
EAP Workshops for Employees and Supervisors

TRAINING PROGRAMS

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Introduction

Beacon Health Options is committed to helping people improve their lives and their personal effectiveness. Workshop programs allow us to increase the visibility of the Employee Assistance Program (EAP) and reach out to your employees with actionable information, strategies, and resources for resolving concerns. We offer in-person and online formats to meet a variety of needs.

About the Workshops

This catalog describes the workshops that are offered on a range of behavioral, health, financial, legal, and work and life issues. They are developed by subject matter experts and are delivered by an experienced facilitator, either in person or in a webinar format.

Most workshops require approximately 60 to 90 minutes for the presenter to deliver the information and to conduct exercises. Two trainings are available in 30-minute formats. These are indicated with an asterisk (*) next to the title.

Beacon Health Options partners with a legal/financial services organization to provide workshop content on legal and financial issues *for an additional fee*. These workshops are noted with two asterisks (**) next to the title. **These trainings must be requested six weeks before the training date.** Please contact your account executive for pricing information.

If you are interested in training on a topic that does not appear in this catalog, please contact your account executive or our training team.

Top Workshops

Not sure where to start? Consider requesting one (or more) of our most frequently requested workshops:

- Taking Charge: Reduce Your Stress
- Stress Reduction for Healthy Well-being
- Using Positive Strategies to Manage Change
- Successful Team Building
- Effective Workplace Communication
- The Power of Positive Thinking
- Organizational Change: Move Forward with Resilience
- Achieve Your Financial Goals

New Workshops

Here are new workshops that have been added to our library:

For employees

- Achieving Optimal Health and Well-being
- A Path to Financial Peace of Mind**
- Children & Money**
- Managing Retirement Risks**
- Managing Student Loan Debt**
- Protecting Your Income & Assets With Insurance**
- Reviewing & Fixing Credit Reports**
- Should I Refinance My Mortgage?*

Meeting Workforce Development Goals through Workshop Series

Offering a series of workshops may help you teach and reinforce new skills in key areas. Remember that these are suggestions only. You can host any of the in-person workshops individually, or you may want to tailor a series that better fits the needs of your organization.

STRESS MANAGEMENT

Achieving Work/Life Synergy
Laugh It Off: Use Humor to Combat Stress
Stress Reduction for Healthy Well-being
Taking Charge: Reduce Your Stress

COMMUNICATION

The Benefits of Communicating Assertively
Positive Strategies to Work With
Challenging People
Successful Team Building: Improve
Communication Skills

WORKING RELATIONSHIPS

Healthy Ways to Resolve Conflict
Effective Workplace Communication
Workplace Etiquette
Minimizing and Resolving Conflict for Supervisors

RESILIENCE/MANAGING CHANGE

Thriving Through Challenges
Using Positive Strategies to Manage Change
Successfully Making and Maintaining a Healthy
Lifestyle Change
The Power of Positive Thinking

Online Workshops

To reach your employees with important skill-building workshops no matter where or when individuals are available, consider promoting the online resources your EAP offers.

ARCHIVED WEBINARS

Beacon Health Options provides recorded 30-minute webinars for employees and managers on its Achieve Solutions website. Webinars are located on the Resources page under "Webinars."

Some of our most popular webinar titles:

- Tired of Being Tired? Sleep Better!
- Become a Better You
- Letting Go: The Power of Forgiveness
- Depression: More Than the Blues
- Nurturing Respect in the Workplace

SKILL-BUILDING PRESENTATIONS

Award-winning presentations are posted on the Achieve Solutions website's Resources page. These short presentations (3 to 5 minutes) provide strategies that employees can use in their everyday lives:

- How Culturally Competent Are You?
- How Well Do You Bounce Back From Life's Challenges?
- Understanding Co-occurring Disorders
- Identifying Common Emotional Concerns
- Managing Stress
- Reducing High-risk Drinking
- Increasing Physical Activity

After completing a webinar or presentation, attendees can explore related articles, quizzes, and other resources on Achieve Solutions.

