

EAP Seminars

Sessions require a minimum of 10 pre-registered participants

Workplace Productivity	
Achieving Your Goals	<ul style="list-style-type: none"> › Understand the fundamentals for successful goal setting › Learn how to develop a plan to accomplish goals › Practice developing an action plan
Collaboration	<ul style="list-style-type: none"> › Identify individual behavioral communication styles › Demonstrate the value of teamwork through experiential exercises › Highlight the qualities of effective work teams
Conflict Management	<ul style="list-style-type: none"> › Enhance the understanding of conflict › Provide techniques to address different points of view › Identify practical conflict management skills
Effective Customer Service	<ul style="list-style-type: none"> › Understand what the customer wants › Learn techniques for dealing with difficult customers › Increase awareness of a customer service focus
Emotional Intelligence	<ul style="list-style-type: none"> › Increase insight into emotional competency in the workplace › Identify interpersonal and social skills that enhance work performance › Motivate participants to develop their own EI self-improvement plan
Enhancing Vitality in the Workplace	<ul style="list-style-type: none"> › Define “burnout” › Identify signs and symptoms of burnout › Explore coping and prevention strategies
Navigating Organizational Change	<ul style="list-style-type: none"> › Identify the impact of organizational change › Explore various reactions to changes in the workplace › Discuss coping strategies that lead to acceptance
Personal Productivity	<ul style="list-style-type: none"> › Examine time management in the workplace › Highlight the importance of prioritizing and planning › Provide practical tips for reducing "timewasters"
Responsible Communication	<ul style="list-style-type: none"> › Increase understanding of the components of responsible communication › Introduce the four styles of communication › Practice assertive techniques

WorkLife Balance

Beating Holiday Stress	<ul style="list-style-type: none"> › Explore pressures and stressors unique to the season › Identify reactions to stress and personal warning signs › Provide practical suggestions for a healthy approach to the holiday season
Compassion Fatigue	<ul style="list-style-type: none"> › Learn about compassion fatigue and its impact on well being › Increase awareness of the risk factors and signs/symptoms › Consider strategies to navigate stress and increase resilience
Substance Abuse Education	<ul style="list-style-type: none"> › Increase understanding of alcohol and drug abuse › Learn how substance abuse contributes to job impairment › Discuss current trends and resources
Eldercare: Caring for Aging and Dependent Parents	<ul style="list-style-type: none"> › Understand aging as a part of the lifecycle › Learn about the continuum of care › Discuss the emotional impact of caregiving
Embracing Change	<ul style="list-style-type: none"> › Demonstrate contrast between change (event) and transition › Discuss relationship between change and stress › Identify coping strategies toward acceptance
Financial Fitness	<ul style="list-style-type: none"> › Gain insight into relationship with money › Identify warning signs of financial distress › Learn basic money management tips
Financial Planning (provided by Perspectives through Ameriprise Financial Planners)	<ul style="list-style-type: none"> › Understand basics for personal financial planning › Discuss key points of money management › Learn how to work toward financial goals
Making Healthy Food Choices	<ul style="list-style-type: none"> › Provide guidelines and tips › Understand barriers to better eating › Identify strategies for developing a plan to change
Moving Toward Retirement	<ul style="list-style-type: none"> › Discuss planned and unplanned changes › Understand the impact on lifestyle when transitioning from work to retirement › Identify effective coping strategies
Obtaining Balance: Strategies for a Healthy Lifestyle	<ul style="list-style-type: none"> › Identify components impacting worklife balance › Increase understanding of the connection between values and choices › Motivate participants to develop a personal plan
Resilience	<ul style="list-style-type: none"> › Explore participant's coping skills › Gain insight into how life challenges impact people › Learn strategies to help individuals develop resistance
Stress Management	<ul style="list-style-type: none"> › Define stress and its impact on individuals › Identify responses to stress and personal warning signs › Provide stress management techniques

