting Goals, point the basic things to think of when starting a project. The keyword is respect for those involved, which is a crucial aspect when designing a sustainable project.



*The EQ Toolbox* gives you a brief introduction to the most important skills of EQ and also provides exercises to improve those, both for the project team and the participants in its activities. The structure is based on Six Seconds' EQ model, which aligns well with the Salovey/Mayer/Caruso definition.

*Resources* is a gateway to useful material on EQ, both on the Internet as well as in print. A collection of articles is available for your learning and to share with others. There are also samples of documents to help you create the materials you need as you launch your project.

It is very important to understand that emotional intelligence is not the opposite of intelligence, it is not the triumph of heart over head - it is the unique intersection of both. (David Caruso in "Emotional What?")

## Said What?

...guide to everything!

<http://www.saidwhatguides.co.uk/>

This UK site has a great collection of guides explaining some of the rules, quirks and foibles of the English language.

Topics include: Poetry, Business clichés, Manager's talk, Morse code, NATO alphabet, Mottos, Spoonerisms, Similes, Oxymorons, Collective nouns, Tautologies, and Palindromes.

There is also a section on Aussie slang! Though some Starlink readers may like to send in corrections or maybe an update – some of the expressions are fairly old! 😊

Starlink readers may also be interested in the Said What Puzzle Club at <http://www.saidwhat.co.uk/puzzleclub/>

Membership of the Puzzle Club is £10 or \$18 (USD) per year



## Centre for Leadership for Women

<http://www.leadershipforwomen.com.au>

The Centre for Leadership for Women was launched in August 2000, with the vision :

*"To empower women to believe in their own leadership qualities."*

Its mission is:

To be a virtual centre for women that empowers women to recognise and develop their own leadership potential in a work, community or personal context by:

- learning from the experience of leaders, both male and female
- becoming informed about current leading issues and the individuals who are behind them
- acquiring leadership knowledge and skills
- undertaking self-evaluation
- expressing their needs in relation to leadership development

Membership is \$20 AUD per year (GST exempt). Members have access to secure areas of the site with a wide range of resources, as well as a bi-monthly e-newsletter.

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## ICVET

<http://www.icvet.tafensw.edu.au/index.htm>

A useful website, based in New South Wales, ICVET is about... *enriching professional practice in VET teaching and learning to support the learning needs of the future workforce.*

*ICVET provides services to a large and complex industry – vocational education and training. Organisations in VET face continual change and pressure to adapt, compete and lead skills acquisition for the*

*future workforce. The emphasis in VET is on the quality of provision and a major factor in this is the professional development of staff and the research that guides and challenges practice*

*In this context, ICVET's focus is on new ideas and practice in VET teaching and learning – local, national and international*

Downloadable reports and papers are available on this site, as well as latest news and other information.



We cannot always build the future for our youth, but we can build our youth for the future. (Franklin Delano Roosevelt)

## Institute of HeartMath

<http://www.heartmath.org/index-hm.html>



From the About Us page of this website:

*Since 1991 the Institute of HeartMath (IHM) has been dedicated to helping people find balance between their mind and heart in life's activities. Our work is focused in two main areas, research and education. IHM research includes basic research on emotional physiology and heart-brain interactions, clinical studies, and research on the physiology of learning and performance.*

*An additional line of inquiry aims to further the scientific understanding of the human biofield, intuition, and emotional energetic system.*

*The Institute of HeartMath's research forms the foundation for the development of practical, scientifically-validated tools and technologies that enable people to improve their health, performance, and quality of life.*

While many of the resources from HeartMath require payment, there are also several tools available at no charge, provided you register as a user of the site.

Starlink readers may be interested in the following resource in particular:

Emotional Security Toolkit for Teens:  
[http://www.heartmath.org/estk\\_t/estk\\_home.html](http://www.heartmath.org/estk_t/estk_home.html)

## Reach Out!



<http://www.reachout.com.au/home.asp>

The *Reach Out!* website has been promoted in previous issues of Starlink. A great site for young people – and those who work with them.

New to the site is a fact sheet with information about Body Dysmorphic Disorder.

There is also a new interactive section: *Reach Out Central (ROC)* is an interactive program that's designed to help you explore how your thinking, behaviour and feelings all interact with each other.

*Choose your own character and try out different ways of reacting to real-life situations.*

*On the way, you might change the way you feel by changing the way you think - it's easier than you'd expect.*

*So come in and check it out- and don't be surprised if you meet some people who remind you of the ones you know in your world.*

I know that I will make a difference in my life and nothing will stop me. We can do anything we want to do. There is light at the end of the tunnel, it may be a long and dark journey, but the reward of life is priceless. (Stacey)

## Family to Family - Rebuilding Foster Care

<http://www.aecf.org/initiatives/familytofamily/tools.htm>

The Annie E. Casey Foundation has developed specific tools for rebuilding foster care, several of which are available for download from their website. For many of them, you can view a one-page fact sheet, a short 10-25-page summary, or the complete manual.

