GuidanceResources®

Training Programs and Services 2022

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ComPsych® workshops provide valuable learning for employees and increase visibility and utilization of the GuidanceResources benefit. Topics are designed and written by our internal staff of psychologists and adult learning experts. These 45-60 minute programs are informative and engaging. A minimum of 30 days is requested for scheduling sessions to ensure the training date is available and to secure the most qualified facilitator for the selected topic

Qualified Facilitators

Our contracted network of facilitators for the Work and Life topics are located throughout the country and have backgrounds in either behavioral health or professional training. All facilitators are selected via a careful screening process and undergo training prior to facilitating our topics. Each session they facilitate is evaluated for content and delivery, and rigorous follow-up with both the customer and the facilitator is provided. All Professional and Management Development topics and all Consulting Services are facilitated by our headquarters staff of professional trainers and organizational development experts at an additional fee.

Training Delivery Methods

- On site/face-to-face
- Live, interactive webinars
- Many titles available on-demand at www.guidanceresources.com

Selecting a Training Curriculum

To select programs to offer to your employees, you can either browse the table of contents and topic outlines, or use the new section called "Selecting a Curriculum to Address HR and Business Challenges". In this new section starting on page 156, we identify many of the most common HR challenges that our customers face, and recommend a list of titles and best practices based on our experience.

Guidelines and Policies

- All sessions are designed to be 45-60 minutes in length.
- Face-to-face sessions are designed for a minimum of 8 participants and a maximum of 35 participants. Webinar sessions can accommodate up to 1,000.
- Same-day training sessions must run consecutively, unless otherwise mutually agreed.
- Sessions are available from 7 a.m. to 7 p.m., Monday through Friday.

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Addressing Employee Performance Issues in a Supportive Way

Overview/Description

When addressing performance issues, it can be hard to show employees that you care about and support them, while still being clear about problems and expectations. This session offers tools for having supportive conversations in these challenging situations.

Target Audience

Management and supervisory employees

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Describe ways to foster positive relationships so that employees are open to your feedback, even when it's difficult to hear
- Distinguish employee behavior that's a "normal" bad day from behavior that's more seriously problematic
- Identify planning considerations to use before you begin a conversation about performance issues
- Use words and phrasing that give you the best chance for a productive conversation instead of one that becomes defensive or unproductive
- Be ready to offer resources to support employees who may react in concerning ways upon receiving feedback

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Managing Staff Through Stressful Situations

Overview/Description

When facing heightened stress, employees react in diverse ways. For some, stress leads to a dropoff in performance, lowered morale or emotional outbursts. For others, high-pressure, stressful situations actually become an opportunity to shine. As a a manager, it's difficult to anticipate the multitude of reactions you're likely to observe during times of stress, and even harder to be equipped with the tools to handle them all. This workshop helps you plan for the expected and the unexpected and provides practical tools for dealing with both positive and negative employee behaviors during stressful times.

Target Audience

All levels of management

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Anticipate the physical, emotional, cognitive and behavioral reactions you observe among employees
- Describe how personal accountability helps people cope with stressful times
- Handle problematic employee behavior effectively and empathetically
- Practice self-care techniques to manage your own stress during challenging times

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Managing the Emotions Surrounding Workforce Reduction Conversations

Overview/Description

Delivering layoff messages generates a range of emotions for both the manager delivering the message and the employee receiving it. As a manager, you may feel guilt over having to be the bearer of such bad news. You may feel fear from many sources: fear about your own job security, fear about the impact the announcement will have on others, and fear about how the employee might react during the conversation. Some managers also feel anger, which could be directed toward senior leadership or others responsible for putting managers and the company in this difficult position. All of these emotions are normal and expected. This training helps you better understand these emotions so that you can stay in control of the situation and do your best, instead of allowing the emotions to take over and negatively impact the conversation and your own well-being.

Target Audience

Managers, supervisory staff and HR professionals who will deliver workforce reduction announcements

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Normalize the emotions you are likely to feel when planning and delivering a layoff message
- Practice techniques to gain control of your own emotions so they don't control you
- Describe the emotional reactions you may encounter from the employee receiving the message
- Practice techniques to defuse emotions and help the employee absorb the message
- Identify support services and resources for all leaders and employees

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Mental Health Awareness for Leaders

Overview/Description

Managing individuals who may be struggling with stress, anxiety, depression and other mental health concerns can be a difficult balancing act. Your role is to manage performance and to bring out the best in your workforce, but accomplishing this often requires you to express concern and support when employees struggle emotionally. Managers often feel uncomfortable in this aspect of their role and may lack the important skills of "emotional management." This course covers ways employees may present their distress and offers insights and strategies on forging supportive empathic alliances within the role of manager.

The session also identifies common mistakes managers make in responding to employees in distress and explains communication skills that express support and convey positive expectancy. Participants are also given information on how to refer employees to the Employee Assistance Program.

Target Audience

Managers, supervisory staff and HR professionals

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Understand the universality of mental health issues in the workplace
- Recognize the most common symptoms of mental illness
- Identify the most common unhelpful reactions to symptoms, why they occur and how to avoid them
- Identify ways of expressing compassion and developing an alliance with distressed employees
- Reduce the stigma associated mental illness and promote ways of supporting one another in the workplace
- Recognize the warning signs of suicide
- Identify support services and resources for all leaders and employees

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Preventing Employee Burnout

Overview/Description

Burnout is a growing concern for many employers, as it can impact morale, employee retention, work productivity and more. In this session, we describe the signals that leaders can watch for and introduce strategies to help them prevent burnout from impacting the workforce.

Target Audience

Leaders who are concerned about employee burnout

Duration

45-60 minutes

Workshop Objectives

This training will help you:

- Describe factors that increase the likelihood that burnout will become a problem
- Identify signals that indicate an employee may be starting to feel burnt out
- Create a work environment that makes burnout less likely
- Initiate productive conversations with employees who are showing signs of burnout

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Self-Care Tips for Managers

Overview/Description

Stressful situations, whether from internal or external sources, are inevitable in organizations. For some managers, this may lead to over-extending themselves with minimal time for self-care. This training offers tools to help managers cope with stress and thrive in their organizations.

Target Audience

Organizational managers and leaders impacted by stress

Duration

45-60 minutes

Workshop Objectives

This training will help you:

- Define stress and how it relates to performance
- Describe how stress impacts your role as a manager
- Identify strategies for self-care to thrive as a manager
- Understand the importance of modeling self-care to employees

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Becoming a Better Listener

Overview/Description

Statistics show that people remember only half of what they hear, even moments after they've heard it. Surprising? The fact is that while most of us like to think we're good listeners, almost everyone needs to improve their listening skills. This workshop offers a fresh approach to this common problem.

Target Audience

Anyone who wants to improve their listening skills both at home and at work.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe what it means to be a good listener

- Differentiate between "listening" and "hearing"
- Describe the characteristics of people who listen effectively

Describe the barriers to effective listening

- Describe how to identify when you have encountered one of the barriers
- Identify ways to overcome listening barriers

Identify the four levels of listening

- Describe what it means to be a non-listener
- Describe what it means to be a marginal listener
- Describe what it means to be an evaluative listener
- Describe what it means to be an active listener

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Bringing Out the Best in Others

Overview/Description

Whether in your personal or your professional life, are you the kind of person that brings out the best in others? Do people shine around you, or do they tend to withdraw, hesitant to show their best? Some people seem to have a knack for challenging, motivating and inspiring their friends, family members and co-workers. In this workshop, you'll learn how to do your part to make sure others are at their best around you.

Target Audience

Anyone looking for tips about how to support and encourage friends, family members and colleagues.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe what motivates people

- Identify the factors that influence peoples' motivation level

Identify how your attitude can be contagious

- Describe how to exhibit the type of positive thinking that can inspire others
- Describe how to avoid negative talk which can bring others down

Describe how to provide others with effective feedback that makes a difference

- Identify when it is/is not appropriate to give feedback
- Describe the type of phrasing that tends to have the biggest impact

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Civility in the Workplace

Overview/Description

The prevalence and costs of incivility are on the rise in organizations. When employees are exposed to incivility in the workplace, they experience diminished self-control, which in turn creates increased incivility toward co-workers.

Incivility does not involve openly hostile behavior, threats or sabotage and therefore doesn't warrant the same legal attention or sanctions as other forms of mistreatment, such as harassment. Incivility could be as simple as a sarcastic reply to a co-worker's comment or a perceived rude sentence in an email.

This session will help you understand why we act less civil today and give some suggestions for making sure you don't exhibit behaviors that are uncivil.

Target Audience

All employees of an organization

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Recognize behaviors considered uncivil
- Understand the impact of workplace incivility
- Understand what may cause us to act in uncivil ways
- Learn suggestions for making the workplace civil

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De-escalating Potentially Violent Situations

Overview/Description

Violence can occur in any almost context; at work, at home or in public venues. Certain occupations can expose employees to increased risk of violence. It is important to recognize the signs of impending violence and to learn communication skills to de-escalate an emotional situation and defuse risk of violence. This training will cover the sequence of events which often lead to violence, common mistakes that contribute to escalation, and how to intervene effectively. This course will contain practice vignettes to allow participants to apply de-escalation skills.

Target Audience

Anyone concerned about encountering potentially violent situations.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the most common causes for violence
- Know the sequence of escalation leading violence
- Recognize common mistakes that escalate the risk for violence
- Be familiar with strategies to de-escalate volatile emotions
- Understand the importance of processing violent and “near-miss” violent episodes afterward

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Difficult Conversations During Times of Unrest

Millions of people have read about and watched footage from recent tragic events. It's normal for these events to generate strong feelings that can carry over to conversations at home and in the workplace. Conversations about polarizing issues can be tense or even destructive, but avoiding such conversations is not always a good solution. For children, especially, events like these can shape their belief systems. It's important for adults to pay attention to the way they respond to children during these times. In this webinar, we discuss ways to have healthy discussions about polarizing topics without damaging your important relationships. We'll also discuss productive ways to talk about the events with children.

Target Audience

People who are trying to have helpful conversations with children, co-workers and others they care about during times of unrest.

