

# Employee Assistance Program

2021 Training and wellness seminars

Your well-being training resource

You can support your employees with the tools and resources to empower positive change in their lives.



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## Introduction

When your employees are struggling personally or professionally, it can affect your company's culture and performance. Employee Assistance Program (EAP) is here to provide employees and managers with helpful resources, techniques, and support.

Through seminars and trainings, we hope to make it a little easier to reach out and address health, wellness, and work-life balance issues. These offerings tackle everything from substance use and bullying to retirement planning and communication skills. There are also special leadership-focused topics, like managing change, fostering inclusion, and delegating

If you have questions about our catalog or the EAP in general, please contact your client consultant.



## Q & A

### **Q: How and when can I schedule a seminar or training?**

A: You can request a seminar or training by contacting your client consultant. We ask for a minimum 15- to 20-day notice to coordinate your seminar. Let your client consultant know which seminar you want to offer, along with where and when you'd like to have it.

### **Q: How long are the seminars?**

A: Most seminars are 60-minutes long. If more or less time is needed, please discuss with your client consultant.

### **Q: Where are the seminars held?**

A: Seminars can be delivered on-site, via webinar, or both. Please let your client consultant know which format you prefer.

### **Q: Do I need to have any special equipment to hold an on-site seminar or training?**

A: Yes, you will need to have a computer with Microsoft PowerPoint and the technology to project a slide show. Plan to have the presentation loaded and ready to go on the day of your seminar. If you do not have this technology, you can still schedule a seminar — just let your client consultant know.

### **Q: Can these seminars/webinars be recorded for playback at a later time?**

A: Yes, once a seminar/webinar is recorded, you receive an mp4 file for employee use.

### **Q: How much do the training and wellness seminars cost?**

A: Training and wellness seminars are subtracted from your contracted training bank of hours. After you've used your hours, the seminars are billed at \$250 per hour, per presenter. Feel free to contact your client consultant for information about your seminar bank balance.

### **Q: Can we cancel a seminar?**

A: Yes, but we ask for a 72-hour cancellation notice for all on-site and webinar seminars. Failure to give notice may result in a cancellation fee or deduction of the seminar hours from your available bank of hours.

### **Q: What happens once the seminar is scheduled?**

A: Your client consultant will send you a confirmation, presentation materials, and an evaluation form before the scheduled event.

### **Q: Will I speak with the facilitator before the seminar?**

A: Yes, your seminar facilitator will contact you before the seminar date to introduce him- or herself and discuss any outstanding details. Be sure to tell the facilitator about your culture, the work your employees do, and your goals for the seminar.

### **Q: Do you have a minimum attendance requirement?**

A: No, but we prefer five or more employees.

### **Q: Can I receive copies of the evaluation forms?**

A: Please feel free to make copies. The facilitator will collect the originals.

### **Q: What's the best way I can ensure a successful training?**

A: Here are a few steps to help make sure it's a success:

1. Select a topic of interest to your employees.
2. Schedule the event well in advance.
3. Promote your event widely and often.
4. Send a reminder message to your employees.
5. Distribute seminar materials.

## Seminar topics

### EAP overviews

#### Employee orientation

When life feels overwhelming and you need a little extra support, we're here for you. Whether you're trying to manage a budget, plan retirement, or find child care, we can connect you and your household members to the right people, resources, and tools. Learn about our services and how to access them.

#### Manager/supervisor orientation

As a leader, it's important to share tools and resources that can improve your team's performance, work-life balance, and general satisfaction. Learn about the program and how it can help your employees meet life's challenges.



## COVID-19

### **NEW TOPIC: Best practices for working remotely during COVID-19**

Learning to work from home 100% of the time requires adaptability and a new set of skills. This course outlines strategies for communication, productivity, and time management, within the context of working from your home environment. Discussions include how to work while your children are home, how to manage distractions, and how to cope with the unique emotional pressures of working without your usual office support.

### **NEW TOPIC: Dealing with stress during COVID-19**

As this pandemic continues, it is more important than ever to understand how to manage not only our own stress, but also the stress of those around us. This course is geared to helping people deal with ongoing stress, providing practical strategies for identifying the symptoms of stress, and keeping it under control.

### **NEW TOPIC: Financial uncertainty during COVID-19**

Learn all you need to know about managing your money during these challenging times. Highlights include avoiding rash financial decisions, staying the course, and strategies for long-term financial security.

### **NEW TOPIC: How to stay healthy during a pandemic**

Self-care is critical during this time, as it impacts your overall health and immune system. This seminar will also include health tips for reducing your risk of contracting COVID-19.

### **NEW TOPIC: Increasing mental toughness**

Challenging times can be an opportunity to increase our mental toughness — a positive way to look at negative events. We will discuss what it means to be mentally tough, and dive into the topic of grit.

### **NEW TOPIC: Leading during times of crisis**

Certain traits of an effective leader are especially crucial during times of crisis. Learn how great leaders in history have used their skills to communicate, adapt, and bring people together during times of stress. This course offers practical strategies and tools to calm, inspire, and motivate those who count on you for guidance.

### **NEW TOPIC: Living in uncertain times during COVID-19**

We are living in unprecedented times, which can foster anxiety. Heightened levels of fear can make your experience of events worse. Controlling how you process events can improve your outlook and increase feelings of control.





#### **NEW TOPIC: Living off your paycheck during COVID-19**

In today's financially uncertain world, it's important to know how to live as frugally as possible. Being in control of our money, in a time where there is little that we can control, is a way to help ourselves and our families. This seminar will cover goal setting and how your money beliefs can affect the way you save and spend. We will discuss how to reduce debt, learn the difference between "meat" and "gravy" and consider how to increase your wealth.

#### **NEW TOPIC: Losing a loved one to COVID-19**

Losing a loved one is one of the most difficult challenges anyone can face, particularly when it is sudden or unexpected. It is inevitable that we will lose people who are important to us, especially in today's environment, and it is always helpful to be prepared. This course offers guidance for both the emotional (dealing with guilt, etc.), and the practical aspects (funeral arrangements, etc.) of losing a loved one.

