

**Be Well**



**TRAINING  
EXPERIENCE  
PASSPORT**



# WELCOME TO YOUR **Be Well** TRAINING EXPERIENCE PASSPORT

*Brain health is a foundational component of human health and wellness. Just like breathing, we constantly feel and experience emotions. The world we live in and our experiences directly affect us and our families, work, organizations and communities. Despite all that we know about their importance, brain health and emotional wellness are often avoided, minimized or neglected altogether. Three years into the pandemic, global uncertainty, social injustice and our own unique lived experiences continue to impact our mental health wellness. Burnout levels are at an all-time high and, with five generations of employees in the workforce, a vast range of experiences and expectations arrive at work. As systems, we are no longer able to ignore the demand for emotionally intelligent leadership. When team members have the shared knowledge and language of brain health, it makes it much easier to support and care for each other and those we serve.*

This Training Experience Passport is designed to help you as you go through the process of learning, experiencing and practicing emotionally intelligent leadership. We invite you to use it as a resource to track your thoughts and observations during the training experiences and more importantly between experiences to help foster continued growth and aid your learning process. We hope this is a reference that you come back to over and over again as you care for yourself, your people and our communities. Let's Be Well Together!

## CONNECT WITH US



**bewellcommunity.org**



**bewell@burrellcenter.com**



**burrellbewellcommunity**



**facebook.com/burrellcenter**

We deserve to honor how hard this work is. Reflecting on our own emotions, thoughts and judgments can be uncomfortable and has the potential to increase our distress. Know that we have a community here to walk beside us in those moments. When we are willing to step into the uncomfortable we grant ourselves and others the opportunity to learn and grow. This growth impacts ourselves, those we love, those we serve and our communities at large.

*Continue the connection with this training community outside of the experiential sessions by adding your thoughts, insights and "aha" moments on Padlet!*

*Padlet is an online bulletin board where users can post text, images, videos, files, and links.*

Be Well is utilizing Padlet to provide connection and collaboration between training sessions.

[https://padlet.com/BeWell\\_Burrell/lsiljsc1uaf4vrr](https://padlet.com/BeWell_Burrell/lsiljsc1uaf4vrr)

**SHARE**  
*on Padlet!*



# RATE THE WEIGHT



## STEP 1: Pause.

*Gift yourself with a moment of pause. Set everything down and place your feet flat on the ground. Take a deep inhale... and exhale... Settle into your brain and body.*



## STEP 2: Notice.

*Pay attention to what you are feeling and where you are feeling it in your body. Honor whatever bubbles to the surface. Give yourself another moment to be still and listen.*



## STEP 3: Rate Your Weight.

*Use the Rate the Weight tool to place a number to how you are feeling in this very moment. Not five minutes ago, not five minutes from now. How are you in this very moment?*



## STEP 4: Be Curious.

*You are human and might have judgments about what you are feeling or how intense the feeling is right now. Stay curious. What is contributing to your current rating? Your rating is important information about what you might need next.*



## STEP 5: Connect.

*Our brains survive best in healthy connection with others. If you find yourself rating at a "5," know that your brain deserves care and support. Connect with a person who you trust to be in this moment with you. Professional support is just a call or click away. The hotline numbers listed can connect you to the professional support you deserve.*





## BURRELL 24-HOUR CRISIS LINES

Call our toll-free  
24-hour telephone line for  
help with your immediate  
crisis situation.

**for Southwest Missouri**  
1-800-494-7355

**for Central Missouri**  
1-800-395-2132

**for Kansas City**  
1-888-273-8188

## ADDITIONAL SUPPORTS

**24/7 Crisis Text Line**  
text HOME to 741741

**National Suicide  
Prevention Lifeline**  
988

**The Trevor Project**  
1-866-488-7386  
text START to 678678

**The Warm Line**  
1-877-535-4357  
9am-9pm

## RESOURCES

**Be Well Community**  
[bewellcommunity.org](http://bewellcommunity.org)

**American Foundation  
for Suicide Prevention**  
[afsp.org](http://afsp.org)

**The JED Foundation**  
[jedfoundation.org](http://jedfoundation.org)

**Mental Health America**  
[www.mhanational.org/  
suicide-prevention](http://www.mhanational.org/suicide-prevention)

Some things I noticed during  
"Rate the Weight":

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## WHY "RATE MY WEIGHT?"