Ensuring Workshop Success

Our training professionals will work with you throughout the process of planning, promoting, and evaluating a program.

We request **six to eight weeks' notice** so that there is ample time to secure a facilitator, and to give the facilitator adequate time to prepare and customize the materials if necessary.

SIX WEEKS BEFORE THE EVENT:

- Assess the needs of your workforce through EAP utilization trends, demographics, and employee and manager surveys. Consider any significant changes underway at the worksite or in the community.
- Select a workshop(s) that addresses your needs. We offer a variety of topics on mental health, health and wellness, personal development, legal/financial, work/life, and workplace issues.
- Review your annual training schedule to determine dates and times for workshops.
- Check to see if management approval is needed before scheduling the workshop.
- Request a workshop by contacting your Beacon Health Options representative through your EAP telephone number.

FOUR TO SIX WEEKS BEFORE:

- Promote the workshop frequently by using a variety of communication mediums (posters, emails, intranet notices, newsletters, staff meetings, etc.). Ask participants to reserve a seat. Tell your workforce what they can gain from attending.

THREE TO FOUR WEEKS BEFORE:

- Work with your internal departments to secure a location, necessary equipment, and tech support for the scheduled workshop date.
- Continue promoting the workshop through identified communication mediums.

TWO WEEKS BEFORE:

- Connect with the facilitator to confirm date/time/location and to discuss any concerns or questions about the workshop or the audience. Make sure the presenter has a phone number for the contact person and at least one other person at the workshop site.
- Continue promoting the upcoming workshop.
- If there is a need to cancel, change, or reschedule a workshop, please contact your Beacon Health Options representative at least five business days in advance of the workshop. Please note that you will be charged for changes with less than five full business days' notice.

ONE WEEK BEFORE:

- Send reminder notices through identified communication mediums.
- Contact the presenter to confirm the date, time, location, directions, security procedures, and room set-up, and provide the estimated number of participants.

ONE DAY BEFORE:

- Send out a reminder notice (email).
- Check supplies—Are pens or pencils for attendees needed? Does the projector and computer work? Is there a need for a flip chart?
- Print out copies of materials for all registrants, including the evaluation form.
- Create a sign to post on the workshop room door.
- Notify security and/or front desk personnel that a presenter will be coming to the site.

DAY OF THE EVENT:

- Post a sign on the workshop room door.
- Set up the equipment that the speaker needs and ensure it's working properly.
- Set out a glass of water for the speaker.
- Be available for any problems that may occur.
- After the workshop, collect all evaluation forms provided by Beacon Health Options and return them to your Beacon Health Options representative.

Financial Wellness

A HOLIDAY SPENDING SURVIVAL GUIDE**

Creating an action plan that includes activity planning and budgeting can help ensure holiday cheer rather than holiday fear. This workshop reviews planning and organizing, shopping tips, and technology and traditions.

A PATH TO FINANCIAL PEACE OF MIND**

Participants will review habits that contribute to financial peace of mind. Information covered includes ways to decrease financial stress, increase savings, create a budget, and improve credit scores.

A PRESCRIPTION FOR FINANCIAL WELLNESS**

This workshop reviews steps that allow participants to plot a course toward financial peace of mind. Information covered includes planning and goal setting and debt consideration.

ACHIEVE YOUR FINANCIAL GOALS

This lesson shows attendees how to give themselves a fiscal checkup and save money to meet their goals. Attendees learn how to set goals for short-term and long-term saving and investing, calculate what they need to save now to afford retirement, college or other plans, and make a budget and saving plan that fits their income, goals, and needs.

ADJUSTING TO YOUR ADJUSTABLE MORTGAGE**

In this workshop, attendees can consider their options for dealing with a somewhat unpredictable mortgage payment such as understanding how and when payments adjust and knowing when to refinance.