#### **NEW TOPIC: Managing fear and anxiety in children**

During this presentation, we will discuss important tactics to help children of any age deal with anxiety and fear. Attendees will learn how to appropriately handle fears and anxieties in order to provide proper support to children. After completing this training, you will be able to help your children cope with their anxieties using compassion, structure, and flexibility.

#### **NEW TOPIC: Managing fear and anxiety around COVID-19**

Fears and anxieties consist of thoughts that are based upon either personal experience, or beliefs of the world today. Trying to pretend that these thoughts and fears do not exist, or downplaying them, can make them worse. In this class, you will learn how to appropriately process thoughts to understand how to manage and control worry and angst.

#### **NEW TOPIC: Navigating the school year**

This presentation will provide valuable insight into what returning to school could look like. It will explore possible instructional options, whether in the classroom, or virtual. This instructional guide will give parents and caregivers direction when it comes to managing fear, stress, and anxiety. It also includes available resources to help.

#### **NEW TOPIC: Preparing your family and children for COVID-19**

This course offers a deep dive into specific strategies for your family members to deal with the current pandemic, with a focus on families with younger children. You will receive checklists and guidance for scenarios your family might encounter. This course is designed to supplement other courses in this catalog.

**NEW TOPIC: Protecting your child's health during COVID-19**

The importance of protecting your children's health and well-being is especially crucial during a worldwide pandemic. In this course, you will learn how to handle the practical aspects of keeping your children healthy, not only physically, but emotionally as well.

**NEW TOPIC: Quarantine versus isolation for COVID-19**

During a time when we are all practicing health safety, it is important to review the definitions of quarantine versus isolation, when each comes into play, and how to do so effectively.

**NEW TOPIC: Staying social during social distancing**

In a world of social distancing, it can be easy to feel isolated or lonely. This class will discuss the importance of, and methods for, keeping your social life active, while staying safely distant.

**NEW TOPIC: Stress management for high burnout professions**

Situations such as the current pandemic can affect all of us, especially those on the "front lines." This course is designed to help healthcare workers and first responders deal with the stressors associated with a major crisis.

**NEW TOPIC: Talking to your child about COVID-19**

Talking to your children about the coronavirus, or about any difficult topic, can be delicate. In today's world, parents need to balance the message appropriately. You will learn how to deliver a message of safety, while reassuring children that they can continue being children.

**NEW TOPIC: The art of parenting during uncertain times: COVID-19**

Learn how to manage the stress of what is going on in the country, along with your children's fears. This course includes tips for parents to discuss the pandemic with their children, as well as effectively managing the extra time children now may be spending at home.

**NEW TOPIC: The furloughed employee**

An unprecedented number of employers have furloughed employees. This course will review the differences between furloughs and layoffs. Employees will learn tips on how to weather this difficult time. A managers' version of this course is also available.

**NEW TOPIC: The new normal: life after COVID-19**

Life may never be the same after the COVID-19 pandemic. When will it be over? How will things be different? How will we adapt to the new world, without feeling overwhelmed? In this course, we will use lessons we have learned from past crises (such as 9/11) to prepare for the post-pandemic world.

**NEW TOPIC: Understanding your immune system**

There has never been a more important time to understand our own immune system. This course will explain the importance of the immune system and how it functions. You will learn how to separate facts from fiction and learn practical steps to strengthen your immune system.

**NEW TOPIC: When you or a family member has COVID-19**

Given the likelihood that you or someone you know could become infected, it is important to know how to respond appropriately. You will discover how to determine if you are sick, how to quarantine yourself, and how to safely manage your household while someone is ill.

**NEW TOPIC: Working with children at home**

In today's world, we are all being asked to do more, while still focusing on our children's needs and wants. This class will cover best practices for both younger and older children to develop routines and provide structure in this uncertain time. We will offer suggestions on how to optimize productivity, while also enjoying family time.





## Risk management

### **Bullying: confronting hostility in the workplace**

Bullying doesn't stop at school. As an adult, you may face workplace bullies who try to threaten, humiliate, or intimidate you. For example, you find yourself the subject of false rumors, or the last one picked for high-profile projects. In this seminar, we'll talk about what bullying looks like at work, how to respond when you see it, and ways to promote an anti-bullying culture.

### **Disaster preparedness**

Sometimes we have advance warning of an impending disaster, such as a hurricane. Often, we have no warning. In emergency situations, basic knowledge and preparation are key to survival and recovery. This course will help you come up with a plan for how to protect people, pets, documents, and property, as well as know what to have ready to go in an emergency.

### **Diversity in the workplace — employee**

Learn the value of clear communication. Discover tactics for overcoming stereotypes and appreciating what different people bring to the workplace.

### **Diversity in the workplace — manager/supervisor**

Learn the value of clear communication, overcoming stereotypes, and appreciating what different people bring to the workplace. Review your role and responsibility in promoting a respectful workplace.

### **DOT (Department of Transportation) training — employee**

Learn about the laws governing DOT and how these laws impact the workplace. Explore the effects of drugs and alcohol on users and the implications for safety and work performance. Learn basic information on testing and test rules.

### **DOT (Department of Transportation) training — manager/supervisor**

Learn how to meet DOT standards for training and the laws governing DOT. Discover how these laws impact the workplace. Explore the effects of drugs and alcohol on users and the implications for safety and work performance. Learn basic information on testing and test rules.



### **Drug-free workplace — employee**

Learn how to identify employees with alcohol and substance abuse problems. You'll look at how drugs affect the body, and the difference between substance abuse and dependence. Explore the basic family and social problems caused by substance abuse and how to find help.

### **Maintaining civility in the workplace**

Understand how negative, disrespectful behavior can affect the work environment. Discuss the responsibility of all employees and managers/supervisors to discourage and report such behavior.