Duration

45-60 minutes

Agenda

- How to Discuss Polarizing Issues Without Hurting Your Relationships:
  - Benefits of discussing polarizing topics
  - Clarifying your intent
  - Separating the issue from the person
  - Using the "3 P's" to find common ground
- What to Say to Children:
  - Shaping core beliefs
  - Putting threats in perspective
  - Limiting exposure without hiding from the subject

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Effective Communication

Overview/Description

Why is interpersonal communication important? Personal success depends on our ability to communicate. Effective human relations depend on our communication skills. Overall, interpersonal communication skills are necessary for understanding and for action. This workshop explores interpersonal skills and techniques necessary for successful interactions.

Target Audience

Anyone who wants to improve their communications skills at home and at work.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the characteristics of poor communication

- Describe your experience with people who do not communicate well

Identify the characteristics of effective communication

- Describe your experience with people you consider excellent communicators

Describe the importance of listening

- Identify barriers to effective listening
- Describe techniques to overcome those barriers

Describe the importance of communicating with whole messages

- Describe the dangers of contaminated messages
- Describe the dangers of partial messages

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Friendly Persuasion: How to Get the Things You Want

Overview/Description

While it's true that some people are intuitively good at persuading others, for most of us the most reliable path to success lies in knowing what we want to achieve and systematically deciding how we want to go about achieving it. Persuasion is a skill that everyone in the organization uses to accomplish goals. Used effectively, persuasion can lead to solutions that work in everyone's best interest. This workshop will provide you with communication techniques to get the results that you want and need.

Target Audience

Employees looking to improve their skills in persuasion.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe how to assess your own persuasive abilities

- Describe the results of your persuasion self-assessment
- Identify the steps that will make you persuasive

Describe how listening well can contribute to your ability to persuade others

- Identify questioning techniques that can help you get what you want
- Describe ways to make sure that you get feedback during a persuasive dialogue

Create a personal action plan to improve your persuasive abilities

- Identify the steps you will take upon completing this session

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Giving Effective Feedback in Personal or Work Situations

Overview/Description

Giving effective feedback is difficult. Most people avoid opportunities to give constructive feedback and give infrequent and often unhelpful positive feedback. This session addresses strategies on how to deliver effective feedback at work or at home. The training will offer multiple examples and provide participants with ample practice to learn how to give feedback that helps individuals improve performance.

Target Audience

This workshop is for anyone who wishes to improve their delivery of feedback

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Identify when it's best to give positive feedback vs. when to give critical feedback
- Identify when it's best to praise effort vs. talent
- Discuss uses of "positive intent" when giving critical feedback
- Employ image-centered compliments
- Use judgment-free language to reduce defensiveness and creative freeze
- Identify and practice simple strategies to initiate feedback delivery

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How to Deal With a Difficult Person

Overview/Description

At one time or another, we have all dealt with a difficult person. Whether they are hard to communicate with, acting defensive or just handling a situation inappropriately, interactions with difficult people can affect our confidence, mood and focus. Learning to recognize and cope with common difficult behaviors in ourselves and others can help make difficult encounters much more manageable.

Target Audience

Anyone wishing to improve their ability to communicate with others.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify common "difficult" behaviors

- Describe what motivates most difficult behaviors
- Identify distinctions between passive, aggressive and passive/aggressive behaviors
- Identify the positive intent behind many difficult-to-understand behaviors

Identify appropriate strategies for dealing with difficult behaviors

- Describe how to maintain composure when responding to difficult behaviors
- Describe ways to defuse aggressive acts in the workplace

Describe five methods for resolving conflict

- Identify your favored style
- Identify tips for improving communication

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Initiating Difficult Conversations

Overview/Description

There are conversations in which the stakes are high: asking for a raise, ending a relationship, giving a critical performance review, confronting disrespectful behavior, apologizing or disagreeing within a group. This workshop is about developing the skills to initiate the conversations which most people find difficult, unpleasant and generally avoid. You will learn the practical skills involved in framing a problem without blame or defensiveness and how to keep the conversation productive.

Target Audience

Anyone wishing to improve their ability to initiate a difficult conversation.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Describe why arguing never helps
- Identify the three sides to any difficult conversation and where to begin
- Describe how to adopt a positive learning stance and think like a mediator
- Describe the process of separating intent from impact
- Identify the process of changing blame to contribution
- Describe ways to acknowledge feelings
- Describe how to use questions without eliciting defensiveness

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Learning to Say "No"

Overview/Description

Saying "no" can often be difficult. It can arouse feelings of guilt or fears of displeasing others. Nevertheless, the word "no" is one of the most important words in our language. By saying "no" we define who we are, what are willing or not willing to do and what we permit others to do to us. The ability to say "no" is critical skill that many have never developed or fear to use. This workshop will address the skills involved in learning to respectfully say "no" in order to build and maintain healthy self-esteem.

Target Audience

Anyone wishing to improve their ability to say "no" in a productive, respectful manner.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Identify the reasons why it is important to say "no"
- Describe the distinctions between passive, aggressive and assertive behavior
- Identify the most common obstacles to saying "no"
- Describe the real and imagined consequences of saying "no"
- Describe several templates for saying no and how to effectively employ them

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Let's Talk Politics: How to Have Impassioned Disagreements without Damaging Relationships

Overview/Description

Most people believe their social and political views are based on fact and reflect their important values. Therefore, having conversations about sensitive topics such as politics, racism, and social issues can cause strain on relationships with friends, family and co-workers. Instead of allowing political discussions to destroy these relationships, what if we could use these conversations to examine our own beliefs, look at facts and find common ground?

Target Audience

Anyone who wants their relationships to flourish despite political differences.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Understand political divides and motivators
- Be able to explain your viewpoints and opinions in a non-judgmental way
- Relate to those you disagree with by finding common ground
- Utilize communication skills to decrease contentious conversations

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Motivating Change in Others

Overview/Description

How do you help someone who is struck or ambivalent about making an important change in their life? Do you give them advice? Do you argue or debate them to persuade them make a change? Do you become frustrated when those strategies fail and then accuse them of being foolish? We can respectfully engage others to help them make changes through careful listening and by allowing the other person to identify their own priorities and motivations. The key communication skills addressed in this session are adapted from Motivational Interviewing and involve asking open questions, affirming, reflecting and summarizing in order to help someone move from ambivalence to action.

Target Audience

Anyone who wishes to respectfully engage others to assist in helping them move forward with difficult decisions and life changes

Duration

45-60 minutes

Workshop Objectives

This training will help you:

- Describe how efforts to persuade or advise others results in resistance to change
- Consider whether your present approaches are facilitating or impeding change in others
- Change the way you engage others though use of questions and reflections to promote engagement leading to change
- Participate in meaningful discourse that promotes understanding and commitment to change

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Practicing Assertiveness

Overview/Description

What does it mean to be assertive? Assertiveness is a core communication skill that allows us to advocate for our wants and needs in a way that respects the rights of others, as well as ourselves. Some people are naturally assertive; and for others, it requires practice. This training is here to help. During this session we will look at what it means to be assertive and what situations benefit from it the most. It also covers strategies for understanding your emotions, wants, and needs so you can clearly define what you need from others. By the end of this training, you will be better able to advocate for yourself using assertive communication techniques.

Target Audience

This workshop is for anyone who would like develop their assertiveness skills.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Differentiate between passive, aggressive, passive aggressive, and assertive forms of communication
- Know the benefits and disadvantages of various forms of communication
- Develop healthier relationships with the people around you, including friends, family members, significant other and co-workers
- Practice practical methods of asserting yourself daily
- Gain confidence in advocating for your needs and desires

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Providing Customer Service to Bereaved Callers

Overview/Description

Working with clients who have suffered a loss and are experiencing grief can be difficult. Knowing how to respond empathically yet productively to someone who is experiencing strong emotions is a challenge, as is knowing how to maintain your own emotional composure. This training addresses why working with grieving is difficult, allows participants to voice their own concerns and experiences working with grief and provides approaches and strategies for responding effectively to those in grief or experiencing strong emotional states. Additionally, the course will address how to cope with your own emotional reactions as a professional working with this difficult population.

Target Audience

Anyone whose position requires speaking with people who have suffered a loss and are grieving

Duration

45-60 minutes

Workshop Objectives

This training will help you:

- Describe the grieving process
- Identify factors that affect how individuals grieve differently
- Describe the common emotions that surface during the grieving process and how people experience grief
- Identify do's and don'ts for helping other people who are experiencing grief
- List several strategies that can help clients move toward greater functioning and productivity
- Understand basic self-care strategies for those working in emotionally charged settings

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Responding to Behavior That Makes You Feel Uncomfortable

Overview/Description

Most people have at some point been subjected to unexpected behavior that is unwelcome, such as behavior that is aggressive, lewd, provocative or socially inappropriate. This may occur in the workplace, at social gatherings or in public venues. In many of these instances our ability to respond effectively is often compromised because of fear, confusion and/or inexperience in addressing unwanted behaviors. This course examines the nature of unwelcome behavior, as well as how and why we respond the way we do, and offers insights into how we can be prepared to effectively respond in the future when confronted with unwelcome behaviors.

Target Audience

This training is appropriate for anyone wishing to become better equipped to respond to unwelcome behaviors.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the variety of unwelcome behaviors and the possible motivations behind them
- Describe the obstacles commonly faced by those attempting to respond
- Identify effective techniques for setting limits on unwelcome behaviors
- Describe avenues for getting support after experiencing an unwelcome episode

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Social Skills Refresh: How to Have Good Conversations in Social Situations

Overview/Description

Worried that your social skills may have atrophied lately? Or just interested in some helpful tools for having good conversations? Then this is the session for you. This workshop reviews how to handle those awkward social interactions in which you're not sure how to break the ice and how to respond to someone else's efforts to do the same.