CHILDREN & MONEY**

This seminar will help you to introduce money and personal finance concepts to your child to help him create a strong financial foundation and prepare for a great financial future.

DEALING WITH MY CREDIT CARDS**

This workshop helps participants understand all of their options regarding their credit cards. Education is provided about interest rates, monthly payments, and debt-reduction strategies.

DREAMING OF RETIREMENT**

This workshop presents tips for creating a solid financial plan for retirement. Information covered includes retirement costs, estimated income needed, and calculating savings to accomplish goals..

GETTING AND KEEPING GOOD CREDIT**

Attendees gain the knowledge to use credit to their advantage and learn steps to get back on top of credit issues. Components covered include the best time to use credit, why credit is important, how to manage credit, and techniques for maintaining good credit.

HELP! I NEED MORE INCOME**

This presentation offers methods and suggestions for increasing available funds. Participants will identify income gaps and common solutions to increase funds.

I WANT TO BUY A HOUSE**

This workshop provides tips and strategies to help attendees buy a house such as learning the benefits of home ownership, how to get started, and mortgage loan options and cost considerations.

**Available in 30-minute format*

***Premium pricing applies.*

Training Programs: EAP Workshops for Employees and Supervisors

IDENTITY THEFT: PREVENTION & RESOLUTION**

This workshop covers helpful information and strategies people can use to reduce the chance of having their identity stolen. Participants review identity theft prevention tips, the need for identity theft assistance, and what to do if they are a victim.

INVESTING: A BEGINNER'S GUIDE**

This presentation clears up some of the mystery of investing and uses language that a beginner will understand. Topics covered include market-based investment choices; retirement accounts and other investments; risk, time, and diversity and the impact of budget on your investments.

INVESTING: AN INTERMEDIATE GUIDE**

This course bridges the gap between beginner and advanced. Attendees will learn about the pros and cons of investment choices, and explore the different philosophies for achieving investment goals.

IT'S MY BUDGET, AND I'M STICKING TO IT!**

This workshop will discuss keys to making a successful budget including income projections, tracking expenses, and trouble spots and helpful hints.

MAKING TAX RETURNS LESS TAXING**

Filing tax returns can be stressful. In this workshop, participants will discuss key decisions, common mistakes and "less taxing" tips.

MANAGING RETIREMENT RISKS**

Whether retirement is in three years or 30 years, there are different risks to your retirement plan that must be considered and planned for. Participants learn how to assess their ability to fund their ideal retirement lifestyle, identify risks, and how to take action.

MANAGING STUDENT LOAN DEBT**

This workshop will help participants learn about their loan repayment options and develop a repayment plan they can follow.

MONEY BASICS: SPENDING, BORROWING & SAVING**

Participants review how to create a workable monthly budget and techniques for building savings and managing debt.

NAVIGATING A DIVORCE**

In addition to the emotional toll, a divorce can have a direct impact on your finances. Participants will learn about important financial steps to help them through a divorce.

NEW YEAR...NEW YOU! 10 FINANCIAL RESOLUTIONS YOU CAN KEEP!**

The 10 financial resolutions discussed in this workshop will help participants create an action plan and implement a monthly budget.

PAYING FOR COLLEGE 101**

Planning for the future, deciding on immediate financing options or dealing with the reality of paying back student loans? In this workshop, participants will discuss available options and strategies.

PROTECTING YOUR INCOME & ASSETS WITH INSURANCE**

As income and assets grow, different types of insurance become a fundamental component of a sound financial plan. Participants learn about the types of insurance, assessing their situation, and determining the amount of coverage needed.

**Available in 30-minute format*

***Premium pricing applies.*

Training Programs: EAP Workshops for Employees and Supervisors

RELATIONSHIPS AND MONEY**

Statistics say that money problems negatively influence our relationships. Participants will receive tools for and confidence in removing stress and frustration from money conversations.

