



Training and Educational Seminars *For Employees and Supervisors*

Employee Assistance Programs

❖ **EAP Orientation For Employees**

Introduces workers to their company's employee assistance program. Explains what an EAP is, the types of issues for which employees can get help, and how to access this prepaid, confidential benefit.

❖ **EAP Orientation For Supervisors**

Introduces supervisors to their company's employee assistance program as above, but also details the supervisor's role regarding referrals, critical incidents in the workplace, confidentiality and other important issues.

❖ **How to Get the Most Out of Your EAP**

A second level EAP training for supervisors that reviews the value of the EAP to the company and how supervisors can use the EAP as a management tool. Reviews the "basics" about the EAP service, and gives in depth information about how to identify a troubled employee and make a referral. Case studies, role-plays and actual company statistics are used to reinforce the material.

Balancing Work and Family

❖ **The Balancing Act**

Looks at the sometimes overwhelming challenges of juggling the needs of a family and work. Examines all of the competing roles and responsibilities individuals have and provides techniques on how to prioritize these demands and retain a sense of control.

Change Management

❖ **Surviving Workplace Change for Employees**

Addresses the nature of change in the workplace and common reactions. This training offers effective techniques for coping with change specifically in the workplace.

❖ **Change is Inevitable. Growth is Optional**

Helps employees understand the nature of change and common reactions to change in both their professional and personal lives. Effective techniques for successfully managing the process of change in all areas of life are offered.

❖ **Managing Change: A Guide for Supervisors**

Assists supervisors in understanding the nature of change and common reactions to change, and offers tools to help managers successfully guide others through the change process.

*To learn more or to speak with an EAP professional, call **1.800.653.7280**
The EAP is a voluntary, confidential assistance program available
24 hours a day, 7 days a week, 365 days a year, at no cost to employees.*

Change Management: Downsizing

❖ **The People Side of Downsizing**

Managers must focus on their employees and their needs if the organization is going to be successful after downsizing. This training helps managers recognize the effects of downsizing on their employees and provides suggestions for how to support their employees.

❖ **Surviving Workplace Change for Employees: Downsizing**

Addresses the nature of change in the workplace and common reactions, looking specifically at downsizing. This training offers effective techniques for coping with downsizing as well as other types of change in the workplace.

Management & Workplace Safety Issues (For Managers)

❖ **Coach To Success**

Appropriate both for employees who are already in a supervisory capacity as well as those who may be in the future. Participants examine some of the many ways individuals are motivated and explore the use of positive reinforcement, upbeat reframes, and other personal behavior management tools.

❖ **Violence in the Workplace: Key Issues for Supervisors**

Helps supervisors recognize and manage behaviors that may precede workplace violence and details appropriate procedures for dealing with violent individuals and their victims in the workplace.

❖ **Domestic Violence**

An educational seminar on the cycle of domestic violence, some of the signs and symptoms that may be observed in the workplace, and practical approaches to addressing this issue at work.

❖ **Violence in the Workplace: An Overview of Domestic and Workplace Violence Issues**

This seminar reviews the key issues for supervisors in facing all types of violence in the work place, including domestic violence. This training provides an overview of the information presented in both the "Domestic Violence" and "Violence in the Workplace: Key Issues for supervisors" training sessions.

Parenting

❖ **Positive Parenting**

Teaches techniques for building a positive relationship between parents and their children. Emphasis is on building a child's confidence, deciphering between praise and encouragement, and communicating through effective listening.

❖ **Communicating With Children**

Identifies the distinct stages of childhood and parenthood and suggests effective ways to communicate with children as they move through these emotional and behavioral milestones.

❖ **Communicating With Teenagers**

Identifies the distinct stages of the teen years and suggests effective ways to communicate with teenagers as they move through these challenging years.

Stress Management

❖ **The Impossibility of It All: Stress Management**

Educates employees about the physiological and psychological components of stress, and teaches them how to manage stress effectively in the workplace and at home. Both a shorter and a longer version of this training are available.