### **Sexual harassment prevention in the workplace — employee**

This seminar covers the definition and history of sexual harassment, as well as the different types that can occur. This complex topic will be broken down for employees to understand how important it is to create a respectful workplace. Bullying behavior will also be explained, and best practices for dealing with it presented. *This training may not meet all states' mandated sexual harassment guidelines. Please be sure to check your state's training requirements before scheduling this seminar.*

### **Sexual harassment prevention in the workplace — manager/supervisor**

Review the legal outcomes involved with sexual harassment. Look at techniques for fostering a harassment-free workplace. Participants will be given the organization's policy and resources for preventing sexual harassment at work. *This training may not meet all states' mandated sexual harassment guidelines. Please be sure to check your state's training requirements before scheduling this seminar.*

### **Substance use and abuse: signs and symptoms — manager/supervisor**

Explore the costs of substance abuse in the workplace. Review the signs and symptoms of substance use. Explore the stages of addiction in the workplace, and the role and responsibility of the supervisor to deal with substance abuse issues.

### **Workplace violence prevention — employee**

This seminar will look at the social, legal, behavioral, and psychological aspects of violent workplace behaviors.

### **Workplace violence prevention — manager/supervisor**

Learn how to define workplace violence, spot it, and respond to potentially violent employees.





## Parenting

### Autism overview

Participants receive a general overview of autism, including signs and symptoms, the importance of early intervention, and the challenges of raising children with autism. We'll also talk about the legal, financial, and social resources available to people with autism and their families.

### NEW TOPIC: Blended families

What is a blended family? This seminar will explore the meaning of a blended family, and why it can be such a wonderful and strong part of your life. The seminar will touch on family values, as well as the expectations of both the parent and the child/children of a blended family. It will also discuss the benefits of being a part of a blended family.

### Bullying: a guide for parents

Keeping our children safe is one of a parent's most important jobs. And it's a job that's harder than ever with the prevalence of bullying, whether it's verbal, physical, or social. According to the National Center for Education and Bureau of Justice Statistics, about 1 in 5 students ages 12 to 18 experienced bullying during the school year. Learn about the different types of bullying, including cyberbullying, ways to protect your children, and how to recognize the warning signs.

### Communicating with young children and teens

Having trouble communicating with your preschooler? Feel like you and your teen are speaking different languages? Discover how to reach younger kids and create a "safe space" for older ones. We'll explore various communication techniques, which approaches make sense for different ages, and best practices.

### Navigating the teen years

Every parent anticipates and dreads the teen years. In this interactive seminar, participants will explore their worries and concerns, as well as discuss how they can avoid and address at-risk behaviors and trends for the future. This seminar is based on positive parenting philosophies that will encourage parents to learn strategies for raising happy, healthy, and successful teens.

### Parenting and the internet

Look at the realities of the internet, as well as its benefits. Discuss the importance of learning the language of the internet, and how to identify concerns and risks. Learn ways to increase safety online with instant messaging, social networking, and chat rooms. A list of resources and monitoring software will be provided.

## Parenting essentials

Parenting is a tough job. Even though there are lots of how-to books, it's not always clear what might work for your family and lifestyle. In this seminar, you'll explore real-life situations, and how to tackle them. Topics will include discipline, eating and sleeping habits, and academics.

## Raising culturally competent families

We are all different in our looks, shapes, sizes, beliefs, and abilities. We may come from adoptive families, single-parent households, blended families, families with stay-at-home fathers, mixed-religion families, and/or or same-sex households. In this workshop, participants will learn to appreciate different types of family situations and the danger of stereotypes. Principles learned in this workshop can be used to set positive examples and increase overall awareness in the home.

## Single and co-parenting: strategies for success

Today's family structures are as diverse as the people in them. Whether you started as a single parent, or are co-parenting after separation/divorce, there are tools and resources to make life easier. In this class, you'll learn how to cope with parenting challenges, take advantage of support systems, and stay focused on your children's needs.

## Teen suicide awareness

The Netflix series "13 Reasons Why," based on a book by Jay Asher, explores the reasons behind a teenage girl's suicide. Right after the show aired in March 2017, online searches for "how to commit suicide" spiked 26% — raising concerns that vulnerable teen viewers may act on their own suicidal thoughts.\* In this seminar, we'll discuss the show's main themes, including suicide, cyberbullying, sexual assault, and depression, how to talk responsibly about them at home and school, and resources for supporting teens through crisis.

\* Ayers, John W., PhD, et al, *JAMA Internal Medicine*: "Internet Searches for Suicide Following the Release of 13 Reasons Why" (July 31, 2017): [jamainternalmedicine.com](http://jamainternalmedicine.com).

## Vaping and e-cigarettes: what parents need to know

There was a time when vaping and e-cigarettes were thought to be healthier alternatives to smoking. New information suggests otherwise — with serious health risks associated with both. In fact, there's an emerging health crisis for kids, teens, and adults in many communities across the country. This class will educate parents about the dangers of vaping and e-cigarettes, and how to keep them out of your children's hands.





## Planning for the future

### A balanced retirement life

Learn how to ask the right questions to make choices that are right for you as you approach retirement. In this workshop, we'll discuss how to evaluate your current road map with a focus on the positive aspects of retirement — not just the challenges.

### Advance directives

It's often hard to talk about the future with aging parents and other older relatives. Learn how to manage important discussions about your relatives' health concerns, as well as other emotional, financial, and legal issues. Gain insight about housing options and support services at home and in the community.

### Caregivers: a guide to self-care and resources

Family caregivers share an emotional bond with the care recipient — by birth, marriage, deep commitment, and friendship. Balancing work and family while caring for an older adult dependent can be trying for all involved. Discover the importance of taking care of yourself, and how to find resources to help ease the stress that may be caused by this important responsibility.

### Putting your affairs in order: the essential documents

Learn about and explore the documents that everyone should have for the unexpected. Gain the knowledge you need to be ready and organized for the future.

### Healthy aging

There is a saying that "60 is the new 40." The way our society looks at age is changing. We have longer life spans, and face new health challenges as a result. In this workshop, we'll discuss age as a state of mind. The way we relate to our surroundings influences our perception of the aging experience.

### Parenting your parents

As parents age, our responsibilities to them change. These new roles, involving safety monitoring, healthcare management, and legal and financial oversight, can leave family members feeling stressed and anxious. This seminar will provide tips on promoting healthy relationships between adults and their aging parents.

### **Reinventing retirement**

Boomers are taking new paths to retirement. With a longer life expectancy and more focus on a healthy lifestyle, retirement could last 30 or more years. Learn how to create a personal definition of retirement, explore opportunities, and create a personal action plan for retirement.