REVIEWING & FIXING CREDIT REPORTS**

Participants learn about the three major credit bureaus and how they manage credit information, how to fix errors, and how to handle omissions.

SELECT YOUR BENEFITS...TO BENEFIT YOU**

This workshop will review popular health plan options and discuss ways to help attendees make better choices during open enrollment.

SHOULD I REFINANCE MY MORTGAGE?*

This workshop discusses mortgage options, the implications of refinancing, and objectives for refinancing.

SURVIVING A PERSONAL FINANCIAL CLIFF**

Notice of a furlough, job termination, or other loss of income can be devastating news to an already tight budget. Careful analysis leading to an action plan can be the difference between panic and peace of mind.

UNDERSTANDING INVESTMENT BASICS**

This workshop provides education on stock investments, bonds, and mutual funds, and considerations such as inflation, risk tolerance, and asset allocations.

WHEN MORTGAGES GO BAD**

In this workshop, participants will go over tips and strategies for dealing with bad mortgages including keeping the house vs. letting it go, credit implications, and tax consequences.

WHEN PAY PERIODS CHANGE**

Changing payday or the frequency of paydays can make a tight budget seem impossible. Planning and saving tips can help soften the blow. Participants learn how to use pay period calendars, schedule debt and expense payments, and learn savings and budgeting suggestions.

Health and Wellness

ACHIEVING OPTIMAL HEALTH AND WELL-BEING

Participants learn the pillars of health and how to identify how to reach optimal health within each pillar. Barriers to making a health behavior change are addressed, as well as strategies to achieve and maintain a healthy lifestyle.

CREATING AND MAINTAINING HEALTHY HABITS

Participants can assess the healthiness of their behaviors (including eating and exercise habits) and how they can influence their family and co-workers to live a healthier life. Instruction is given on how to create a wellness vision and set realistic, attainable goals.

EATING HEALTHILY AND REDUCING STRESS

Participants explore the relationship between unhealthy eating and stress, and learn ways to develop healthier eating and stress management habits.

LIVING LIFE TO THE FULLEST WITH A CHRONIC ILLNESS

Chronic illnesses have a profound effect on the physical, emotional, and mental well-being of individuals, often making it hard to carry on with daily routines and relationships. Participants learn skills to cope with a chronic illness and strategies to educate and help those who are living with chronic illness.

**Available in 30-minute format*

***Premium pricing applies.*

SUCCESSFULLY MAKING AND MAINTAINING A HEALTHY LIFESTYLE CHANGE

Whether they are considering changing a bad habit, an addiction or lifestyle, attendees gain insight into the process of change and receive step-by-step instructions for making healthy, informed, and responsible changes.

SUCCESSFULLY QUIT TOBACCO USE

A variety of biological, psychological, and social factors are associated with addiction to tobacco. Participants gain a better understanding of the addiction and learn quitting strategies and tips for preventing relapse.

TIRED OF BEING TIRED? SLEEP BETTER

This workshop helps participants understand how sleep quality affects their health, productivity, and emotional well-being. They will also learn about the components of good sleep habits and treatments for sleep disorders.

Legal Issues

ESTATE PLANNING, WILLS AND TRUSTS**

Participants learn why it is important to undertake estate planning, what assets to include, what tools are available, and how the process works. They also develop strategies for communicating about estate planning with older relatives and other family members.

FAMILY LAW: DIVORCE, CHILD CUSTODY, CHILD & SPOUSAL SUPPORT**

Participants will learn how to proceed with a family law issue in accordance with their state laws. Issues covered include community property law, how marital property is divided with divorces, and how courts handle disputed custody cases.

LEGAL ISSUES FOR OLDER OR DISABLED RELATIVES**

This workshop reviews estate planning decisions people need to make for their future, describes the legal tools that help older people and disabled family members when others must make decisions for them, and identifies how and when to use these tools. Attendees also learn how to prepare for a meeting with a loved one's attorney.