Target Audience

Anyone who's concerned about reconnecting with people socially because they think they've lost their social skills, or anyone who has always wanted to feel more confident having conversations

Duration

45-60 minutes

Workshop Objectives

This training will help you to:

- Understand the benefits of conversations
- Start a good conversation, consider effective topics to discuss and identify divisive topics to treat cautiously
- Be attentive to another person, using empathy and assuming positive intent
- Manage a difficult conversation while maintaining the relationship

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Using Reason to Resolve Conflict

Overview/Description

Whether they take place in the workplace or in one's personal life, conflicts are inevitable; however, that does not mean that they must always be damaging. When emotions are understood and reason is used to handle conflict, the result can actually be strengthened relationships rather than damaged ones. This workshop discusses how you can replace pure emotion with rational decision-making when dealing with conflict.

Target Audience

Anyone looking for ways to resolve conflict in productive rather than destructive ways.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the potential outcomes of conflict

- Describe what happens when conflict is handled poorly
- Describe what happens when conflict is handled well

Identify your conflict management style

- Describe the five conflict resolution styles
- Describe the contexts for which each style is appropriate

Describe the most effective methods for handling conflict

- Describe the importance of self-monitoring
- Describe the process of identifying motives
- Identify methods for communicating feelings appropriately

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Building Strong Relationships With Your Adult Children

Overview/Description

Parenting is a tricky business. For the first 20 or so years of your child's life, your job is to teach and guide them, often giving unsolicited advice and overriding their choices. Then comes the day they grow up and are on their own and you have to loosen your grip and get to know your kids as independent adults. That's not always easy.

The hard part is letting go of the control. Not that parents necessarily want to control because they think their child is incapable, it's because they're concerned about their child's welfare and think they can help by sharing their own personal experiences so their child won't make the same mistakes. But everyone needs to make their own mistakes and learn from them—that's part of a person's necessary and ongoing growth process.

Target Audience

Anyone interested in learning how to have a better relationship with their adult children.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Understand guidelines for interacting with your adult children in the areas of:¡

- Personal relationships
- Financial matters
- Their marriage and their children

List 8 tips for enhancing your relationship with your adult child, including:

- Call, don't just show up
- Don't criticize their parenting
- Have an honest discussion about the end of your life

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Building Your Child's Self-esteem

Overview/Description

The National Association for self-esteem defines self esteem as: "The experience of being capable of meeting life's challenges and being worthy of happiness." While this sounds remarkably simple, developing and maintaining healthy self image is a challenging task. Poor self image accounts for many problems that have greater impact upon adults. Starting young children on a path towards confidence in who they are and their abilities is vital, to increase the likelihood of a more satisfying, self-assured life for them as adults.

Target Audience

Anyone with the responsibility of raising children or with significant professional influence on children.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe the characteristics of self-esteem

- Describe the four components of self-esteem
- Identity the developmental stages of childhood self-esteem
- Recognize signs of low self-esteem in your child

Describe methods for enhancing childhood self-esteem

- Identify behaviors that negatively impact on developing self-esteem
- Identify ways of improving problem solving skills and ability to tolerate frustration
- Identify ways of building individuality and creativity through self-expression
- Describe how to use praise effectively
- Describe the impact of parental role modeling on a child's development

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Communicating the Tough Stuff to Your Child: Drugs, Alcohol, Sex and Peer Pressure

Overview/Description

It can be tough to be a teenager today—and tough to be a parent of a teenager. It's easy to be overwhelmed by stories about adolescents and violence, sex, drugs, suicides, alcohol and crime. All of these concerns are very real, but the very good news is most teenagers really are okay. The relationship you've had with your child all these years will play a big part in how your teenager will act and grow now that they are older. As your child matures, your relationship will change and become different, but it can still be positive and close. If you know what to expect, if you can look at things through your teenager's eyes, it will help both of you. This workshop helps parents learn communication methods to talk to their teen.

Target Audience

Parents or anyone interested in learning how communicate difficult subject matter to teens.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the attributes of a healthy parent/teen relationship

- Identify why certain subjects are difficult to broach with your teen and recognize your own present level of comfort
- Describe how trust, respect, transparency and discipline can be cultivated in your relationship
- Identify the parent's responsibility in addressing difficult subjects

Identify what factors contribute to teen pregnancy and drug abuse

- Describe the influence of peer culture on your child
- Describe how family problems and parental modeling place children at risk
- Identify ways to monitor your child's risk factors

Identify strategies for addressing difficult subjects with your child/teen

- Describe useful guidelines for discussing alcohol and drug use
- Identify helpful tips for addressing sexuality with your preteen
- Identify the common mistakes parents make in attempting to communicate with their children

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Discipline That Works

Overview/Description

Providing effective discipline for children is a problem that many parents struggle with. There will be occasions when children fail to act appropriately, no matter how hard the parent has tried to emphasize the appropriate behavior. At these times it is important for children to learn that there are natural and logical consequences to their behavior. Consequences should not be linked to practices that intimidate, hurt or embarrass children. Discipline should serve not only to maintain a safe and secure environment where children learn the importance of and reasons for rules, limits and consequences, but also to help children develop self-discipline and self-control.

Target Audience

Parents and anyone who is in child caretaker role

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Identify the characteristics of natural consequences
- Describe difference between natural and non-natural consequences
- Describe the benefits of using natural consequences
- Identify the problems associated with consequences which are not logical, unnatural and unenforced
- Identify ways to administer natural and logical consequences
- Describe how consequences would be applied to various common parenting problems
- Describe the problems people encounter when they attempt to apply natural and logical consequences
- Describe the use of positive feedback and encouragement
- Describe why positive feedback is effective
- Identify ways to increase the amount of positive feedback you deliver

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The Emotionally Healthy Teen: Dealing With Issues of Substance Abuse, Depression, Suicide and Eating Disorders in Teenagers

Overview/Description

The teenage years are a period of major social, hormonal and emotional change and can be difficult both for the teens as well as their families. Finding the most effective way to meet your child's growing need for independence and increased responsibility as well as keep them safe and healthy is a challenge for many parents. Knowing how to talk with your teen about, and identify symptoms of, depression, suicide and eating disorders can help you assist your teen in navigating adolescence successfully.

Target Audience

Anyone with the responsibility of raising teens or those with significant influence on teens.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the incidence and cause of depression, suicide and eating disorders in teens

- Describe the role of stress, role models and genetics on the developing child
- Describe the most common risk factors
- Identify several of types of eating disorders and different types of depression

Identify the warning signs and symptoms of these problems

- Describe how to inquire about symptoms in your children
- Describe how to develop better communication through listening to your teen
- Identify preventive measures you can take to reduce the likelihood of these problems developing

Describe how to respond when your teen has symptoms

- Identify your resources for further information and help
- Identify the types of treatment that is available for your child
- Describe ways you can get support as a parent

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Encouraging Kids to Be Active

Overview/Description

When you see the joy a 2 or 3 year old has on the playground swinging from the monkey bars, bouncing on the horse, and climbing to the top of the slide, it's hard to imagine that it may take work and encouragement from parents to keep kids active. In many cases, however, children do become too sedentary, especially as they get a little older. Increasing demands at school and social pressures that make kids uncomfortable are just two of the factors that can make it difficult to keep kids physically active. With the growing body of researching suggesting just how important physical activity is for children, this concern has become more important than ever. This workshop will explore the barriers that stand in the way of keeping kids active, and will offer parents tips on how to overcome the challenge.

Target Audience

Parents or guardians wishing to encourage their children to be physically active.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of the workshop you will be able to:

Describe the benefits of keeping children physically active:

- Identify physical benefits
- Identify emotional benefits

Identify the barriers that stand in the way of keeping kids active:

- Describe tips for overcoming those barriers

Describe the factors that motivate children to be physically active:

- Identify the effects of fun

Describe the effects of mandates and punishments
Identify age-appropriate activities for keeping children active:

- Identify activities for preschool age children
- Identify activities for school age children
- Identify activities for teenagers

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Engaging in Creative Play With Children

Overview/Description

There is much evidence to support the benefits of pretend or creative play for children. In this session we will examine how creative play benefits children in their cognitive, social and emotional development. Creative play also furthers the bond between parents and children. This session will look at how engaging in creative play benefits adults in the areas of stress relief, increased self-esteem and problem solving.

Target Audience

This workshop is for anyone who would like to understand the importance and benefits of creative play.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will:

- Understand how creative play impacts children's development cognitively, socially and emotionally
- Know how creative play can foster a stronger relationship between parents and children
- Discover ways that you can engage in creative play with children of all ages
- Recognize the power of creative play in stress reduction and mental flexibility for adults

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Establishing Bedtime Routines That Work

Overview/Description

Young children do not like to go to bed. Parents like for their young children to go to bed. Since these are incompatible agenda, conflict and power struggles can erupt. It does not have to work out in that manner though. Obtaining buy-in from kids can be achieved so that more often then not, they are cooperative in getting to bed at a time that helps them perform optimally the following day and gives their parents the late evening "me" time that improves their functioning and life satisfaction.

Target Audience

Parents with preschoolers or children new to attending school.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the issues involved in conflicts between children and parents associated with bedtime

- Identify the relationship between successful bedtimes and successful days
- Describe how to use transition times and routines to your advantage
- Describe the importance of limit-setting and consistency

Identify practical ways to get young children to establish bedtimes

- Describe how to structure daily activities to get children ready for sleep
- Describe how to use relaxation methods to get children to sleep

Describe methods of establishing and maintaining family rules

- Describe how to use the family meeting
- Describe the process of establishing rules—who can provide input, negotiation and consequences
- Identify ways of creating logical and natural consequences as opposed to punishment

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Extracurricular Activities: How Much is Too Much

Overview/Description

Participation in extracurricular activities can help build self-esteem, discipline and commitment as well as being just plain fun. However, today children are taking on more and more activities in their schedules. Too many activities can add additional stress to the normal stress kids deal with by being full-time students. Determining how many activities is too many can make a big difference in the stress level of kids and families.