❖ **The Mind/Body Connection**

Identifies “The ABC’s of Stress.” Examines the effects stress has on our physical and mental well-being and how our perceptions about these stressors impact our reaction. Helps employees recognize and manage stressors to optimize physical and mental health.

❖ **Managing Holiday Stress**

Identifies unique stressors of the holiday season and offers coping techniques for dealing with the emotional issues, heightened expectations and additional demands.

❖ **Constructive Management of Stress**

Increase awareness of how reactions to workplace stress impact others. Develop tools for better managing stress and reactions to it.

Substance Abuse in the Workplace

**All trainings meet the DOT regulations for training supervisors and employees

❖ **Alcohol and Drug Education: Supervisory Training**

Educates managers on the costs of drug/alcohol abuse in the workplace, the signs and symptoms of drug and alcohol use and employer/management responsibilities and role. Available for both DOT mandated and non-DOT employers.

❖ **Reasonable Suspicion (for Supervisors)**

This training covers the same information as “Alcohol and Drug Education: Supervisory Training,” but also assists them with documentation and effective use of policies and procedures for identification and referral of impaired employees.

❖ **Alcohol and Drug Education: Employee Training**

Educates employees about the costs of drug/alcohol abuse in the workplace, the signs and symptoms of drug and alcohol use, and what to do if an employee is concerned about his/herself or a fellow employee.

Time Management

❖ **Too Much To Do, Too Little Time: A Course in Time Management**

Assists employees in identifying obstacles that may be preventing them from completing daily tasks and ongoing work responsibilities. Provides employees with the tools and skills for making optimum use of their time at home and at work, thereby reducing stress caused by disorganization, procrastination and over-scheduling.

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Travel

❖ **Business Travel & Stress: Creating a Healthy Balance**

Traveling can be stressful for employees. This training helps business travelers recognize the common effects of stress and offers effective techniques for balancing their needs with the demands of traveling.

❖ **Work/Life Balance for Travelers**

Explores the unique stresses and demands that employees who travel a significant portion of time encounter in the workplace and at home. Assists employees in identifying these various demands on their time and gives practical advice and techniques for achieving balance in their work and home life.

Wellness

❖ **Wellness and You: Living a Balanced Life**

Looks at the concepts of balance and wellness. Participants will conduct a self-evaluation of their life using “The Wheel of Life” and looking at their finances, career, social relationships, physical health, mental health, education, spiritual life and family/home life. Tips and guidelines will be provided in each area and participants will develop their own action plan for working towards a more balanced life.

❖ **Positive Thinking**

Teaches employees how to change their outlook from pessimistic to optimistic. Also takes a look at depression, the “common cold” of mental health. Exercises and handouts will help reinforce the concept that we do have control over the way we feel.

Workplace Topics - Various

❖ **Conflict Resolution**

Promotes the development and use of interpersonal negotiation and effective communication skills as tools for resolving conflicts at work and home.

❖ **Diversity: Valuing Diversity in the Workplace**

Examines employees’ individual attitudes and behaviors towards others in the workplace. Provides the tools to develop new skills and ways of working with others.

❖ **Effective Communication and Problem Solving**

Problem solving and communication are like any other skill; it takes practice and repetition for it to become second nature and to be successful. This training will focus on skills and techniques to effectively resolve problems.

❖ **Strategies for Retirement**

Looks at the emotional, social and financial issues involved in the transition from work to retirement, helps employees identify and plan for their retirement goals, and discusses resources available to help in the planning and transition process.

Workplace Topics – Various Continued

❖ **Workplace Etiquette**

Discusses the ABC's of good relationships with co-workers as well as customers. This training can be modified to fit your industry and workplace culture.

❖ **Moving Forward: Finding Your Comfort Zone in Times of Uncertainty**

This training identifies the effects of living in a time of war and terrorism and provides some coping mechanisms.

❖ **Preventing Burnout: Adding Fuel to Your Fire at Work**

After defining burnout and looking at it's various stages, this training helps participants learn new tips and strategies for preventing burnout through renewal.