POWERS OF ATTORNEY/ADVANCE DIRECTIVES**

Attendees gain an understanding of advance directives and their benefits, the difference between a "living will" and a "durable power of attorney" and preparation tips. Participants also develop strategies for communicating with older relatives about the need for advance directives.

Mental Health and Emotional Wellness

DEPRESSION AWARENESS AND TREATMENT

This workshop increases awareness about depression. It teaches participants how to recognize the signs and symptoms and identifies resources that can help depressed individuals and their loved ones.

INTIMATE PARTNER VIOLENCE: UNDERSTAND IT, PREVENT IT!

This workshop is designed to raise employee awareness about this serious societal problem and educate participants about steps they can take to prevent or curtail instances of domestic violence.

KEEPING THE "HAPPY" IN HOLIDAYS

The holiday season can bring mixed feelings of joy, anticipation, disappointment and, sometimes, depression. This workshop helps participants learn how to set realistic expectations for the holidays, establish priorities and limits for holiday obligations, and focus on the important.

**Available in 30-minute format*

***Premium pricing applies.*

KEEPING YOUR BRAIN HEALTHY WITH MEMORY FITNESS

Participants learn what memory is and how it works. They also gain tools for sharpening memory functioning and preventing memory loss.

LAUGH IT OFF: USE HUMOR TO COMBAT STRESS

Laughter is our body's natural stress-release mechanism. Participants learn how laughter wards off stress and improves mood, and how to incorporate laughter into their daily lives.

MANAGING ADHD

This workshop helps participants understand the biological, social, and psychological underpinnings of ADHD, and offers strategies and resources to help individuals with ADHD and their families.

POSITIVE PSYCHOLOGY: THE KEY TO HAPPINESS

Positive psychology is the study of the strengths, attributes, and behaviors that enable individuals, families, and communities to thrive in an emotionally healthy way. Participants learn how positive emotions are linked to increased longevity, lowered rates of depression and emotional distress, good health, and better coping skills during times of stress.

PREPARING FOR RETIREMENT

Participants learn how to anticipate and manage the emotional aspects of retirement. Areas of focus include caring for one's emotional health, the impact of retirement on a marriage, and the importance of staying mentally and physically active.

PREVENTING AND TREATING ANXIETY DISORDERS

This workshop offers insight on how to understand, identify, and better cope with anxiety disorders. Participants learn coping strategies for themselves and loved ones.

STRESS REDUCTION FOR HEALTHY WELL-BEING*

This workshop helps participants understand the impact of negative stress on their overall well-being, as well as how it contributes to certain medical conditions. Participants learn how to identify the sources of stress in their lives, and strategies for managing stress. Recommended as a follow-up to the "Take Charge: Reduce Your Stress" workshop.

SUICIDE PREVENTION (EMPLOYEES)

Participants will discuss the myths and misconceptions about suicide, identify suicide risk factors and warning signs, and discuss suicide prevention and intervention strategies and resources. A suicide prevention workshop for managers is also available (see page 16).

TAKE CHARGE: REDUCE YOUR STRESS

If not managed, stress can have negative effects on our emotional and physical health. Participants learn to recognize sources of stress in their lives, recognize the signs and symptoms of unmanaged stress, learn the importance of resilience, and use strategies to promote resilience and better manage stress.

TAME YOUR TEMPER: LEARN HOW TO CONTROL YOUR ANGER

This workshop helps participants understand how they express anger and find constructive ways of managing angry feelings. Upon workshop completion, each participant will be able to explain how anger occurs, understand the constructive and destructive effects of anger, and develop a personal anger management plan.

THRIVING THROUGH CHALLENGES

How we deal with the challenges we face—our ability to be able to "bounce back"—can be described as our personal resilience. This workshop defines what resilience is and how it can be developed.