Target Audience

Parents looking to help their children balance extracurricular and other activities.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the positive and potential negatives of extracurricular involvement

- Describe the benefits of structured activities
- Identify the problems associated with severely limiting free play time
- Describe recent research findings concerning child development and extracurricular activity

Identify ways to finding the right balance

- Identify simple rules to determine how many activities to schedule
- Describe how to plan activities with your child, not for your child
- Describe the importance of downtime and free play

Describe the symptoms of the over-scheduled child

- Describe the emotional, physical and behavioral signs that indicate your child may be over-involved in structured activities

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Getting Through the Stages of Pregnancy

Overview/Description

Pregnancy is an experience full of growth, change, enrichment and challenge. It is a time when individuals and couples confront fears and expectations about becoming a parent and begin to determine parenting style. Forthcoming parenthood causes psychological changes in both mother and father.

This session will help you understand the normal psychological changes that occur throughout the stages of pregnancy. Don't worry, these changes are normal considering how big a life event pregnancy is. Remember, however, that it's always best to talk to your doctor about these changes if they are interfering with your daily life and relationships.

Target Audience

Expectant parents

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the relationship between hormones and pregnancy emotions
- Learn five ways to stress less during pregnancy
- Recognize the psychological changes during all three trimesters

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Helping Children Cope With Grief

Overview/Description

Most children experience the death of a family member or friend by the time they complete high school, and one in 20 children face the death of a parent or guardian by age 16. In response to death, children have feelings of grief similar to those of an adult, but they understand loss differently as their minds have not matured and they express these feelings differently because they have not yet learned coping skills. Though every child is unique and may react to a death of a loved one, a schoolmate, a teacher or even a family pet in their own way, there are generalities on a child's reaction that can be based on their age. This workshop will explore how children of different ages respond to loss and how parents or caretakers can best respond to a child's grief.

Target Audience

Parents or anyone helping a child cope with grief.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe the grieving process for children

- Identify how a child's age impacts his or her ability to understand and cope with loss
- Identify factors that affect how a child will grieve
- Describe the common emotions and reactions that surface for children in times of loss
- How to respond to the three most common issues: "Did I cause it?" "Will it happen to me?" "Who will take care of me?"
- Identify warning signs that suggest difficulty coping with the loss

Describe useful interventions for helping a child cope with grief

- Describe how to discuss death with children of various ages
- Describe how to use appropriate language which is honest and devoid of clichés
- Identify ways of memorializing the loss with the child

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Helping Children Develop Strong Ethics and Values

Overview/Description

Music, TV programs, electronic games, other children and adults all influence children. But not many of these influences teach them ethics and values. Teaching youngsters ethics and values begins at home and is a parental responsibility. This workshop will help you explain basic ethics and morals so your children can understand how to determine right from wrong.

Target Audience

Anyone with the responsibility of raising children or those with significant professional influence on children.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Define values, ethics, morals and character

- Identify the values you wish to impart to your children
- Describe how culture can instill values

Identify how you teach values to your children

- Describe how parental modeling affects value development
- Describe how to use family meetings and occasions to teach values
- Describe how discussing choices and decisions teaches values

Describe the role of relationships in value formation

- Identify the importance of working together with your spouse to determine which values will be taught
- Identify the importance of cultivating close relationships with your children as a basis for value development
- Recognize the need for patience as children will test limits and explore boundaries while formulating their own values
- Identify the importance of consistency in value clarification and role modeling values

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Helping Your Child Set Goals for the Future

Overview/Description

Research has shown that parents have the greatest impact and influence on their children's career choices. Helping your children to explore and identify their interests from an early age not only aids them in defining themselves, but will also help them make decisions about how they want their life to be. The more exposure you can give your children to the opportunities available to them, the more likely they will set exciting and achievable goals for themselves as they grow into adulthood.

Target Audience

Parents with preschool, elementary, middle or high school aged children and those working professionally with children.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify ways to develop your child's interests

- Describe how to expose your child to varied interests
- Describe how to use reinforcement and questioning to help your child develop curiosity

Identify ways to avoid interfering in the process

- Describe how parental anxiety and notions of perfection and competition can sabotage development
- Describe the impact of parental modeling on goal development
- Describe the importance of play and unstructured time

Describe ways to motivate your child

- Describe the difference between internal and external motivations
- Identify how to move interests into potential careers
- Describe how to create a plan to work on goals with your child

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Kids and Computers: Becoming a Cyber-Savvy Parent (Webinar Only)

Overview/Description

In a relatively short timeframe, computers have gone from being a space-age dream to an everyday reality for many people at work, home and school. Children are learning how to use computers at younger ages—many are more computer-savvy than their parents! How does a parent support the need for their children to be familiar with computers in today's society without letting the computer dominate their child's time?

Target Audience

Parents interested in learning about managing the risks and enhancing the benefits of computers in the home.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the benefits associated children/teen computer usage

- Identify how computer literacy can enhance academic performance
- Describe how computers can develop social networking skills

Identify the dangers associated children/teen computer usage

- Recognize unhealthy preoccupation with computers
- Describe how to avoid online predators
- Identify the signs of "cyber-bullying"
- Identify problems associated with access to adult content

Describe the importance of appropriate limit setting on computer use in the home

- Identify ways to open communication and build trust with your child/teen
- Identify several healthy rules for computer use
- Identify the most common online acronyms

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Kids and Meals: It Doesn't Have to Be a Battleground

Overview/Description

Parenting children is quite a challenge in every aspect, but meals and eating habits need not be included as part of the challenge. Recent research findings are suggesting that more liberal attitudes towards allowing young children to govern their own intake is the best way to ensure that children maintain their ideal body weight through the rest of their lives. Contrary to earlier ideas about the parental role in ensuring their children's nutritional and caloric needs, current research findings are supporting the idea of a much less assertive role in encouraging young kids and consequently all kids to eat.

Target Audience

Parents and anyone involved in raising children

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe recent research findings on children's nutrition

- Describe the soft/solid food transition process
- Describe the development of eating habits
- Describe the impact of parental approach to a child's future eating habits
- Identify the effects of advertising on children's food choices and what options you have as parents

Identify strategies parents can adopt to establish healthy life-long eating habits in children

- Describe the importance of role modeling and the negative affects of hypocrisy
- Identify the importance of offering restricted choice in food selection for children
- Identify the problems associated with processed foods and how to make a healthy choice despite cost
- Describe tips for helping parents meal plan

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No Such Thing as a 'Perfect Parent'

Overview/Description

Today's diverse society makes it difficult to describe a typical family situation or define what characteristics make a "perfect parent." Culture, values, beliefs, emotional disposition and the environment in which a person was raised all influence parenting techniques. In an effort to be perfect, new parents will frequently try too hard to protect their child from any adverse experiences or go to great lengths in an attempt to please their children. This type of well-intended "perfect parenting" can lead to unanticipated problems. This workshop will address these problems and suggest ways to let go of perfection and seek a balanced parenting approach.

Target Audience

Anyone with responsibility for raising a child.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Identify the myths associated with being a "perfect parent"
- Identify the dangers associated with "helicopter" parenting
- Describe the distinction between "perfect" and "good enough" parenting
- Describe how "good enough" parenting fosters independence and self-confidence in children
- Identify the factors which affect your parenting style
- Recognize the impact of anxiety and competition on your parenting
- Identify the relationship between your own childhood experiences and your present parenting style
- Identify positive communication skills and conflict resolution techniques associated with effective parenting
- Describe the use of "Positive Discipline"
- Describe how "I messages" impact communication
- Identify the importance of appropriate role modeling

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The Parent as Role Model

Overview/Description

Young children do not have prior knowledge or skills, and so they eagerly look for someone to imitate. That "someone" is usually one or both of their parents. Parents are a child's first teachers and role models. Usually children are more affected by what their parents do than by what their parents say. They learn how to behave by seeing their mothers and fathers behave and following their example. For this reason, you need to be aware of the "lessons" you may unintentionally be teaching your children.

Target Audience

Anyone interested in becoming a better parent or concerned about the development of children.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the importance of parental role models on a child's development

- Describe the influence of your own parents on your parenting style
- Identify how self-destructive behaviors can be modeled by parents and perpetuated by their children

Identify the six core parental modeling areas consisting of:

- Self care and stress management
- Acceptance and tolerance
- Conflict resolution
- Communication and listening skills
- Friendship and community involvement
- Values and spirituality

Describe strategies to improve your behavior in the six core areas

- Recognize that perfection is not possible nor even desirable
- Identify the importance of acknowledging mistakes and willingness to learn

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Parenting a Child With Special Needs

Overview/Description

When you first learn that your child has a physical or mental disability or serious illness, it can be difficult to cope. It is important to remember that you are not alone. More than five million children in the United States between the ages of three and 21 suffer from serious disabilities and there are resources available to help. Get to know the support services available to you in your community and become educated about your child's condition. Get in touch with your feelings as a parent and learn the best ways to provide care to your child.

Target Audience

Parents of children with special needs, as well as other family members and friends who could provide support to these parents.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify techniques that will help you "come to grips" with your child's disability:

- Change your expectations
- Seek counseling
- Accept your child

Describe first steps you can take in planning for your child:

- Plan actionable tasks to avoid feeling overwhelmed
- Create your advocacy strategy

Identify coping tips that will work for you:

- Interact with the community
- Seek respite for yourself and your family

Know where to find resources and support:

- School
- Healthcare provider
- Community
- GuidanceResources® Online

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Parenting Toddlers

Overview/Description

Sometimes referred to as "the terrible twos," the toddler years can be simultaneously frustrating and rewarding for parents. While coping with temper tantrums and stubborn behavior, parents of toddlers must also help their children through important, sometimes difficult growth milestones such as potty training, switching from a crib to a bed and more. In this workshop we'll explore how you can help children grow through these difficult but rewarding years at the same time attempting to maintain your own sanity!

Target Audience

Parents or caregivers with toddlers, or parents or caregivers who will soon be caring for toddlers.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Describe the ways in which a child grows during the toddler years
- Physical growth
- Cognitive growth
- Emotional growth

Identify ways to assist with often-difficult milestones such as:

- Giving up a pacifier
- Moving from a crib to a bed
- Potty training
- Preschool and other child care transitions

Describe methods for dealing with temper tantrums

- Dealing with tantrums when they happen
- Preventing tantrums from happening in the first place

Describe ways of taking care of yourself during these years

- Maintaining emotional control
- Taking care of yourself physically

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Parenting Your College-age 'Kids'

Overview/Description

Once a child leaves home, whether to attend college or embark on a career, the parent's role often feels unclear. Deciding how much emotional and financial support to offer a child who is essentially an adult can be difficult to determine. Many parents want to continue to support their 18 and older children, but aren't sure how to help without appearing to interfere with the child's life.