Taking a moment to ask ourselves  
how we are doing helps us tune  
in to our brain and body. When  
we are aware of our internal  
experience, we can better  
understand the next right step

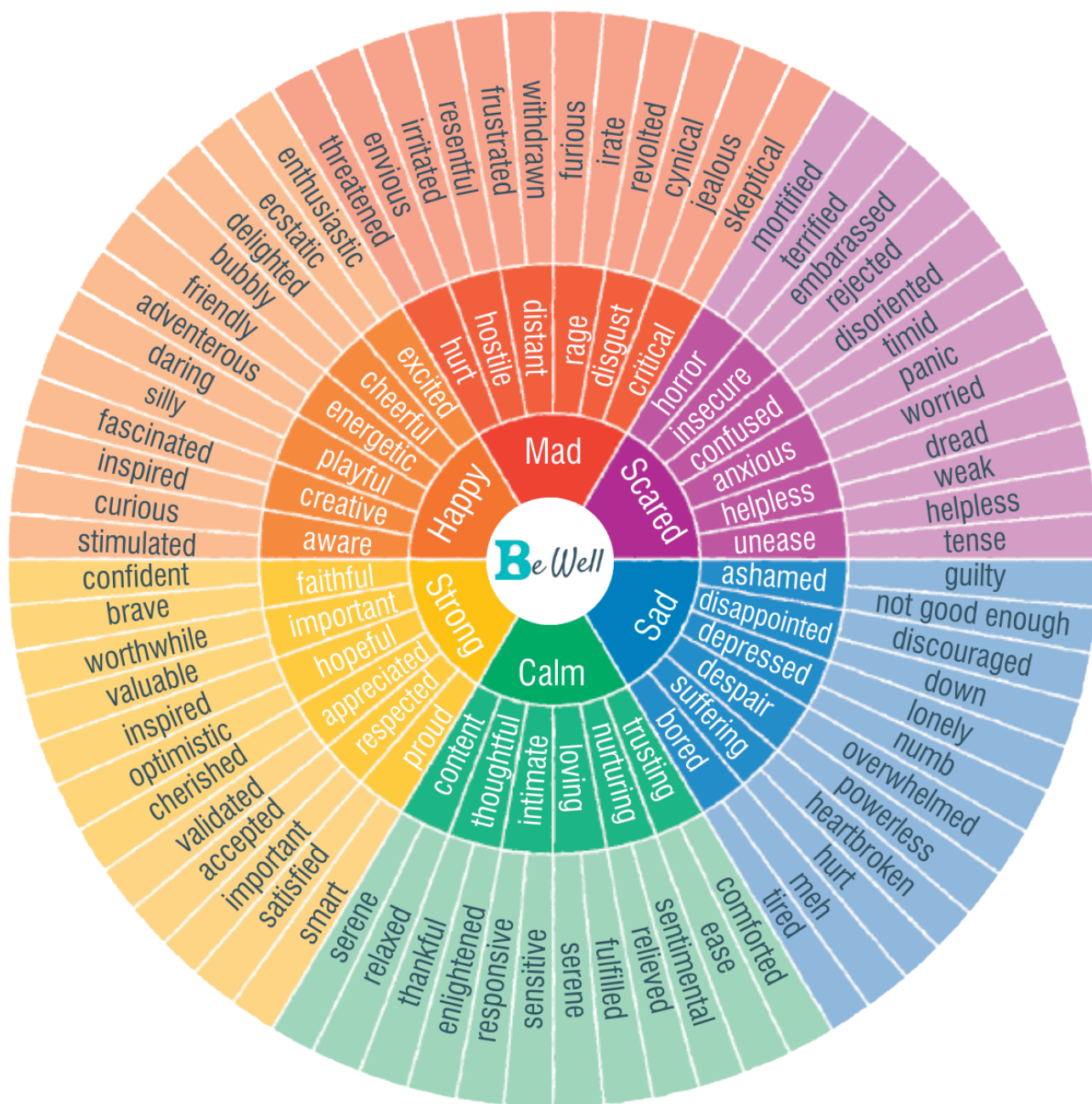


## Reminder

Practice "Rate the Weight"  
multiple times throughout your day!

# Be Well FEELINGS FINDER

After you rate your weight, add language to what you're feeling. Start in the inner circle to identify a feeling group, then build out to more specific emotion(s). Remember the YES/AND! You can feel grateful AND disappointed, you can feel hopeful AND like things are falling apart. Try to identify what you are feeling with as little judgment as possible.