**Available in 30-minute format*

***Premium pricing applies.*

Personal Development

ACHIEVING ROMANTIC RELATIONSHIP SUCCESS

This workshop explores strategies for building and strengthening a successful marriage or long-term committed relationship. Participants will learn tools to communicate better, resolve conflicts effectively, and enhance intimacy.

ACHIEVING SUCCESS AND HAPPINESS BY USING YOUR EAP*

This program introduces employees to the EAP so that they feel comfortable accessing services. Employees learn what the EAP is, reasons they might use services, and how the program works. Confidentiality is also discussed.

FINDING THE TIME TO GET IT ALL DONE

With so much to juggle between work and home responsibilities, many people struggle to keep pace. For some of us, it could be a case of piling too much on our plates. For others, it might be that we are poor time managers. Participants learn about the relationship between time management and stress, and how to successfully manage their time.

HEALTHY WAYS TO RESOLVE CONFLICT

The word “conflict” often conjures negative images that inevitably lead to disastrous outcomes. But it doesn't have to be that way. This workshop assists participants in learning the principles of successful conflict management and how to apply those principles to specific personal and workplace situations.

PUTTING YOUR EXCEPTIONAL SELF FORWARD

Your personal brand is what you make known to others every day. Your personal brand is not your job description, it's not your education or degree; it is the sum of your experiences. This workshop will enable attendees to distill those components into a clear, focused, intentional statement of their positive qualities.

**Available in 30-minute format*

***Premium pricing applies.*

THE POWER OF POSITIVE THINKING

Positive thinking may be the most important component of all successful endeavors—be it success in terms of high job performance, satisfying relationships, effective leadership abilities, maximum physical and mental health, or personal goal attainment. Participants learn strategies for transforming negative thoughts into positive energy.

USING POSITIVE STRATEGIES TO MANAGE CHANGE

Change is normal, natural, and inevitable. In this workshop, attendees learn how to anticipate their response to change and develop resilience so that they can successfully manage the effects of change.

Work/Life Issues

ACHIEVING WORK/LIFE SYNERGY

Participants learn how to increase awareness of how well they manage the demands of their employer and family and how to achieve a healthy balance between their work and personal lives.

CARING FOR AN AGING LOVED ONE

Attendees learn about observing and assessing their relative's ability to perform activities of daily living. The workshop also explains how to communicate more productively about care options, from in-home assistance to assisted living and nursing care.

Workplace Issues

A GUIDE FOR TELECOMMUTING SUCCESS

This workshop examines the benefits of telecommuting and helps attendees assess if they are a good candidate for telecommuting. It prepares participants for working remotely and making their arrangement a success.

AVOIDING AND OVERCOMING JOB FATIGUE

To protect workers from burnout, this workshop helps attendees foster personal characteristics that will help them avoid this emotionally draining syndrome. They learn to use healthy lifestyle skills and create an action plan to cope with burnout.

COMBAT SEXUAL HARASSMENT IN THE WORKPLACE

This workshop increases employees' awareness of, and prevents, sexual harassment in the workplace. Participants learn how to differentiate between facts and myths about sexual harassment. Federal laws and company policies that protect workers from sexual harassment are discussed. A sexual harassment workshop for managers and supervisors is also available (see page 16).

EFFECTIVE WORKPLACE COMMUNICATION

Communication plays a major role in both business and personal relationships. Participants learn to recognize the factors that often interfere with communication, and develop skills that contribute to effective interpersonal communication in the workplace.

FLOURISHING IN A MULTIGENERATIONAL WORKPLACE

When managed effectively, multigenerational work environments can be a source of positive challenge, opportunity, and significant growth. Participants increase their understanding of differences between the generations in today's workforce and learn how to work with those differences and enjoy them.

ORGANIZATIONAL CHANGE: MOVE FORWARD WITH RESILIENCE

This workshop helps employees work through their emotional reactions to the downsizing of their job and to understand the stages of transition. Attendees develop a personal action plan of strategies, tools, and resources to help them in the transition process.