Target Audience

Parents of children 18 years or older.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the important areas of growth and development of "adult" children

- Describe the challenges for the young adult of "establishing identity," "handling financial independence," "career choice" and "managing relationships"
- Describe how to use your relationship to help your child transition to adulthood

Recognize the importance of letting go to help your child function independently

- Describe the difference between support and instruction
- Identify distinctions between providing financial support and creating a "safety net"
- Describe how to "let go" in order to encourage character and personal growth

Describe strategies for when your adult child returns home

- Identify ways of discussing expectations
- Identify the elements of adult to adult relationships

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Protecting Children from Sexual Abuse

Overview/Description

Sexual assault can occur to any child regardless of their race, culture, religion or economic status. Unfortunately there is no way to completely eliminate this risk, but there are important steps parents can take to protect their children and reduce the likelihood of their children falling victim to sexual predators.

Target Audience

Parents and anyone in a caregiving role who wishes to protect children from sexual assault

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Identify common parental blind spots in recognizing danger
- Recognize the warning signs of child sexual abuse
- Recognize "grooming" attempts by predators
- Identify ways of talking with your child about sexual assault
- Understand the importance of educating your child about boundaries
- Recognize ways of managing the aftermath of child sexual assault

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School's Out: Getting Everyone Through the Summer

Overview/Description

It is summertime, and school is out! For many people, summer conjures images of lazy, relaxing days at the beach. However, for many working families, summer brings the challenges of balancing the demands of adult work schedules with the desire to provide safe, fun activities for children. This workshop offers several ideas on summer activities and provides practical suggestions on how to keep your kids safe while you're at work.

Target Audience

Parents and anyone involved in raising children.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the opportunities and challenges associated with summer time

- Describe how to involve your child in fun educational activities
- Identify the importance of setting expectations regarding summer plans and scheduling
- Identify ways to increase cooperation and encourage problem solving around free time planning

Identify summer safety plans

- Describe simple safety guidelines for keeping your children safe while you are at work, on the playground, biking and in the pool
- Identify simple first aid measures such as sunburn prevention and treatment
- Describe how to increase your child's ability to take on additional responsibilities around the home

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Sibling Rivalry

Overview/Description

Interaction and communication between siblings is a completely unique interpersonal dynamic. There are aspects that resemble standard friendships and aspects that are more resembling of spousal relationships. Given the intimacy and intensity of sibling relationships it should come as no surprise that as competition and rivalry between siblings occurs the results can be both inspiring as well as destructive. It is of course preferable for the outcomes of natural, sibling rivalry to be motivating, constructive and inspiring. Enhancing our understanding of the subject will certainly make us better able to influence the outcomes and tackle the difficulties when rivalry becomes destructive.

Target Audience

Parents or anyone who would is interested in learning more about sibling dynamics and effective parenting skills.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Define the nature of sibling rivalry

- Describe the developmental effects of birth order
- Describe how children become competitive
- Identify how parents can unintentionally provoke rivalry
- Identify unique challenges associated with blended families

Describe approaches to handling sibling rivalry

- Identify ways parents can prepare their family for new arrivals
- Identify when it is appropriate to intervene
- Describe how to conduct productive family meetings
- Describe how to establish and enforce behavioral ground rules
- Identify strategies for resolving conflicts
- Describe methods for promoting family cohesion

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Standing Tall: Handling Bullies Both On and Off the Playground

Overview/Description

Ask any child what a bully is and, most likely, he or she will give you a pretty good definition. Sadly, bullying is something that most children encounter in one form or another. While some people say that bullying is just part of growing up, recent incidents of school violence, which are linked to bullying, demonstrate that this is an issue to be taken seriously.

Target Audience

Parents or anyone with the responsibility of raising children.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the extent of bullying and school violence

- Describe the behaviors associated with bullying
- Identify the causes and prevalence of bullying
- Identify the consequences of bullying

Describe ways to determine if bullying is occurring in your child's life and what you can do about it

- Describe the signs of symptoms of bullying
- Describe how to respond to bullying as a parent
- Identify what to instruct your child on how to handle a bully
- Identify ways to respond to your child if he/she is bullying others

Identify the school's role in responding to bullying

- Describe what your rights are as parents
- Describe effective ways to communicate with other parents around bullying
- Identify when it is time to involve the police

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Talking to Kids About Violent Events With Widespread Media Coverage

Overview/Description

After a terrorist attack, mass shooting or other violent event with widespread media coverage, how do you talk to children about what happened? Should you have the conversation at all, or is it better to try to shield them from the news? This session will provide guidance on these important subjects.

Target Audience

Anyone concerned about how their kids understand and feel about violent events they see in the media.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Understand how to help kids choose how they understand the world
- Know how to help kids build resilience
- Be familiar with ways to a encourage in kids a positive understanding of mental health problems
- Be able to share ways your kids can discuss polarizing topics

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Talking to Your Child About Tough Issues Affecting the Family

Overview/Description

As adults we face life issues (medical and mental health concerns, divorce, death and dying, financial difficulties, etc.) that often affect our families. As parents, it's important that we communicate what's happening to our children in a way that provides comfort and support. Sometimes knowing what to say, or how much to say, can be a roadblock. Parents sometimes want to protect their children by keeping information hidden or secret; however, kids are smart and can sense when something is different. This can lead to frustration or fear on the part of the child. This training will look at various issues families face and techniques for communicating the situation to our children in a healthy manner.

Target Audience

This workshop is for anyone raising children and teens.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Recognize the impact various life issues have on children
- Know what details to share with your child and what should be kept private
- Communicate issues affecting the family in a way that strengthens your child
- Relate to your child in a way that helps them develop empathy and understanding

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The Successful Single Parent

Overview/Description

As the sole parent in your household, you are faced with extra challenges in raising your child. Finding the time and the energy to be a full-time parent and home and income provider without the regular help of a partner will require a special commitment. This workshop will provide tips and suggestions to those parents who are juggling their family obligations single handedly.

Target Audience

Anyone with the sole responsibility for raising a child.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the myth of the "perfect parent"

- Describe the three paths to single parenting and the unique concerns of each
- Describe how single parenting may impact a child's development

Identify your parenting style

- Describe what affects your particular style
- Identify positive communication skill and conflict resolution techniques
- Identify tips that make parenting easier

Identify a plan for life management as a single parent

- Describe how financial, social, occupational and personal factors are represented in your plan
- Identify resources available to you

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Teaching Your Kids How to Manage Money

Overview/Description

Money is a difficult concept for children to grasp. They understand quickly that adults use money to purchase the things they need and want but for obvious reasons do not have insights into the other side of the balance sheet; that is, what it takes to acquire money. By encouraging children to gain experience with earning, saving and spending money, we can provide them with fundamental financial experience that can reduce the likelihood of financial difficulties often experienced in early adulthood.

Target Audience

Parents who would like to instill good money management behaviors in their children.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe the experiences that will help your children learn how to manage money

- Describe the difference between knowledge and understanding
- Identify ways to lead by example in money management matters

Describe age-appropriate strategies

- Identify financial tasks children can take on as they continue to grow
- Identify strategies to help older children transition to financial independence

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Teenage Rebellion

Overview/Description

For parents, the phrase "teenage rebellion" can induce a range of emotions from intense fear to disappointment. At its extreme, rebellion can include things like running away from home, abusing drugs and engaging in other very dangerous activities. Less extreme examples of teenage rebellion include skipping classes and missing curfew. In almost all cases, parents are left feeling helpless and frustrated, looking for answers to the question: How can I regain control of my child?

Target Audience

Parents or caretakers looking for help coping with teenage rebellion.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of the workshop you will be able to:

Describe the causes of teenage rebellion:

- Identify causes that are healthy
- Identify causes that are unhealthy

Describe the difference between "normal" rebellion and truly dangerous behavior.

- Identify "do's" and "don'ts" for parents who are dealing with a rebellious teen:
- Describe appropriate approaches to discipline
- Describe ways to become more involved so that you identify major problems early

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Caring From a Distance

Overview/Description

If you have an elder who requires assistance, yet does not live near you, helping out may seem difficult. However, distance doesn't mean you can't provide comfort and care for your elder. By devising care strategies, developing emergency plans and building a support system of family, friends and local resources, your elder can have the care and attention he or she needs.

Target Audience

Anyone involved in caring for an older adult.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the unique problems associated with caring from a distance

- Describe the emotional costs of caring from a distance
- Describe how to set reasonable expectations and to obtain support
- Recognize that you are not alone in this situation

Identify how to create a care giving plan

- Describe how to properly evaluate the situation
- Describe how to research and analyze your options
- Describe the process of making decisions

Describe the available resources for elderly adults

- Describe the role of adult day care, personal, house and medical care services
- Identify helpful tips for keeping in touch and monitoring the situation
- Identify strategies for effective communication with your elder relative, family and local care givers

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Keeping Your Senior Loved One Independent and Safe (Webinar Only)

Overview/Description

When our parents or other elderly relatives age independently in their own homes, we often fear for their safety and general well-being. Sometimes we don't know how much assistance we should provide, when to step in, or even what would be helpful. Providing care for an older adult is a very personal matter and each situation is unique. However, there are practical guidelines and simple solutions to ensuring your loved one is healthy and safe. This workshop will address and resolve common safety issues in the home while supporting your loved one's autonomy and independence.

Target Audience

Anyone caring for an older adult who is living independently

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Identify safety issues in the home
- Identify tools for communicating your concerns
- Identify ways to make the home more accessible and safe
- Identify warning signs when it may no longer be safe for your loved one to live at home
- Identify outside resources for senior independence

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The Sandwich Generation: Balancing Your Personal Life With the Needs of Your Older Parents or Loved Ones

Overview/Description

Most of us reach a point in life when parents or elderly relatives begin to require more attention and time, and sometimes, our financial support as well. Caring for an older person can be complicated and few of us are trained for the many aspects of that care. Providing care for an elder is a very personal matter. No two situations are the same and there are no simple solutions. You can, though, benefit from following some practical suggestions.