### **Social Security retirement planning**

There are many aspects to Social Security that employees should be made aware of well before retirement age. Due to deadlines for applying and the way that benefits work, planning is very important. This workshop reviews what you need to know and when to take action, so you can include Social Security retirement in your financial plan.

### **The sandwich generation**

Most employees today will have to take care of an older relative while they are still taking care of their own families. This is known as the “sandwich generation.” Learn how to collect information, communicate with compassion, be proactive and respectful, and cope with the issues that the sandwich generation faces.



## Health and wellness

### Mental and emotional health

#### A personal guide to managing stress and change

Change is certain in life. How you react to change can either raise or lower the stress that you feel at work and at home. Review the four phases for surviving change. Discover tips for coping with change and learn how to lower your stress levels.

#### Conquering fear and anxiety

Do you feel paralyzed by your fears and anxieties? Are they keeping you from new relationships and professional opportunities? Unfortunately, these thoughts are unlikely to go away on their own. But, with the right techniques and support, you can fight back and learn to control them. In this seminar, we'll help you take those first steps.

#### Disrupting negative thoughts

Are negative thoughts normal? Yes. It's not the thoughts themselves that are the issue; rather, it's when we believe the thoughts. Learn how to gain control over negative thoughts and turn them into positive ones. In this seminar, you'll identify the symptoms and causes of negative thoughts. Plus, you'll learn strategies to disrupt them and find help.

#### Embracing happiness

We have so much stuff these days, but are we really more satisfied or content? This seminar will help you answer those questions, while exploring what happiness means to you.

#### Emotional eating

Are you an emotional eater? In this workshop, participants will explore their own eating habits and learn to spot emotional eating. We'll discuss the relationship between moods and cravings, learn to recognize things that are likely to trigger emotional eating, and identify steps and resources to gain control.

#### NEW TOPIC: Fresh start

In this seminar, we'll discuss how to balance life issues, find your purpose, and learn how to be intentional in everything you do. You will be provided with guidance on how to develop your own personal mission statement.

#### Learning to relax

In this workshop, you'll learn more about different relaxation strategies — including meditation, guided imagery, deep breathing, progressive muscle relaxation, and yoga — to find a technique that works for you. You'll discover the potential health benefits of relaxation, and how you can be more productive during the day and sleep better at night.

#### Lightening your life with laughter

Look at life in a way that takes some of the stress out of it. This informative and enjoyable workshop shares proven techniques for how to use laughter to lower stress. Explore the history, practices, and beliefs of this therapy and how to become more positive. Rediscover the wonderful energizer called “laughter” and its many therapeutic benefits.





### **Maximizing your brain's potential**

Making the most of your brainpower means taking care of all of you. Learn about the ongoing research in neuroplasticity – the brain's ability to continue growing. This workshop will explore how everything you do, including learning, affects your brainpower, and what you can do to maximize its potential.

### **Mindful meditation**

In your busy, “automatic pilot” life, you may crave opportunities to be mindful. In this seminar, participants will examine the focus of mindful meditation, define it, explore what it is and isn't, identify its benefits, discuss data that supports mindful meditation, and have an opportunity to experience it.

### **Navigating the opioid crisis**

Opioid addiction is actually lowering life expectancy in the U.S. This seminar will help you better understand the crisis and its overall impact on the country. You'll also learn about different types of opioids, the signs and symptoms of misuse, and treatment options.

### **Power of positive thinking**

Whether you believe it or not, you can rewire your brain to think differently. Positive thinking can dramatically affect your attitude, as well as your relationships with others. In this seminar, you'll learn how to replace negativity with positive thoughts, and discuss best practices and the power of praise. These skills will allow you to make the changes that lead to greater happiness.

### **Relaxation to suit your lifestyle**

Relaxation has the power to enhance many areas of your life. It's an important part of emotional, mental, and overall well-being. This seminar explores how to embrace relaxation in your daily life, with practical tips and techniques anyone can apply.

### **Resiliency: bounce back stronger**

Resiliency is all about bouncing back. No matter what life throws at us, we can always learn tips and

techniques that we can use daily to help us bounce back and become more resilient, no matter what we go through. This seminar will leave participants feeling empowered that they have the knowledge of what steps they need to take to become more resilient.

### **NEW TOPIC: Self-care in the face of adversity**

This course provides information on the history of adversity, trauma symptoms, triggers, and how to care for yourself while dealing with these issues. Explore different sources and types of trauma, and develop tools to set healthy boundaries and maintain optimal self-care.

### **Stress management**

Reconciling the demands of work and home life can be a source of constant tension. As a result, you may experience sleep disturbances, appetite changes, headaches, poor concentration, and irritability. Learn how to identify emotional and physical symptoms of stress, assess your own situation, and discover hands-on techniques to bring balance to your work and personal life.

### **Thinking traps**

When your boss cancels a meeting with you, do you assume it's personal, or that your job's in trouble? Does receiving a call from your child's school cause heart palpitations? Jumping to conclusions and worst-case scenarios are examples of thinking traps – or negative patterns of thought. If your mind often goes to a place of anxiety, blame, or fear, then it's time to re-examine the way you think. Self-awareness is the first step ... and we can help you start working on the rest. Learn how to reverse your thinking traps and help others do the same.

### **Understanding mental health**

When someone you know has been diagnosed with a mental illness, it may be difficult to fully understand their experience. In this seminar, participants will explore different types of mental illness, their warning signs, and how to support and interact with those affected. Participants will also discuss the importance of self-care.





## Nutrition

### All you need to know about cholesterol

Explore the complex role of cholesterol in nutrition and health. Learn about the different types of fat that contribute to good and bad cholesterol levels, what your numbers mean, and which foods can lower bad cholesterol.

### Clean living

Clean living is an integrative mind-body approach to enjoying a healthier life by eliminating unnecessary toxins. This seminar will explore a healthier way of eating by including whole, real, and nutrient-rich food. Participants will identify toxic products used in the home, discuss the use of vitamins and supplements, and learn other options to support a clean-living lifestyle.