POSITIVE STRATEGIES TO WORK WITH CHALLENGING PEOPLE

Most of us are guilty of being "challenging to get along with" at certain points in our life, but some people seem to provide us with more than a fair share of difficulty all of the time! This workshop looks at overall strategies for dealing with challenging people, including bullying behavior, then explores strategies participants can use to cope effectively with difficult personality types.

PRIORITIZE AT WORK TO REDUCE STRESS AND INCREASE PRODUCTIVITY

In this high-speed, high-expectation world, many employees feel significantly overwhelmed by their workload. This workshop offers participants skills and strategies to help them gain greater control over their workday, reduce their stress levels, and accomplish their most important tasks.

RESPECT AND APPRECIATE DIVERSITY IN THE WORKPLACE

The American workplace includes people of diverse cultures and backgrounds, bringing a wider breadth of experience and ideas to an organization. However, it can also create a clash of cultures that brings tension, frustration, and conflict into a group. This workshop helps supervisors, administrators, consultants, and all employees effectively address issues related to workforce diversity.

**Available in 30-minute format*

***Premium pricing applies.*

SUBSTANCE USE AWARENESS AND ASSISTANCE

This workshop provides employees with a greater understanding of the impact of substance use in the workplace.

SUCCESSFUL TEAM BUILDING: IMPROVE COMMUNICATION SKILLS

Participants identify different communication styles and their impact on effective team work. Participants also use skills for effective communication, such as active listening and giving constructive feedback, and learn techniques for resolving conflict within a team.

SUCCESSFUL TEAM BUILDING THROUGH SELF-EMPOWERMENT

A successful organization is comprised of teams of people who are “empowered.” This means that every individual within the organization takes responsibility for developing his or her capabilities to the fullest. Participants assess their empowerment qualities, including core beliefs and values, self-esteem, and attitude, and learn how to make decisions and relate to others.

SUCCESSFUL TEAM BUILDING THROUGH TEAM EMPOWERMENT

Each team member possesses unique strengths, and combined with other team members, they further the goals of their work group and their organization. Participants learn the stages of team development, how to identify team dynamics, and assess the needs of their work group.

THE BENEFITS OF COMMUNICATING ASSERTIVELY

This workshop addresses the importance of assertiveness and how it differs from aggressiveness or passiveness. Participants learn how to become more assertive and how to improve communication, leadership, and conflict management skills.

THRIVING THROUGH ORGANIZATIONAL CHANGE

Employees work through their emotional reactions to being a downsizing survivor, and discover ways to thrive in the new organization and cope with the challenges it brings. They develop a personal action plan of strategies, tools, and resources to help them transition through current and future organizational changes. A similar workshop is available for supervisors and managers (see page 16).

WORKPLACE ETIQUETTE

What behaviors are acceptable in the workplace? Which are not? Attendees explore their role in helping to create a work environment conducive to positive interactions. They identify deficiencies in their own behavior, and learn how to have an assertive discussion with a co-worker about problem behavior.

Supervisory and Management Development

A GUIDE FOR TELECOMMUTING SUCCESS: FOR MANAGERS

Technology has made it easier for off-site employees to stay in touch, prompting many employers to offer telework opportunities to their employees. Participants understand what makes remote workers successful and how to choose them, and learn the secrets of successful remote management.

ATTAINING TOP PERFORMANCE

This workshop focuses on the importance of leadership setting a positive work culture in order to develop and strengthen high-performance teams. Key materials from the body of research called “emotional intelligence” are presented and discussed.

**Available in 30-minute format*

***Premium pricing applies.*

Training Programs: EAP Workshops for Employees and Supervisors

EFFECTIVE LEADERSHIP SKILLS

This workshop explores the role leadership plays in managing others. Attendees learn methods to achieve success in guiding and motivating others, while leading with a sense of focus, purpose, and direction.