Balancing work, family and care-giving responsibilities can present some challenges. This workshop provides an overview of information to help the participant cope with their personal life while dealing with their elder's needs.

Target Audience

Anyone involved in caring for elderly family members.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the challenges people in the sandwich generation face

- Describe work-life balance challenges
- Describe emotional issues

Identify ways to cope with the stress of the sandwich generation

- List ways to find time for yourself
- Describe the importance of taking care of your health
- Describe ways to make sure your life is well-organized

Identify ways to ask for help

- Determine who else can be involved in care
- Describe how to create a task list for elder care
- List outside resources that can help

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Supporting Others Through End of Life

Overview/Description

When we care for a loved one who is dying, we experience many emotions, including sadness, confusion, shock, anger, fear and regret, among others. We often don't know what to say, how to plan or how to comfort the person who is dying. This session will take a holistic look at end-of-life issues, including navigating care needs (including hospice and palliative care), what to expect during the dying process, and how to cope with the emotions that arise. We'll also look at myths surrounding death and dying and how to support your loved one physically and emotionally. The stages of grief also will be examined, as well as how to care for oneself during this time.

Target Audience

This workshop is for anyone who is supporting a loved one through the dying process.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the physical, emotional and psychological changes that occur during the dying process, including how to prepare and what to expect
- Identify myths and facts regarding death and dying
- Discuss care options and planning
- Provide comfort and support to your loved one using a variety of tools and resources
- Engage in self-care to support yourself during this time

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Talking About Tough Subjects With Your Elderly Parents or Loved Ones (Webinar Only)

Overview/Description

This course is designed to help adult children and their aging parents or loved ones deal with those sensitive topics that make conversations difficult. How do you talk with your parents about issues associated with aging such as money, moving, health, wills, driving and safety? The course will discuss approaches and strategies to effectively address these and other concerns that impact the elderly adults. Various examples will be used as exercises to prepare participants to respond to these challenging situations. The training will also discuss ways to involve siblings and/or whether to get assistance from elder care professionals.

Target Audience

Anyone interested in a communicating more effectively with an elderly parent or loved one about important matters.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the issues associated with aging and loss of independence and/or functioning in areas such as:

- Driving
- Decision-making
- Finances
- Grooming/bathing/cooking and other activities of daily living
- Cleaning and home care
- Taking medication responsibly

Describe how to initiate conversations around difficult topics such as:

- Creation of a will, living will and advanced directives
- Financial status
- Moving to a new home or living situation

Recognize the emotional difficulty of role reversal and how to stay grounded as an adult with your parent.

- Identify ways of involving siblings and/or health professionals.

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Understanding How Your Emotions Impact Interactions With Older Loved Ones

Overview/Description

Many emotions arise when we think about our loved ones' aging or needing care. Emotions can include anger, fear, sadness, resentment and hope. In communicating with the older adults in our life, we need to be aware of the emotions we're experiencing and what they represent, to ensure that we have healthy, productive interactions. When we haven't fully processed our feelings or thoughts, they sometimes come out in negative ways, whether it is through negative behaviors, thoughts or language. This workshop will teach you tools to understand the function of emotions, the impact they can have on interactions with older adults and how to communicate more effectively.

Target Audience

This workshop is for anyone who is taking care of an older adult.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the purpose behind various emotions and how they can impact behavior with older loved ones
- Interact with your older loved one in a more effective manner
- Communicate your thoughts and feelings more successfully with older adults
- Engage in self-care to support your mental, emotional and physical well-being

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When Someone You Love Has Alzheimer's

Overview/Description

When a loved one is diagnosed with Alzheimer's disease the impact on family and caregivers is enormous. This course will address some of the basic considerations involved in caring for and communicating with a loved one who has Alzheimer's disease. The course will cover some of the basic facts of the disease along with the unique challenges and stress it brings to the family.

Target Audience

Anyone who has a parent or loved one who has Alzheimer's disease.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the basic facts and course of Alzheimer's disease:

- Symptoms
- Coping and care-taking needs
- Treatment
- Recognize effective ways of interacting and communicating with someone who has Alzheimer's
- Identify common mistakes family members make in interacting with someone who has Alzheimer's

Describe ways of helping your loved one to cope with behavior problems such as:

- Grooming/bathing/cooking and other activities of daily living
- Memory problems
- Wandering
- Agitation

Identify ways of coping with the severe stress associated with care giving for a loved one with Alzheimer's:

- Getting help from family and respite care
- Adjusting your expectations and prioritizing your own health needs
- Consider long-term care options

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The Art of Patience

Overview/Description

Many of us are impatient at times. And when we lose control of our patience it hurts not only us, but those around us. Impatience raises our stress levels and over time can even inflict physical harm to our bodies.

But it seems that patience is a skill that is quickly diminishing, but one that constantly needs improving. You see examples of impatience and patience throughout each day; when you're stuck in traffic, when you're waiting in line for the grocery store, and when your children are taking too long to get ready for school in the morning.

Even if you don't rate your own level of personal patience as being very high, the good news is that with practice, you too can learn to be more patient in your life.

Target Audience

Anyone interested in learning how to become more patient in their lives.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the characteristics of impatience

- Uncover the signs of impatience and its effects
- Discern how to locate your personal impatience triggers

Identify methods to counter impatience

- Describe and employ procedures to manage the symptoms of impatience

Engage in the "Art of Intelligent Waiting"

- Describe how to wait with purpose, intent, and belief.

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Autonomy: Strengthening Your Ability to Work Independently

Overview/Description

If organizations are to continue to be flexible and innovative to meet the challenges of the future, employees will need to not only be responsible for their own actions and decisions, but will also need to have the ability to work independently. This session looks at the skills necessary to develop autonomy and the characteristics of individuals who demonstrate autonomy.

Target Audience

This workshop is for anyone wanting to learn how autonomy impacts success at work.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Understand the difference between accountability and autonomy
- Know the characteristics of people who demonstrate autonomy
- Recognize the impact autonomy has on work satisfaction
- Have reflected and evaluated how you make decisions

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Awakening the Passion in Your Life

Overview/Description

Do you admire people who always seem excited and passionate about what they do? Whether it's in their personal life, professional life, or both, some people are able to bring passion into their lives, while others struggle to find that spark to really get them going. Do you want to wake up every morning with great anticipation about what the day will bring?

This workshop is about looking within yourself to find the "buttons" to push to bring out your passion.

Target Audience

Anyone who would like to bring more excitement and passion into their work and life.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify your passions

- Describe what passion really means to you
- Describe how to use childhood dreams to reawaken your passions as an adult
- Identify the things that bring you excitement today

Identify ways to celebrate life!

- Describe how to create your own holidays
- Describe how to reward yourself in meaningful ways

Describe the importance of challenge in life

- Describe why feeling challenged is so important
- Identify the things that make you feel challenged
- Identify passions that bring challenge into people's lives, such as passion for learning and passion for helping others

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Becoming a Team Player

Overview/Description

In today's work world, we often need to work in groups of people who have many differences, and yet are supposed to seamlessly form an effective team. We've all heard the term "teambuilding," and at one point or another most of us have gone through a teambuilding process, whether we know it or not. But what exactly is teambuilding and how can it be successfully used to help diverse groups work together more effectively? Understanding the main building blocks and development stages of teams can give any group of people the right tools to form a cohesive and productive group.

Target Audience

Anyone looking for tips on how to work better within their teams.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Describe the seven practices of highly effective teams
- Identify your own strengths
- Identify your areas for improvement

Describe 10 common team problems

- Identify what you can do to avoid the 10 most common team problems

Identify ways to work effectively with others

- Describe how conflict forms
- Describe how individual backgrounds can lead to issues in the workplace
- Identify ways to adapt based on peoples' behavior styles

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Being a Socially Responsible Person

Overview/Description

Social responsibility is about acting in ways that benefit others or the larger society. When we engage in social behavior, we often feel happier, increase our social circle and feel more connected to a greater community. In this seminar we will examine the benefits of being a socially responsible individual and explore some ways to increase social responsibility.

Target Audience

This workshop is for anyone looking to increase their engagement in socially responsible activities.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the benefits of being a socially responsible person
  - To yourself
  - To society
- Discuss various ways to be socially responsible
- Describe how to align your passions and interests with socially responsible activities
- Develop a personal action plan to be socially responsible

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Being Accountable in Work and Life

Overview/Description

In work and life, successful people avoid making excuses, and instead take responsibility for their actions. "It's not my fault," and "I can't believe they did this to me" exemplify that type of thinking that holds people back. We all think that way sometimes, and the key is to catch ourselves, look in the mirror, and turn that thinking around. This workshop defines what it means to be accountable, and offers some tips to help people build accountability into their own lives.

Target Audience

Anyone who would like to learn how to build more accountability into their lives, to help themselves be more successful.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify your current level of accountability

- Describe how you respond to problems in the organization
- Identify ways to change your thinking
- Describe how to use the "accountability ladder" to assess where you stand in terms of accountability

Describe common accountability issues

- Identify how to avoid blaming others
- Describe the reasons people procrastinate
- Identify strategies to overcome procrastination and blaming

Identify the "question behind the question"

- Describe how to put yourself in charge of the problems you face
- Describe what it means to be a leader of your own life

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Being Part of a Multigenerational Team

Overview/Description

For the first time in history, there is the possibility that an organization can have four distinct generations in the workforce. While we need to be careful not to make too many generalizations about different age groups, it is helpful to categorize some aspects of each group's behavior, needs and working styles to promote working relationships built on mutual understanding.

This session will provide each participant with the understanding of the different working styles, preferences and how each generation expects to be treated as employees. By understanding these differences, each person can contribute to the success of the team and organization regardless of generation.