### Eating right for life

Doughnuts for breakfast, candy bar for lunch? Eating on the run? Does this sound familiar? Participants in this seminar learn the benefits of nutrition, including the importance of making informed food choices to develop and maintain sound eating habits.

### Maintaining a healthy heart

As the leading cause of death for both men and women in the U.S., heart disease doesn't discriminate. In this workshop, you'll learn how to lower your risk through a heart-healthy diet. We'll draw heavily from the Mayo Clinic guidelines.

### Nutrition navigator

Trying to plan healthy meals for your busy week? Not sure what to make of nutrition labels? This seminar is here to be your nutrition GPS. We'll take you on a journey that starts with food basics and ends with better health.

### **NEW TOPIC:** The truth about dieting

Are you on another fad diet? We discuss why diets don't work, and, more importantly, explain what does work. When, what, and how much to eat, among other topics, will leave you with a good idea of how to maintain a healthy weight the right way.

## Physical well-being

### Breast cancer awareness: a guide for men and women

Learn how to separate myths from facts, explore the causes and risk factors associated with breast cancer, identify the early warning signs, and look at the available diagnostic tests and treatments. Also, discover secondary support/coping tools, prevention strategies, and other resources.

### A good night's sleep

Learn the physical and mental benefits of a good night's rest. Examine how to establish daily habits that promote sleep and ways to improve your sleep environment. Discover techniques for relaxation and dealing with insomnia.

### Health guide for men

Men have unique health needs. Learn what they are and how to lower your risk for common men's health problems. We'll also cover preventive care, doctor visits, and which screenings you need to stay on top of.

### Health guide for women

Women tend to put their family's needs first, or ignore the issues they find embarrassing. In this seminar, we'll talk about the importance of well-woman exams, which screenings not to miss, and how to prevent certain health conditions.

### How to speak to your physician

Time with your physician is limited, so you'll want to make the most of your visit. This seminar is designed to give patients a set of specific tools to optimize visits, including pre-appointment preparation, and communication during and after an appointment.

### Tobacco cessation

This three-hour, three-part series will take you through the process of becoming tobacco-free. In these classes, we'll address both the psychological and physical reasons behind your habit. You'll also learn how to deal with the behavioral changes, stress management, and weight control issues that can come with quitting, as well as strategies, like a social support system or certain medications, to help you stay tobacco-free.

### Workday workouts

Explore the multidimensional benefits of exercise, and the importance of using proper form and equipment to maximize those benefits. Look at the role that attitude and goals have on the success of an exercise program. Learn the components of a well-rounded workout, strategies for eating well, and sample workouts you can do at your workstation.

### You can be smoke-free!

Whether you decide to quit on your birthday or during the Great American Smokeout®, this class will give you the strategies you need to become a nonsmoker. We'll also help you develop a personal action plan to reach your goal.





## Work-life balance

### Art of listening and giving feedback

Communication is a vital part of your daily life. It's a learned skill that requires give and take. Listening can be confused with hearing. Constructive criticism is often mistaken for judgment. Learn the art of effectively listening to others, providing feedback, and communicating better.

### Change or rearrange: feng shui it!

Sometimes the path to inner peace is on the outside. Learn the ancient Chinese art of feng shui. It works by removing clutter and creating an easy flow in your surroundings – promoting an environment that contributes to well-being.

## Enhancing relationships

In a good relationship, your partner should want to see you grow and succeed. Be part of an interactive and lively discussion on the misconceptions of relationships, the meaning of fulfillment, the importance of communication, and the real definition of happiness.

## Becoming organized

Did you know that clutter and disorganization can add stress to your life? When you're not organized, it wastes precious time and creates chaos in your life. You can minimize the stress and maximize the tranquility that comes from putting everything in its place. Learn practical strategies to stay on the path to calmer surroundings.

## Green tips for the home

This seminar is an overview of what you can do to reduce your carbon footprint, while saving money. Discover the rewards of using organic and natural products. Learn how to increase thermal efficiency, save electricity, and "go green."

## Holidaze: how to enjoy the holidays and minimize stress

Holidays are supposed to be joyful, but they can also create many headaches. Review common sources of holiday stress, and explore ways to minimize the tension and increase the fun for everyone.

## New Year's resolutions

Every day can be like January 1st. Learn about resolutions that, when done properly, can truly change your life. Receive help, encouragement, and guidance. The workshop is meant to be extremely interactive and participatory.

## Overcoming burnout

Feeling overwhelmed by the pressures of everyday work and home life? This seminar focuses on the issue of burnout and ways you can bring your life back into balance. Learn to identify the symptoms of burnout, and explore ideas for coping with, and avoiding it.

### **Promoting family health**

Keeping your family healthy can feel like a full-time job. Between juggling work and home responsibilities, you may find it hard to keep up with meal planning, exercise regimens, emergency preparedness, and doctor appointments. In this seminar, we can help you take control with simple steps for promoting family health.

### **Resiliency for working parents**

Balancing work and family life is not always easy. Learn how to build resiliency as a working parent, prevent burnout, and maintain work-life balance.

### **Staying connected in today's digital world**

With modern technology, it's never been easier to stay connected to friends and family. Yet there's a global crisis of isolation and loneliness. This workshop will explore how social interactions have changed over time and whether this change has altered our need for connection. You'll also learn strategies for maintaining personal relationships in an electronic age.

### **Taming tech**

Today's technology is designed to help you work faster and smarter, but sometimes it seems to do the opposite. This seminar will show you how to take advantage of "tech" to be organized and achieve your daily goals. You'll learn that technology can and should be your friend.

### **The Five Buckets Principle: balancing work and life**

Is it possible to meet the competing demands of job, family, friends, school, and work? The answer is a resounding yes! Learn the Five Buckets Principle of work-life balance. Discover how to think about the big picture without ignoring the little things that matter. Explore how to find the time to take care of it all — including time for yourself — by identifying priorities, making choices, and managing expectations.

### **The science of habits**

What is a habit? Most of us can see the benefits of positive habits in our personal and professional lives. But how do you develop and nurture them? This seminar dives into the basics of building good habits, as well as how to recognize and tear down bad ones.