Workplace Culture

Appreciating Diversity	<ul style="list-style-type: none"> › Increase awareness of cultural differences › Understand the impact of diversity at work › Enhance intercultural communication
Bullying and Respect in the Workplace	<ul style="list-style-type: none"> › Define bullying and identify examples in the workplace › Explore prevalence and impact of bullying › Identify steps and strategies to address bullying as an employee
Civility in the Workplace	<ul style="list-style-type: none"> › Understand the impact of incivility in the workplace › Empower employees to behave respectfully toward each other › Promote an atmosphere of mutual consideration
Dealing with Difficult People	<ul style="list-style-type: none"> › Explore ways to cope with difficult people › Identify challenging behaviors in the workplace › Provides strategies for effective interactions
Harassment in the Workplace	<ul style="list-style-type: none"> › Define sexual and other types of harassment › Explore the impact on individuals and the workplace › Discuss techniques used to confront inappropriate behavior
The Opioid Epidemic: Employee Awareness	<ul style="list-style-type: none"> › Understand prevalence of opioid abuse › Increase awareness of the impact on the workplace › Educate participants on current trends and resources
Succeeding in the Multigenerational Workforce	<ul style="list-style-type: none"> › Gain insight into the views of people from various generations › Understand how age-related life experience impacts work › Identify strategies for effective collaboration
Suicide Awareness; How Can I Help?	<ul style="list-style-type: none"> › Understand myths vs. the facts › Provide information on risk factors and warning signs › Discuss guidelines for suicide prevention
Mental Health Awareness in the Workplace	<ul style="list-style-type: none"> › Reduce stigma associated with mental health issues › Provide guidance for initial support to people in distress › Identify resources and how to use the EAP as a next step
Workplace Violence	<ul style="list-style-type: none"> › Increase awareness of workplace safety › Identify risk factors and signs of workplace violence › Discuss strategies for dealing with potentially violent situations

For Supervisors Only

Opioids in the Workplace: A Proactive Role for Employers	<ul style="list-style-type: none"> › Understand the prevalence and impact of opioid abuse › Learn to recognize signs of abuse in the workplace › Discuss organizational strategies to address epidemic
Coaching for Managers	<ul style="list-style-type: none"> › Identify personal management communication style › Introduce components to effective employee relations › Provide a model that can be used to improve communication
Communicating with the Difficult Employee	<ul style="list-style-type: none"> › Increase awareness of the impact of difficult behavior in the workplace › Discuss communication styles most often used in the workplace › Provide effective tips to handle difficult behavior
Conflict Management	<ul style="list-style-type: none"> › Enhance understanding of conflict in the workplace › Provide techniques to address different points of view › Increase conflict management skills related to being a manager
EAP Supervisor Training	<ul style="list-style-type: none"> › Provide guidelines to identify and document job performance issues › Increase understanding of constructive confrontation › Identify guidelines to use EAP for consultation and employee referrals
Harassment in the Workplace	<ul style="list-style-type: none"> › Define sexual and other types of harassment › Explore the impact on individuals and the workplace › Identify techniques to confront inappropriate behavior in line with company policy
Helping Employees Achieve Their Goals	<ul style="list-style-type: none"> › Understand the fundamentals of goal setting › Learn key components of successful action plans › Discuss tips for collaborating with employees
Reasonable Suspicion	<ul style="list-style-type: none"> › Identify signs and symptoms of impairment › Understand the impact on individuals and the workplace › Guidelines to confront impairment In line with company policy
Managing the Multigenerational Workforce	<ul style="list-style-type: none"> › Gain insight into the view of people from various generations › Increase understanding of how age-related experience impacts work › Develop strength-based strategies that enhance team productivity
Managing Holiday Stress in the Workplace	<ul style="list-style-type: none"> › Identify seasonal stress for managers and employees › Increase awareness of how the holiday season impacts the workplace › Develop a plan that helps employees manage stress and stay engaged
Managing Organizational Change	<ul style="list-style-type: none"> › Identify the impact of organizational change › Explore various reactions to changes in the workplace › Discuss how to lead and support employees toward acceptance
Managing Bullying the Workplace	<ul style="list-style-type: none"> › Define bullying and identify examples in the workplace › Explore hidden costs of bullying and the difference between bully and tough boss › Identify steps and strategies to address bullying as a manager