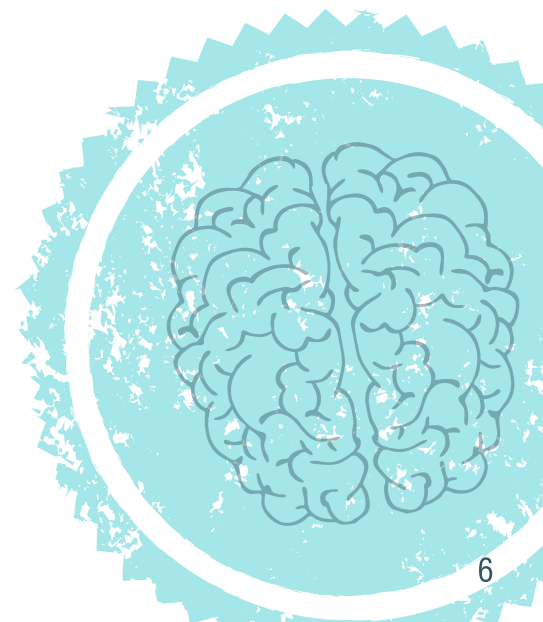


# FEELINGS FINDER SELF-ASSESSMENT

Today I felt...

*Circle the feelings you experienced*

Content	Helpless	Playful
Thoughtful	Anxious	Creative
Intimate	Confused	Aware
Loving	Insecure	Faithful
Nurturing	Horror	Important
Trusting	Critical	Hopeful
Bored	Distant	Appreciated
Suffering	Rage	Respected
Despair	Hostile	Proud
Depressed	Hurt	
Disappointed	Excited	
Ashamed	Cheerful	
Unease	Energetic	



# TRAINING EXPERIENCE 1:

## OVERVIEW & SELF-ASSESSMENT

*Use this space to continue to reflect on these questions after the experience.*

What are your beliefs, reactions and/or judgments about emotions and emotional expression?

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What are your judgments or reactions to caring for brain health at work?

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# TRAINING EXPERIENCE 1:

## GROUP RESPONSES

What are your beliefs, reactions and/or judgments about emotions and emotional expression?

I've been taught to keep it all buttoned up, emotions at work are unprofessional

Showing emotions can be a sign of weakness

Emotions are bad.

Being older was taught to suck it up and ignore feeling and push through

Emotions are dangerous.

Emotions are rooted in a lot of subconscious memories and experiences. Sometimes it takes a minute or help to really determine the source.

Leave it at the door. BAD advice!

Emotions don't serve us in the workplace

Women are too emotional

I naturally have less emotional affect than a lot of people. Sometimes people think I'm flat when I'm not, and sometimes people try to force me into more expression.

To hold in our feelings.

Ignore how you feel unless it's not going to be inconvenient

# TRAINING EXPERIENCE 1:

## GROUP RESPONSES CONTINUED

What are your beliefs, reactions and/or judgments about emotions and emotional expression?

It's healthy to express emotions (and scary or not always safe)

Emotions are inconvenient

It is up to each person to control and find ways that help them handle the way the process.

As a woman, you are judged as being overly emotional when you have strong opinions, but I find that to be more frustrating than anything. Professionally, emotions are discouraged I think. I think emotions show a deeper issue that needs addressed.

Emotions can be an inconvenience

As a leader, I need to be the strongest and least emotional of my crew.

That there is a place and time for emotional expression (especially sadness, anger, frustration, etc.) which is not in the workplace or in a public setting. Those emotions are for private/alone time. Shows weakness.

It's important, but not often addressed at work.

Idea your feelings

Emotions can be controlled when one is Centered.

Helpful and necessary. Requires us to slow down a little bit or make time in a hectic day.

Mental health is important but how do we help/provide support at work!?



# TRAINING EXPERIENCE 1:

## GROUP RESPONSES

What are your judgments or reactions to caring for brain health at work?

It is a little weird to me since it is a commercial space and not a personal space, but I appreciate the opportunity.

I think most of our management wants to take care of employee's mental health, but we lack the skills to do it.

I'm thrilled this is finally part of the conversation!

That I do not have time to allow it.

Mental health is important but nothing really done for it.

Management talks about the importance of mental and emotional health, but doesn't implement strategies or support for employees.

It's welcomed but there isn't always time to care for brain health.