## Financial

### Building good credit and improving your credit score

You need good credit for many of life's big purchases — from your car to your home. If you already have an impressive credit score, learn to keep it. If you don't, we can help you improve your score. We'll also explain the FICO system and how to use it to your advantage.

### NEW TOPIC: Eldercare — financial planning

Many of us help our older relatives with their finances. This seminar will guide you through the process, including creating a budget of wants and needs. It will cover the basics of Social Security and Medicare, as well as scams that affect seniors. You will also learn some warning signs that your loved ones may need extra help.

### Financial fitness boot camp

This comprehensive three-hour workshop puts all the pieces of the financial puzzle on the table in terms anyone can understand. Gain the knowledge and tools to move forward to relieve financial stressors created by ignorance and confusion. Leave with personal financial priorities to make smart decisions for a lifetime. *Workshop can be offered in three separate one-hour sessions. A shorter version can also be completed within an hour.*

### Identity theft: prevention and resolution

Identity theft can turn your world upside down. From having to cancel credit cards, close bank accounts, and stop automatic payments, to calling all the companies you do business with, it requires a lot of time and effort to resolve. In this seminar, you'll learn how to avoid becoming a victim and what to do if you've already been targeted.

### Investment basics

This class will help participants understand the difference between saving and investing. Learn how to identify goals and the keys to building wealth. We'll discuss how to create a mix of investments that fit your needs and a plan to start.

### Making the most of your paycheck

How can you make ends meet on a budget? Learn goal setting and how your beliefs about money can affect the way you save and spend. Explore how to lower debt, the difference between “meat” versus “gravy,” and how to increase wealth.

### Mind over money

Examine your personal history with money. Discuss the emotions behind spending and saving, as well as healthy versus unhealthy attitudes, and best practices in dealing with your finances.

### Your routine — financial checkup

Manage your finances more effectively. Receive guidance through the necessary steps to examine your finances from a variety of perspectives. Learn how to review and prioritize all your debts as you explore your assets. Examine your financial goals in three phases. Explore your resources should you face financial emergencies, from illness to job loss. Engage in a discussion of the six key areas of personal finance, from cash management and tax planning to estate conservation.



## Workplace

### Building your team's brand

In this interactive workshop, team members will learn the difference between a product brand and a team brand. We'll explore what great teamwork looks like, how each member contributes to the success of the team, and the importance of collaboration in building the team's reputation and value.

### Business etiquette

Business etiquette and professionalism are key for building successful working relationships. The right social skills can help you make important connections and project a positive image. Learn how to help co-workers, clients, and customers feel comfortable communicating with you.

### Collaborative customer service

Delivering great customer service means being able to effectively listen and talk to your customers. Learn how to positively engage and problem-solve in a customer service environment, as well as how to approach stressful situations. Plus, we'll discuss ways to measure your strategy's success.



## Communication skills for the workplace

To succeed in today's workplace, you have to be an effective communicator — a skill that can be learned and refined. In this seminar, we'll discuss how to find the focus and goal of any conversation. We'll also share tips for avoiding common communication pitfalls.

## Compassion fatigue: increasing resiliency

Giving daily care to victims of traumatic events can take an emotional toll. Learn how to identify the factors that contribute to compassion fatigue and related symptoms, such as emotional outbursts, chronic ailments, and difficulty sleeping. Discover how compassion fatigue can develop and learn specific strategies to increase your resiliency.

## NEW TOPIC: Components for great communication

Success in life begins with you and how well you communicate with others. This class will equip you with the tools and skills to hone your communication. We will discuss the importance of first impressions, different communication styles, and providing feedback. This is a step-by-step class for improving communication at work and in your daily life.

## Creating a positive work environment

The key to a positive work environment is mutual respect. Learn various ways to convey respect, as well as how to address negative thinking and behaviors that can have an impact on morale and teamwork.

## Critical thinking

Learning to think critically expands a person's ability to problem-solve, reason, and see things in a new way. This type of thinking requires discipline and a commitment to engage in objective, honest, and open-minded thought. Employing this combination of skills takes time and practice, but will lead to better decision-making and outcomes. During this seminar, participants will explore the origins of critical thinking concepts and how to apply them at work and home.

## Dealing with challenging people

There are different ways to define a "difficult person." Some people test the lives of many others. Then there are those "push your buttons." Whichever it is, you have two choices: learn how to effectively deal with the difficult person, or remove the chance of interacting with them. Learn strategies you can use when you have to deal with difficult people.

## Dynamics of change management

Change is stressful. Learning how to manage and cope with change is vital to your well-being in this ever-changing world. Even if the stress of change is unavoidable, you can learn how to deal effectively with change in the workplace and in your personal life. Discover strategies and tactics that can help you cope with change and take charge of what can be controlled.

## Emotional intelligence

What's your EQ? Emotional intelligence helps you recognize and understand feelings and how they affect your behavior and those around you. With greater emotional intelligence, you can meet life every step of the way. Explore how to navigate tricky waters, and lead a more productive and fulfilling life professionally and personally. Learn how to make a plan of action to become a better parent, partner, colleague, and leader.