Several topics are covered, including manual for enhancing recruitment of foster care families.

*“The key to rebuilding the network of foster families is support: the more tools and back-up we give to families, the easier it is to recruit.”*



Of course we need children! Adults need children in their lives to listen to and care for, to keep their imagination fresh and their hearts young and to make the future a reality for which they are willing to work. (Margaret Mead)

## Youth Depression Treatment and Prevention

<http://www.kpchr.org/public/acwd/acwd.html>

This US based site provides downloadable materials for group, cognitive-behavioral interventions. Australian mental health professionals may find them useful additions to their resource collection. The materials include several different programs:

- A group treatment intervention for actively depressed adolescents: the Adolescent Coping With Depression [CWD-A] Course. This also includes a separate intervention for the parents of these depressed adolescents.

For more information, also see <http://www.promisingpractices.net/program.asp?programid=152>



- A group prevention intervention for youth at risk for future depression: the Coping With Stress [CWS] Course.
- A brief, individual treatment program (5 to 9 sessions) for depressed youth who are also receiving anti-depressant medication.

These materials are for the use of mental health professionals, to deliver group cognitive-behavioral treatment or prevention to teenagers. These are not self-help materials for the direct use of depressed teenagers and their families.

## Cause Communications Toolkit



[http://www.causecommunications.org/CC/CC\\_news06\\_1.html](http://www.causecommunications.org/CC/CC_news06_1.html)

Available at no charge from this US based website is the *Communications Toolkit – A guide to navigating communications for the nonprofit world.*

The following description of the toolkit comes from the above site:

*This is a comprehensive resource offering practical information in virtually every area of communications – from how to develop and budget a communications plan to what tools you need to help raise awareness and funds.*

*The toolkit is practical and easy-to-use, making it a must-have guide for nonprofit newbies, veterans, and anyone in between seeking to revolutionize communications with strategic marketing, advertising, branding, media relations, event planning and more.*

How Many Words?

Pythagorean theorem = 24

Lord's prayer = 66

Archimedes' Principle = 67

10 Commandments = 179

Gettysburg address = 286

U.S. Government regulations on cabbage sales = 26,911

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- ... inspiring and connecting people

If a child is to keep alive his inborn sense of wonder, he needs the companionship of at least one adult who can share it, rediscovering with him the joy, excitement and mystery of the world we live in. (Rachel Carson)

## Stand & Deliver

Do you or your staff find public speaking a challenge when:

- dealing with the media;
- presenting a report to the Board;
- speaking at a meeting (AGM or network);
- launching a program or product;
- acting as an MC at a public or private event; or
- presenting at a conference?

Our Stand & Deliver programs can help! Offered in group workshop or 1:1 coaching formats, they are flexible and tailored to suit beginners, intermediate or advanced levels of public speaking skills.

For more information, contact us by email at

[starlink@bjseminars.com.au](mailto:starlink@bjseminars.com.au) or by phone on (03) 97511360 or (03) 9758 2528

## Playgroup Australia

<http://www.playgroupaustralia.com.au/>

This website provides information, national news and links to playgroups around Australia.

The site also has a useful collection of Learning Through Play activities, sorted by age or category. (Use the menu on the right to navigate through these.)



## The Day The Table Collapsed



### Reflections

CHRIS BENNETT

The most exciting part of a workshop I attended recently was when the table collapsed, sending books and pens flying into the air.

I am not sure why the table collapsed. But the heat, a stress fracture or just boredom could have caused it.

I certainly could relate to all three.

The presenter was friendly and knowledgeable, but lacked awareness of the effect she was having on her audience.

The introductions took over an hour! By the time it was my turn to introduce myself and explain why I was there, I was ready to collapse – but the table beat me to it.

An effective presenter does the following:

### Observe

Observe your audience closely. Look for cues that indicate boredom, tiredness or lack of energy. For example, the obvious signs are yawning, looking at watches, slumped postures, bored expressions.

You should know your subject matter thoroughly, which will allow you to focus on how the audience is reacting to your presentation.

### Adjust

Change your presentation if you sense you are losing the audience. You can do this using various methods to energise the mind and body. For example, get them to pair up with someone whom they haven't met and discuss a particular theme you want covered.

### Evaluate

After your presentation, get feedback from the organiser and the audience. Hand out feedback sheets or ask participants as a group or individually what they thought of the presentation.

There are many 'collapsing tables' caused by experts who are so caught up in their message that they lose sight of the audience.

All you need to do to avoid the table from collapsing is to observe, adjust and evaluate your performance.

Do this and you will deliver a great presentation - and save a lot of tables!

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