Brain health is a 'supposed to be' priority but really isn't and you are the problem if you bring it up.

I think it's important.

Hard to find the time when short staffed and overworked.

It is so important right now to focus on the health of those we work with. Everyone is dealing with so much it seems we just need to step back and breathe and be kind.

It's so important. We need to organizations time and space to figure out how to integrate this into their culture and routines.

We need more of it! We have come along way, but more is needed.

pre-covid I probably wouldn't have been in favor of it, but after watching how staff and myself have reacted to the pandemic and its aftermath, I feel it is extremely important to take care of ourselves and each other.

I spend a third of my day at work, I need to be able to care for my brain during that time

It is a necessity for functional work place as well as when you go home for your brain wellness

I believe that it is important for your productivity, management talks about it but does not implement.

Your work is an extension of yourself, so most assuredly you must address.

Provide ideas on how to integrate these practices into the workplace and culture...maybe a menu?

# TRAINING EXPERIENCE 1:

## OVERVIEW & SELF-ASSESSMENT

*Use this space to continue to reflect on these questions after the experience.*

What would be helpful to for you as a leader in caring for emotions at work?

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How are you? How do you know when you are stretched to the max?  
What works for you?

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# TRAINING EXPERIENCE 1:

## GROUP RESPONSES CONTINUED

What would be helpful for you as a leader in caring for emotions at work?

Changing culture to allow staff to feel comfortable to share their emotional needs as well.

Time during the workday for employees to address their emotional needs.

Brain health activities

I need to be aware of the members feelings and how I can help them know how meaningful they are to our vision/mission.

Ideas for engaging leadership to build support for employee brain health

There is a lot of fear associated with sharing emotions. We need to work to alleviate people's genuine concerns.

Being encouraged to take small breaks

Provide a menu of ideas on how to integrate pieces of the passport and practices into a variety of workplaces and cultures.

More regular 1:1 meetings

Help determine a way to incorporate wellness into a busy work schedule. Suggestions for things to do to promote this.

How to get buy in from Boards

Finding a healthy way to talk about frustrating experiences without bad-mouthing others.

# TRAINING EXPERIENCE 1:

## GROUP RESPONSES CONTINUED

What would be helpful for you as a leader in caring for emotions at work?

Being supported for all emotions, not just the ones management expects/ finds appropriate

Providing agencies with trainings to present to their teams.

Encouraging leaders to allow themselves the time to engage with staff, this way it can be a more welcoming environment.

Helping staff to know that their thoughts, opinions, and emotions are important. Along with encouraging a mindful minute daily or weekly.

To realize as a team we all are dealing with stress and possibly at home as well and share with others.

Help with what to do with unwanted emotions

Help encourage self care to help performance of over heat and better performance in the workplace

Learning different ways to help co-workers take a brain break, relax, and know that we do care and support them.

Tools, resources to incorporate mental health into work culture

Allowing staff to take mental health time throughout the day

How to affirm emotional wellness, or lack thereof, while still being a strong leader



## Questions for Next Session



*Use this space to keep track of questions and thoughts you have in between this session and next session:*

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**CALL US  
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### **LEARN MORE**

[burrellcenter.com](http://burrellcenter.com)

### **MAKE AN APPOINTMENT OR ASK A QUESTION**

417-761-5000

### **NATIONAL SUICIDE PREVENTION LIFELINE**

988



# THE RULER STRATEGY



RULER is a systemic approach to SEL (Social Emotional Learning) developed at the Center for Emotional Intelligence. RULER aims to infuse the principles of emotional intelligence into the immune system of schools (preK-12), informing how leaders lead, teachers teach, students learn, and families support students.

**R**ecognizing emotions in oneself and others.

**U**nderstanding the causes and consequences of emotions.

**L**abeling emotions with a nuanced vocabulary.

**E**xpressing emotions in accordance with cultural norms and social context.

**R**egulating emotions with helpful strategies.

- Dr. Marc Brackett

# TRAINING EXPERIENCE 2:

## LEADING WITH EMOTIONAL LITERACY

*Use this space to continue to reflect on these questions after the experience.*

Recognizing emotions in myself is:

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Recognizing emotions in others is:

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I feel equipped to regulate emotions effectively:



# TRAINING EXPERIENCE 2:

## GROUP RESPONSES

Recognizing emotions in myself is:

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empowering  
challenging  
exhausted  
healthy  
tired  
grief  
difficult  
anxiety  
unworthy  
sleep deprived  
self healing  
time-consuming  
tough when stressed  
relieving  
calming  
uncomfortable  
necessary  
hard  
draining  
annoying  
irritating  
validating  
scary  
hopeful  
worth while  
helpful  
unsafe  
sometimes a surprise  
terrifying  
takes practice  
easier as i get older  
confusing

”

# TRAINING EXPERIENCE 2:

## GROUP RESPONSES

Recognizing emotions in others is:

“

A word cloud of responses to the question 'Recognizing emotions in others is:'. The words are arranged in a circular pattern, with 'easier' and 'draining' being the most prominent. Other words include 'helpful', 'necessary', 'exhausting', 'superficial', 'unpredictable', 'validating', 'empathy building', 'clarifying', 'volatile', 'sometimes annoying', 'telling', 'connecting', 'hard', 'easy', 'heavy', 'imposing', 'can be hard', 'judgmental', 'learning experience', 'healthy', 'sympathy', 'selfless', 'essential', 'respectful', 'empathizing', 'critical', 'much easier', 'unavoidable', 'easier than yourself', 'making assumptions', 'judgmental', 'work', 'teaching', 'telling', 'connecting', 'hard', 'easy', 'heavy', 'imposing', 'can be hard', 'judgmental', 'learning experience', 'healthy', 'sympathy', 'selfless', 'essential', 'respectful', 'empathizing', 'critical', 'much easier', 'unavoidable', 'easier than yourself', 'making assumptions'.

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# Tying it Together

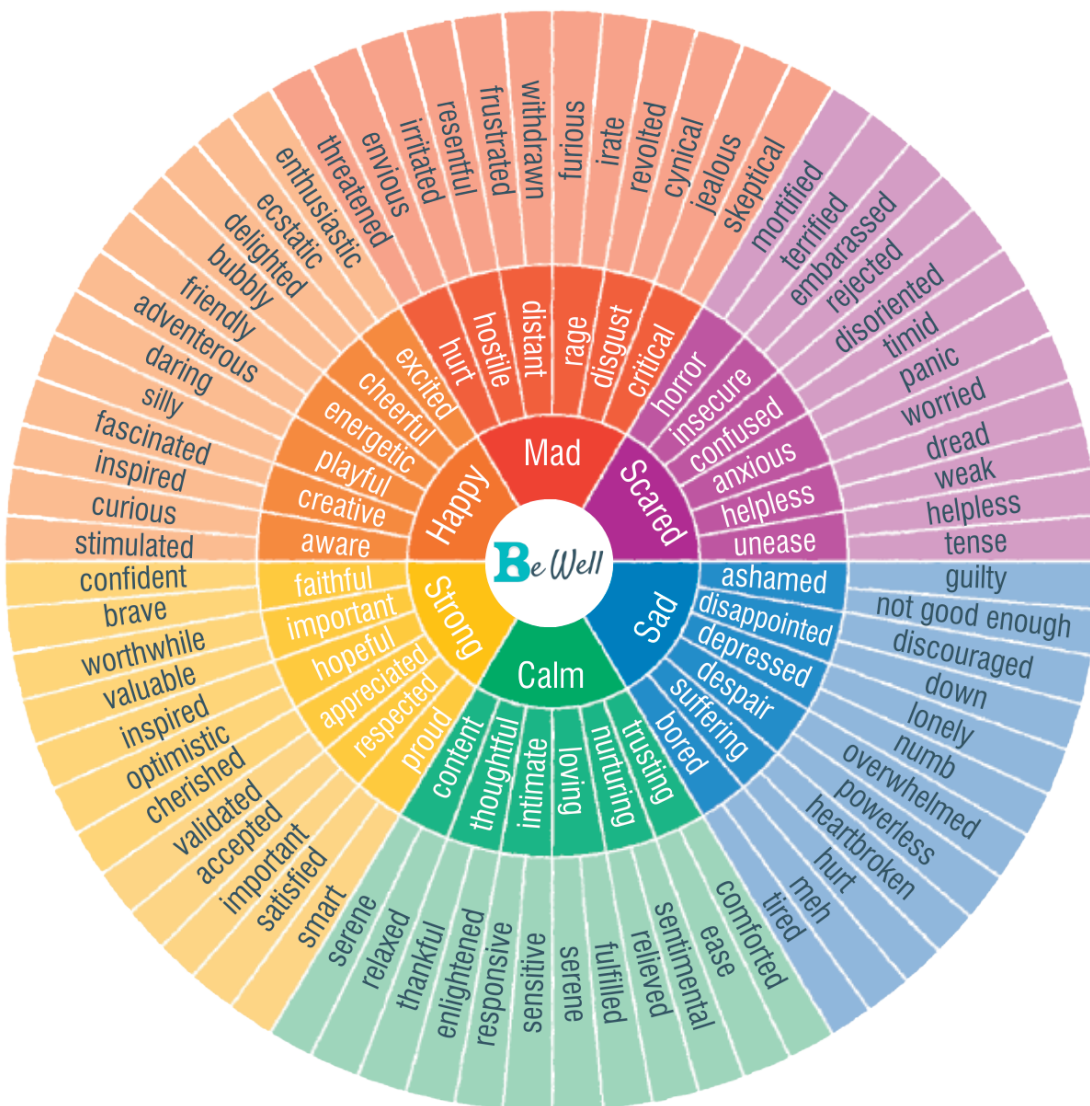
Revisit the Feelings Finder on page 5 and consider how it can assist you with the RULER Strategy:

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## Questions for Next Session



*Use this space to keep track of questions and thoughts you have in between this session and next session:*

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# APPLICATION SESSION 2:

## LEADING WITH EMOTIONAL LITERACY

How are you applying this in your spaces?

### *GROUP RESPONSES*

Just yesterday we had a conversation in the office, and I noticed that there were frustrations brewing between a couple coworkers and I was able to help them really see each others perspective and help them through the different feelings.

M son has severe anxiety and depression (needs to get into Burrell) I am able to read his emotions and see what sets his anxiety off. I also have learned tips to help with an anxiety attack

EQ training has been pretty common in my education and training, but seeing it applied in work cultures is fairly rare. A big reminder here is what is going on Behind the action and Behind the feelings.

Stop and assess. Trying to avoid the rabbit holes.

I have stopped trying to explain myself

struggle with getting other members of the team / leadership on board to think in this way.

I am TRYING to be better about hearing others not just listening.

An example of EQ leadership is experiencing people being offended and not reacting to the offense but responding to the root causes of the emotions and reasoning behind the offense.

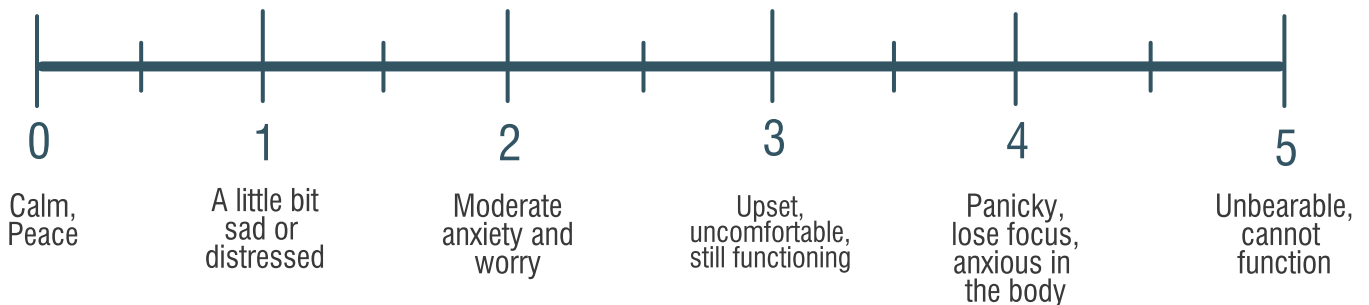
I am starting to try to identify more specifically what I am feeling and what my truth is behind that feeling.

The feelings wheel has also been able to really help me identify the root causes as opposed to how they are displaying.

# RATE THE WEIGHT PAUSE & REFLECT



Take a deep breath and settle into your brain and body. Ask yourself, how am I doing in this moment?  
Use the rating scale below to place a number to how you are doing.



What is contributing to your rating at this moment?

In the past, what has helped when you rated at this number?

What did not help or made it worse?

*short-term*

*long-term*

What or who would help in this moment?

What is your next small step?

# Reference Guide

OnSite Workshops

<https://onsiteworkshops.com>

RULER

[www.marcbrackett.com](http://www.marcbrackett.com)