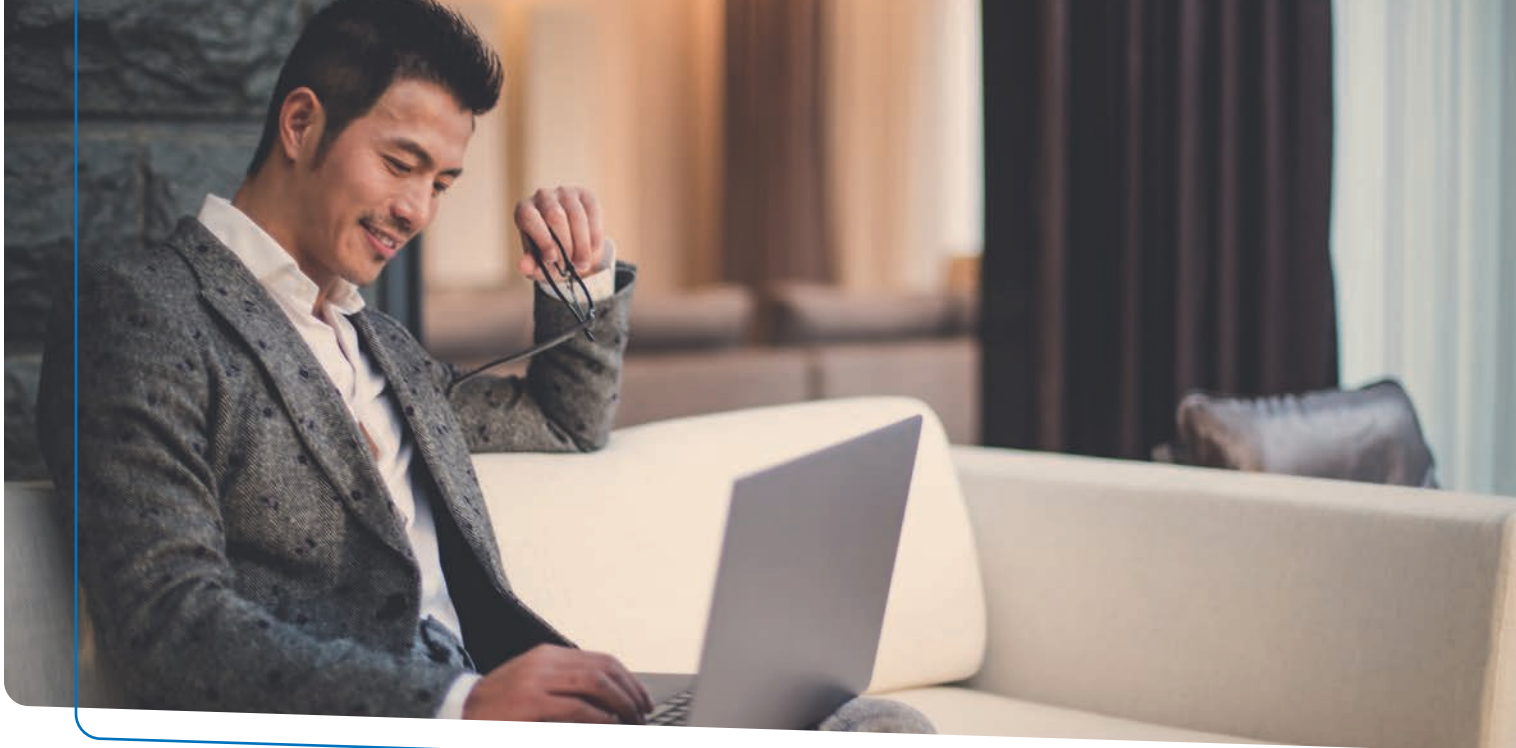
## Emotional intelligence: taking it to the next level

This is an in-depth class focusing on what an emotion is, and how understanding your emotions can help make or break situations. It's an interactive, tool-based seminar that dives deeper into the amazing world of emotional intelligence to help participants understand general emotions, recognize the four basic emotions, and learn what works best for each individual.

## Ethics and values in the workplace

What are the core values and ethics of our business world? Why are they important? Gain insight into hands-on practical approaches to your personal and professional life.





### **Everything you need to know about LinkedIn**

Discover LinkedIn, what it does, and what it's used for. Learn how to join LinkedIn and how to network and connect. Explore the types of LinkedIn services, networking options, and how to use it as a marketing tool.

### **Fostering inclusion in the workplace**

Inclusive work environments are productive environments! This seminar discusses how employees and managers can create an inclusive workplace. Participants will learn to identify activities, attitudes, and assumptions that exclude co-workers. Explore how to include others in ways that not only enrich the workplace, but personal lives as well.

### **Health and well-being in the workplace**

Discover how to enhance your health, well-being, and productivity by relieving stress with simple relaxation techniques. Explore ergonomics and learn how to avoid on-the-job injuries from lifting, repetitive stress (such as carpal tunnel syndrome), and computer-related injuries (headache, eyestrain, and back pain). The discussion will include how to achieve work-life balance, establish priorities, eat healthy, and exercise regularly.

### **Healthy tips for business travel**

Do you love or loathe business travel — or are you somewhere in between? In this workshop, participants will identify things to prepare ahead of time, how to avoid unhealthy temptations, and ways to incorporate exercise, sleep, and good choices into business travel.

### **Keeping your cool when it counts**

Strong emotions are inevitable. This workshop goes beyond identifying emotions to managing and controlling yourself when all your buttons have been pushed. You need real strategies to say and do the right thing. We'll share state-of-the-art techniques that can help you keep your cool.

### **Managing priorities to maximize your day**

Does the day seem to fly by before you've finished anything on your to-do list? If time management is so easy to do on our own, then why do you feel overwhelmed? Develop a basic explanation of the time-management process. Learn the characteristics of effective time managers, and talk about the importance of prioritizing big events. Explore the role of delegation and communicating delegation requests with others.

### **Professional writing and email etiquette**

Conveying your message on paper or by email is challenging at times and can be easily misunderstood. Learn how to identify the key components of an effective email and avoid common pitfalls. We'll discuss the do's and don'ts of writing, as well as how to capture your audience in a succinct, dynamic way.



## Surviving mergers and acquisitions

Learn what to expect in the midst of organizational change, as well as ways to navigate through the process. Review the five phases of dealing with change, the importance of self-care, and making a commitment to the new business structure and culture.

## Survivor's guide to downsizing

Companies are under economic pressure to stay competitive and survive. Downsizing or "rightsizing" is happening everywhere. This workshop helps move you to action after a downsizing event.

## Teamwork: the essentials

The ability to understand and communicate effectively in teams is an important part of your personal and professional success. Through discussion and interactive exercises, we'll explore how teams can work together most effectively, and learn how to apply successful team concepts and strategies in very practical ways. Interpersonal difficulties, such as trust, skill identification, conflict resolution, and communication issues, will be examined.

## The new résumé

If you haven't looked for a job in the last five years, you may not know that the whole job search process is completely different. The role of the résumé is different, too. Learn how to create the "new résumé," a suite of documents in print and online that establishes you and your "brand."

## The power of persuasion: how to influence others

Sometimes you need to talk people into and out of doing things. We'll cover best practices, tips, examples, and ways to shift your style to the audience you're speaking to. This session will focus on how to influence others, who the right people to influence are, the traits of influential people, and the qualities of persuasive speakers.