Target Audience

All employees of an organization.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Recognize the generational differences of Seniors, Baby Boomers, Gen Xers and Millennials
- Understand the strengths and challenges each generation brings to a team
- Create a personal development plan for working successfully with multiple generations

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Building Trust

Overview/Description

Trust is an essential component of successful relationships both at work and in one's personal life. By establishing yourself as a person in whom others can put their trust, you can position yourself for greater personal happiness and professional success. Earning trust can take time and is not always easy, however. This workshop will describe several practices that help people build personal trust and credibility.

Target Audience

Anyone looking for ways to make sure others view them as trustworthy.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe trust as a long-term strategy

- Identify the difference between trust and persuasiveness

Identify the three components of earning trust

- Describe how empathy can help you earn trust
- Describe how honesty can help you earn trust
- Describe how reliability can help you earn trust

Identify ways to overcome common trust barriers

- Describe ways to overcome difficult past experiences
- Describe ways to overcome fear of getting hurt

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The Confident You: Taking Charge of Your Life

Overview/Description

Have you ever had something you really wanted to say to someone, but held it back because of some kind of fear or shyness? Have you ever given in to someone else's way, and then regretted doing so because you believed strongly in your position. Do you wish you had the confidence to stand up for yourself more firmly in some situations? This workshop will give you some tips on how to add the confidence that helps you feel like you're in control.

Target Audience

Anyone looking to boost their confidence and feel more in control of their life.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe what confidence means
- Distinguish between confidence and cockiness
- Identify the four keys to boosting your confidence

Describe how to overcome fear of failure
- Identify ways to keep track of past successes
- Identify alternative ways to view "failure"
- Describe how to get control of your stressors

Describe how to use assertive communication
- Differentiate between assertiveness and aggressiveness
- Describe how to tell people what's on your mind without damaging relationships

Identify how clear goals can boost your confidence
- Describe the difference between a goal and a dream
- Identify how to write powerful goals for yourself

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Cutting Through the Clutter

Overview/Description

Most people have no idea how much their clutter affects them. It can affect their productivity, their self-esteem, their social life and even their weight! People who live with excess clutter say they can't find the energy to begin to clear it. They constantly feel tired and overwhelmed. When surrounded by clutter, it is impossible to focus or have clarity about life. In this workshop you will learn that clutter is not the result of sloppiness, laziness or incompetence but several surmountable obstacles. Recognizing the source of your clutter problem can empower you to address the problem directly and without shame.

Target Audience

Anyone seeking to reduce the amount of clutter in their lives.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to identify the three sources of clutter:

Describe solutions involving a technical problem

- Items that have no home
- More stuff than space
- Inconvenient storage

Describe solutions involving an external problem

- Unrealistic workload
- Undermined by others
- Life transitions
- Limited space

Describe solutions involving an internal problem

- Sentimental attachments
- Need for abundance
- Thrill of distraction
- Protective clutter shield
- Hoarding Disorder and ADHD

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Developing Creativity

Overview/Description

In today's increasingly competitive business climate, there is a need for continuous innovation and value-added solutions. Individuals and organizations alike are discovering that new ideas have become the global currency of the future. Unfortunately though, as adults, we often limit our thinking and problem solving to fit known patterns and solutions by creating boundaries around our problems and circumstances. Enhancing our creativity can help us break through these boundaries.

Target Audience

Anyone wishing to enhance their creativity at home or at work.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the basics of creativity and innovation

- Describe the benefits of creativity
- Describe the most common obstacles to creativity
- Identify the conditions that promote creativity

Identify your unique thinking style

- Describe your specific blocks to creativity
- Describe how to use the idea matrix to generate creativity
- Describe the role of humor in creativity
- Describe ways to overcome obstacles such as fear, unproductive assumptions and beliefs about yourself, and difficulty adopting new perspectives
- Identify techniques to stretch your imagination and increase overall creativity

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Developing Grit: Strategies for Success in Work and Life

Overview/Description

Grit is mental toughness. Grit is the ability to persevere to achieve difficult long-term goals. Grit is strongly associated with success in personal and professional life. Grit involves several elements: passion and purpose, development of habits and coping with unpleasant emotions such as fear, discouragement or embarrassment. This course will examine the nature of grit and identify specific methods for developing it.

Target Audience

Anyone interested in understanding how to develop grit and achieve difficult long term goals.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Understand what is grit and how it impacts one's ability to attain important goals
- Identify the elements necessary for achieving grit
- Recognize common mistakes made about grit and reliance on motivation alone
- Be familiar with strategies to uncover meaning and purpose
- Understand the importance of hope and positive expectancy to create belief in one's potential

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Emotional Intelligence

Overview/Description

Implementing discipline over our emotional life is difficult and requires lifelong practice. Being able to choose to act or respond in a particular manner is preferable to re-acting on a consistent basis, yet it is difficult. Enhancing emotional intelligence improves our ability to master our emotional functioning. High emotional intelligence can improve our communications with all others, enhance our perception of satisfaction with ourselves and our lives and increase our productiveness overall.

Target Audience

Anyone interested in improving self-awareness, emotional control, and ability to relate to others.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe the difference between intelligence and emotional intelligence

- Describe the benefits of having emotional intelligence
- Describe the components of emotional intelligence
- Identify the function and qualities of emotions
- Identify ways of assessing your emotional intelligence

Describe strategies for improving emotional intelligence

- Describe how to improve your capacity for emotional self-control through mindfulness meditation, monitoring self-statements and active listening
- Describe how to accept responsibility for emotions and ways to teach emotional intelligence to children

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Forgiving Yourself and Others

Overview/Description

Become a happier, healthier person with better relationships by practicing forgiveness. We can forgive ourselves, just as we can forgive others, without having to become victims. Using reflection, compassion and accountability can help us to forgive.

Target Audience

This workshop is for anyone who has been hurt or has hurt others and would like to create opportunities to move on in life, while also creating possibilities to improve the lives of others.

Expected Duration

45-60 minutes

Workshop Objectives

In this workshop, you will:

Discuss the benefits of forgiveness for:

- Improving relationships and becoming a better person
- Improving personal health and reducing stress

Review how to forgive:

- Carefully consider: "Has my life become better since then?"
- Attempt compassion for the person you forgive
- Protect yourself as needed
- Let go, even without reconciliation

Review forgiving yourself:

- Learn from your mistakes and move on
- Be accountable and create a solution
- Use self-awareness to become a better person

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Gratitude: A Skill for Happier Living

Overview/Description

Gratitude is a skill anyone can learn as an alternative to regret and fear. We can focus on the positive elements of our lives with a few simple practices. Providing sincere compliments can help us build relationships and be grateful for others. Rather than being grateful because we "ought to," we can choose gratitude as a way of looking forward to each day.

Target Audience

This workshop is for those who would like to feel better about themselves, their situation and the people in their lives.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Understand the benefits of gratitude for:

- Building personal resilience
- Improving relationships
- Feeling more in control

Use gratitude to:

- Discover "how far I've come"
- Consider the positive side of negative situations
- Reduce stress

Use sincere compliments to:

- Encourage positive behavior
- Build relationships
- Create a personal culture of gratitude

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How to be More Engaged at Work

Overview/Description

There is a difference in being motivated and being engaged in the workplace. Sure, you may be motivated to come to work each day for the paycheck, but are you truly engaged in what you are doing?

Stars tend to be internally motivated to begin with, but put that motivation together with truly being engaged in what you do and you have the formula for capturing the most "prizes" the organization has to offer—the most interesting work, the salary increases, promotions and possibly bonuses.

Target Audience

Anyone interested in learning how to be a more productive and engaged employee

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Define "engaged performance:"

- Enthusiasm for work
- Implicit contract toward organizational success
- Investing emotionally (heart and mind) in the work you do

Describe steps to increase your engagement including:

- Evaluate what you've done right
- Treat your employer right
- Market yourself
- Think of yourself as an organizational asset

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How to Make a Habit of Success

Overview/Description

As we move through life, our needs, priorities and situations change, as well as our skills, competencies, interests and values. How often do we take the time to assess our current situations to see if it aligns with our work/life goals? When attempting to achieve these goals, are work or personal habits working for us or against us? Developing new success habits that move us toward our goals will help us achieve better results in our work and personal lives

Target Audience

Anyone wishing to gain insight and skill into achieving their goals.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the meaning of "success"

- Identify your personal values and describe how they impact your ideas of success
- Describe how to use the two specific criteria to measure success
- Identify the areas where you achieved success within the last year

Identify 12 steps to a successful life

- Describe the role of prioritization in achieving success
- Identify methods for accepting mistakes and remaining motivated
- Describe the importance of sacrifice and persistence in successful endeavors
- Describe ways to cultivate belief in your capabilities
- Describe how to maintain responsibility and accountability for your success
- Identify the daily habits which will make success possible

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Improving Your Memory

Overview/Description

Our ability to remember things is one of the most useful tools we have in our work and home lives, but the amount of things we are trying to remember at once can sometimes be overwhelming. What do you do if you have a bad memory? The truth is, most people don't have bad memories, they just haven't learned how to use their memory efficiently. Memory is a skill, and like any skill, with practice it can be developed and improved. This workshop offers participants tips and tools for improving their memory skills.

Target Audience

Anyone looking for ways to improve their memory.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe how memory works

- Describe the science behind the concept of memory
- Describe the properties of a good memory

Identify techniques that can aid your memory

- Describe how to use association to assist with memory
- Describe how to use visualization to assist with memory
- Describe how to use mnemonic devices to assist with memory

Practice memory techniques

- Identify ways you can continue to work on improving your memory

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Journaling and Writing for Personal Growth

Overview/Description

Whether you want to be a New York Times bestselling author or not, you may want to consider making writing for yourself a part of your day.

Building a habit of free-writing can help us to avoid writer's block when working on an important project. Keeping a written record of our personal goals can help us to achieve them. Using a gratitude journal can help us to be happier, healthier people.