EMPLOYEE ASSISTANCE PROGRAM FOR SUPERVISORS: IMPROVE PROFESSIONAL AND PERSONAL SUCCESS

This workshop increases the supervisor's knowledge of the EAP, including the services it provides, how the program works, and how it can be used as a management resource when dealing with a troubled employee.

FOSTERING RESILIENCE IN EMPLOYEES

How we deal with the challenges we face—our ability to be able to “bounce back”—can be described as our personal resilience. This workshop defines what resilience is and how managers and supervisors can develop a resilient workforce.

MAXIMIZING THE PRODUCTIVITY OF YOUR EMPLOYEES

This workshop defines employee engagement and explains why it matters to businesses and managers. Participants learn the drivers of engagement and how to better involve their employees.

MEMBER ASSISTANCE PROGRAM FOR UNION REPRESENTATIVES

This workshop increases the union representative's knowledge of the MAP, including the services it provides, how the program works, and how it can be used as a resource when dealing with a troubled member.

MEMBER ASSISTANCE PROGRAM FOR UNION REPRESENTATIVES AND SUPERVISORS

This workshop increases the union representative's and supervisor's knowledge of the MAP, including the services it provides, how the program works, and how it can be used as a resource when dealing with a troubled member.

MINIMIZING AND RESOLVING CONFLICT FOR SUPERVISORS

Attendees explore how to reach resolutions that are agreeable to all parties involved in order to get their team focused on moving forward. They learn conflict management strategies that will boost performance and increase collaboration among teams.

PREVENTING AND REDUCING INTIMATE PARTNER VIOLENCE: A MANAGER'S ROLE

This workshop addresses the problem of domestic violence as it relates to the workplace, with a focus on the role of managers in responding to workers affected by domestic violence.

PREVENTING AND REDUCING VIOLENCE IN THE WORKPLACE

This workshop increases awareness and capabilities with regard to managing threats of violence and other aggressive behaviors in the workplace.

RECOGNIZE, REDUCE, AND RESPOND TO SUBSTANCE USE IN THE WORKPLACE

This workshop provides managers and supervisors with a greater understanding of the impact of substance use on the workplace. Participants learn skills for identifying and responding to employees with substance use disorders.

**Available in 30-minute format*

***Premium pricing applies.*

RECOGNIZE, REDUCE, AND RESPOND TO SUBSTANCE USE IN THE WORKPLACE: DOT STYLE

To comply with Department of Transportation (DOT)-mandated training requirements for supervisors, this workshop addresses the impact substance use has on safety-sensitive positions and the workplace. Managers learn specific skills for identifying and responding to employees with substance use disorders. It also reviews DOT regulations regarding alcohol and drug testing procedures.

STRATEGIES TO MANAGE AND WORK WITH EMPLOYEES REMOTELY

This workshop is for employers who have already implemented a remote worker program. It helps them fine tune their program by helping managers strengthen their ability to handle challenging situations, create an effective team environment, help staff with their professional development, and enhance team communication.

SUICIDE PREVENTION (SUPERVISORS)

Participants will discuss the myths and misconceptions about suicide, identify suicide risk factors and warning signs, and discuss suicide prevention and intervention strategies and resources. A suicide prevention workshop for employees is also available (see page 11).

TAKE ACTION TO PREVENT SEXUAL HARASSMENT IN THE WORKPLACE

This workshop increases awareness and capabilities with regard to sexual harassment in the workplace. Federal laws and company policies regarding sexual harassment are discussed. A sexual harassment workshop for employees is also available (see page 13).

THRIVING THROUGH ORGANIZATIONAL CHANGE: FOR LEADERS

Attendees work through their emotional reactions to being a downsizing survivor, and discover ways to thrive in the new organization and cope with the challenges it brings. They also learn the importance of being an effective leader during a downsizing transition.

**Available in 30-minute format*

***Premium pricing applies.*