## Working successfully from home

This seminar is designed especially for those considering or currently working from home. We'll discuss what teleworking is, and identify how your work and home life may change. We'll also review the importance of self-care, and give you tips for finding work-life balance while teleworking.



## Leadership

### 10 steps to creating a great place to work

Staying competitive in today's marketplace means attracting and keeping talent. In this seminar, you'll learn how managers can connect with employees and create a healthy, dynamic work environment — one that helps employees focus and thrive.

### Addressing conflict: a manager's guide

Keeping your team focused and motivated is a full-time job in itself, but conflict within your team can make your job impossible. In this seminar, you'll explore how to reach resolutions agreeable to all parties involved and focus your team on moving forward.

### Communicating change to employees

Employees going through difficult changes at work may need a little extra support. The good news is that there are many ways to effectively manage changes in your personal and professional life. Learn how to help employees through change and unearth strengths and skills they never knew they had.

### Communication skills for collaboration (also available for employees)

A manager needs to be able to effectively communicate with their team to build trust. Engage in a discussion on basic communication principles and complete a fun small-group exercise to identify communication barriers. Learn the elements of clear communication. Develop "I" statements in a group exercise. Discover the behaviors and skills involved in active listening. You'll also have an opportunity to practice listening, questioning, confirming, and encouraging in several interactive group exercises.

### NEW TOPIC: Compassionate leadership

The best leaders inspire loyalty. This training will give participants an in-depth look at how to lead with compassion. Attendees will learn the positive impact created by empathizing with your colleagues. Genuinely caring for the people you lead fosters better feedback, improves professional development, and increases productivity.

### Creating a positive work environment

A positive work environment isn't something that just happens — it's something that is built on the foundations of trust and positive communication. Learn how to set expectations. Discover creative strategies for developing your team by using recognition and rewards. Explore ways to build teams, find meaning in work, accept responsibility, and use humor in the workplace.

### Delegating

Today's employees face an ever-growing workload. There may be times when it seems easier to just do it yourself, but you can't do it all. This seminar gives you tips on delegating an assignment while ensuring accuracy in the process.

### Fostering inclusion in the workplace — manager/supervisor

Inclusive work environments are productive environments! This seminar discusses how managers can create an inclusive workplace. Participants will identify activities, attitudes, and assumptions that can lead to exclusion, as well as explore how to actively engage employees in ways that not only enrich the workplace, but personal lives as well.

### NEW TOPIC: How to be an inclusive leader

During this session, participants will examine the meaning behind inclusive leadership. We will focus on tools to unlearn our biases, the importance of psychological safety, and best practices for creating an inclusive work environment.

### How to take the edge off giving feedback

In this workshop, you'll review techniques for delivering helpful feedback, discuss when to give it, identify why you avoid it, and explore effective feedback models.

### Making the most of a multigenerational workforce

Today's workforce is made up of generations with different values and priorities. Learn how to identify the characteristics and key motivations of each generation. Explore ideas to inspire and lead effective multigenerational teams.

## **Managing a virtual team**

More and more companies are tasking leadership to virtually manage all or some of their employees. Although this type of arrangement has many advantages for the company and its employees, it's not without its challenges. In this seminar, participants will identify the characteristics of a successful virtual manager, learn how to assess employee readiness for this type of arrangement, and discuss ways to foster employee success.

## **Managing change**

Managers know that the key to organizational success is helping employees face and adapt to change. Learn management strategies that can help the group successfully deal with the demands of change.

## **Managing strong emotions**

Strong emotions in the workplace have the potential to escalate to the point where they can become out of control. As a manager, it's your role to intervene and address these emotions when it's appropriate and safe to do so. In this seminar, participants will define strong emotions and their possible triggers — and learn how to respond and de-escalate situations while serving as an appropriate role model.

## **Managing under pressure: making decisions and communicating**

When times are tough, how do you manage your team? How do you handle the pressure? Learn how to use effective techniques to strengthen your ability to respond (not react) to high-pressure situations. You'll also learn tools for communicating those decisions.

## **Motivating and energizing employees**

Learn how to use a toolkit of motivational techniques like self-care, positive psychology, resiliency, laughter, and more. Discover how motivation and recognition lead to increased productivity. We'll also share nonmaterialistic ways to make employees feel special and valued.

## **Stress management for high-burnout professions**

When it comes to stress, not all jobs are created equal. Some fields, like healthcare, law enforcement, and education, can leave you physically, mentally, or emotionally exhausted; while others, like retail, hospitality, and fast food, may involve too many responsibilities for too little pay. As a manager, how can you provide the tools and resources these employees need to keep their stress under control? We'll explore the latest research about preventing, identifying, and addressing burnout in the workplace.

## **Stress management for managers**

Learn how to identify stressors — both good and bad, physical symptoms of stress, and bad habits that can develop when stress goes unchecked. Examine work expectations, relationships, nutrition, sleep, financial matters, and time management. Learn how to create a healthy lifestyle, which ultimately benefits work and home life.

## **Supporting employees' emotional well-being**

It's not a manager's role to diagnose employees' physical or mental conditions. But it's important to recognize signs of distress and be able to help. This seminar focuses on awareness, the power of listening, and techniques for supporting your employees and creating a culture of emotional wellness. As a manager, you'll also learn how to take care of your own needs during stressful times.

## **Using teamwork to promote success and productivity**

The quality of your work team may be the critical factor in success and productivity in the workplace. Examine the make-up of a successful team and discuss team dynamics, such as building trust, clarifying goals, self-assessment, problem-solving, proper roles, and effective communication.

## **NEW TOPIC: Workplace trauma for managers**

Understanding the various aspects of trauma is part of living in today's challenging world. In this seminar, you will learn about the different aspects of trauma, including traumatic stress, post-traumatic stress disorder (PTSD), grief, and organizational trauma. The main focus in the class is to understand how trauma affects the workplace, and learn best practices for leaders.

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## We are here to help

If you have questions about the topics covered in this catalog, or would like to schedule a seminar/training, please contact your EAP client consultant.



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