Target Audience

This workshop is for anyone who is curious about writing as a tool for getting things done, or as a way to become the person they want to be.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Know the benefits of gratitude journaling
- Discuss the use of free-writing as a creativity tool
- Review the process of creating SMART goals to promote success
- Practice each of these writing disciplines

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Know Before You Go: Preparing for a Visit to the Doctor (Webinar Only)

Overview/Description

In today's managed care environment, the time you spend face-to-face with your physician is limited. To get the most from your health care providers (HCPs) and an accurate diagnosis, preparation is the key. Good preparation will also go a long way to alleviate any anxiety you may be feeling about the appointment.

You increase the likelihood of an accurate diagnosis if you come prepared with the details and history of your problem, anticipate questions, know your medications and bring medical records.

Target Audience

Anyone who feels they could have been more prepared when going to their doctor.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Define "prepare"

- Anticipate what your doctor needs to know
- Plan for someone to go with you to help you understand and remember answers to your questions.
- Know your family history
- Keep a journal of your medical symptoms

Describe steps to increase your preparation including:

- Organize your health history
- Know your medications
- Secure your medical records
- Prepare questions

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Laughter, Humor and Play to Reduce Stress and Solve Problems

Overview/Description

Professional comedians shouldn't be the only people to use smiling, laughter, humor and play as part of their daily routine. These skills are valuable for everyone. A good smile has long been a key tool for anyone who needs to influence others. Laughter is now shown to improve our pain tolerance. Humor and play can be the building blocks of problem-solving. Together they can improve our happiness and effectiveness.

Target Audience

Anyone who would like to build relationships, reduce stress and explore new ways of interacting and being creative.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Understand the benefits of smiling for:

- Improving your mood
- Keeping a positive focus through an easy exercise
- Building confidence and receptiveness among others

Use laughter to:

- Improve cardiovascular health by practicing voluntary laughter
- Enjoy the social dynamic of group behavior
- Reduce stress

Use humor and play to:

- Have fun by building simple jokes
- Improve creativity by keeping editing separate from the creative process
- Build relationships by saying, "Yes, and…"

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Living Simply: Simplify Your Life

Overview/Description

In today's digital age, people are exposed to a vast number of choices and opportunities in all facets of life; choices about what to read, watch, listen to or purchase. The result is that people often are more distracted, confused and stressed by the increasing complexity of consumer choices and online social media activities. This topic addresses ways of prioritizing and simplifying your life through adopting a "digital mindfulness" approach.

Target Audience

Anyone wishing to better understand the impacts of living in the digital age and learning about ways to focus on what's important.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the impacts of consumer and digital overload
- Identify priorities and ways to simplify your life
- Recognize how becoming digitally mindful can lower stress and improve well-being

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Loving...YOU!: The Art of Self-acceptance

Overview/Description

Somewhere along the way, many of us have replaced our positive self-regard with a critical voice. Like a shadow, it hovers at our side, reminding us of our flaws and our unworthiness. To live a fulfilling, serene, happy life, we must learn to love and accept ourselves, flaws and all. This workshop covers the basics of self-acceptance, factors that contribute to a poor self-image and practical tips for loving yourself unconditionally.

Target Audience

Anyone seeking self-acceptance.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Define self-acceptance and its manifestation
- Self-esteem vs. self-acceptance
- Determine your self-regard

Identify factors that contribute to low self-regard
- Childhood
- Socioeconomic factors
- Life experiences
- Society and the media
- The tyranny of the musts, oughts and shoulds

Describe how to rekindle self-love:
- Silencing the critic
- 11-step prescription for self-love

Describe ways of loving yourself
- Daily tips for greater self-acceptance

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Making Connections in Work and Life

Overview/Description

Maybe you're looking to create new friendships. Maybe you're looking to deepen connections with colleagues. Maybe you're looking for a mentor in someone you admire. All of these require a degree of intentionality and truly knowing what you are looking for. This training will give practical tips on how to deepen relationships you already have as well as ways to step out of your routine to meet new people who can bring you a satisfying connection.

Target Audience

Anyone who wants to be intentional about building meaningful relationships both inside and outside of work.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Define what truly makes connections meaningful to you
- Recognize barriers that get in the way of having ideal connections
- Examine practical tips for meeting new people in familiar and unfamiliar places
- Outline ways to take relationships from acquaintance to connection

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Managing Anger at Home and at Work

Overview/Description

Problems with anger management can result in performance issues at work, relationship issues at home and even health problems. This course will address the fundamentals of managing anger through exercises, discussion and development of a personal anger-management plan.

Target Audience

Anyone wishing to improve anger control or learn about ways of assisting others.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the purpose of anger and what triggers it
- Describe ways of monitoring anger
- Describe strategies for managing anger
- Identify resources available for continued work on anger management

Agenda

- What is Anger?
- The positive and the negative
- Distinguishing the Emotion Anger from the Behavior Aggression
- Passive, Passive-Aggressive and Assertive Expressions of Anger
- Monitoring Your Anger: The Anger Scale
- Identifying Your Anger Triggers And Creating an Anger Plan
- Self-Talk and Anger
- Time Outs, Relaxation and Other Tips to Manage Anger
- Additional Resources

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Managing Up for Professional Success

Overview/Description

Knowing how to work with your supervisor can be one of the most challenging and most important components of a successful career. This session provides tips on how to "manage up" in order to build a successful, transparent and mutually beneficial relationship with your boss. Through an interactive session and reflective activities, participants learn concrete steps to better "manage up" to their supervisor.

Target Audience

Employees seeking a mutually beneficial relationship with their supervisor

Duration

45-60 minutes

Workshop Objectives

This training will help you:

- Understand the concepts of managing up in context of your current supervisory relationship
- Reflect on personal habits or approaches which could be shifted to create a more beneficial supervisory relationship
- Learn to identify priorities of your supervisor to help build trust in your capabilities
- Describe concrete approaches to implement "managing up" strategies
- Identify an action plan to implement within the next 30 days to positively impact the relationship with your supervisor

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Managing Your Emotions in the Workplace

Overview/Description

Everyone experiences emotions at work. We get frustrated with bosses giving more work when they don't understand how much work we already have. We get upset with co-workers who don't do their jobs, so we can't do ours. We get angry with irate customers who don't realize we are only trying to help. We worry about an uncertain future. But with all these emotions, most people don't think they have anything to do with how they are feeling. They believe their emotions are a result of an external cause. That just isn't true.

Target Audience

Anyone wising to learn how to better manage emotions.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the nature of emotion

- Describe the function of emotion
- Describe how emotions originate from thoughts
- Identify the ways emotions can sabotage work and relationships

Identify ways to taking responsibility for emotions

- Describe ways to monitor and dispute distorted thinking
- Describe ways of calming down
- Use future orientation to avoid impulsive acts
- Describe how to depersonalize criticism

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Mindfulness: Being Present in Your Work and Life

Overview/Description

The idea of mindfulness or being mindful is complete engagement in the present moment. It is a state where you are not thinking, reflecting, judging or deciding, but are instead simply experiencing the things currently in your available experience. In many ways people are largely unaware of our present moment, and often operate on "auto-pilot" to some degree. The auto-pilot mode is our default mode of operation. Even when we find ourselves in a pleasurable quiet moment we automatically begin to daydream about others, plan/worry about the future or ruminate about the past. We miss living in the present moment because we fail to pay attention to it. Mindfulness is about waking up to the present moment and paying attention to our experience. Learning mindfulness is not difficult; however, it is difficult to remember to do it. This training discusses mindfulness and how to incorporate its practice into your life.

Target Audience

Anyone interested in learning how to enrich their lives and learn skills applicable to stress reduction.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe mindfulness

- Identify the two ways we experience the world
- Identify the seven components of mindfulness

Describe the benefits developing mindfulness

- Describe how greater mindfulness results in improved concentration on tasks
- Describe the ways in which mindfulness can improve the quality of your relationships
- Describe how mindfulness will result in greater emotional control and a reduction in impulsive actions

Identify ways of practicing mindfulness in your life

- Identify several methods of mindfulness practice
- Identify ways you can incorporate mindfulness in everyday activities

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Moving From School to Career

Overview/Description

Making the transition from school to career can be a difficult and exciting time. For the first time you are completely independent, with your own job, home and life. But along with this excitement comes great responsibility: establishing yourself, paying rent and paying bills. How will you manage all of this while still trying to make an impression in your new workplace? This workshop will address the skills and behaviors needed to successfully transition from an academic to career-oriented life.

Target Audience

Individuals who have recently transitioned from full-time student to employee who are looking for principles to aid them in managing their new set of responsibilities.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop you will be able to:

Determine the aspects of self-management as it relates to you

- Identify your new responsibilities
- Understand how to manage your own home
- Identify how you spend your time and discover new ways to prioritize your tasks and responsibilities

Understand how to manage your money properly

- Develop and maintain a budget
- Recognize the need for an emergency fund to protect against life's unexpected events
- Understand the need for a personal savings plan and identify how to include savings as part of your budget

Understand the dynamics of workplace relationships

- Understand the standards of workplace behavior and how to abide by them
- Identify the politics of the workplace and how to avoid gossip
- Determine the aspects of company culture and how to assimilate with them

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Navigating Life's Big Decisions

Overview/Description

When we're at a crossroads, we often face ambivalence regarding the direction we should take. Common life challenges include: Should I attend college and, if so, where? Should I get married? Do I want children? Should I move? Should I get a divorce? Some people are able to make decisions without being bogged down by uncertainty. They make them quickly and with minimal anxiety over whether or not they made the wrong choice. For others, these decisions are filled with angst and can leave them feeling stuck. This session will provide helpful strategies to get unstuck. We'll look at the purpose of ambivalence and how to move through it, along with tips for effective decision-making. By the end of this course, you will have a better grasp of how to navigate life's big decisions.

Target Audience

This workshop is for anyone who needs help navigating big decisions in life.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Have a better understanding of our internal desires and the effect they have on our decision-making
- Recognize how faulty thinking that can lead to poor decision-making
- Understand personality traits that make decision-making more difficult
- Understand the purpose of ambivalence
- Have a strong understanding of the key steps of effective decision-making
- Have a set of life tools to help with navigating life's big decisions

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Mental Fitness for Optimal Brain Power

Overview/Description

For a long time, the scientific community believed we were born with a certain number of brain cells and neural pathways and that, once damaged, they could not be repaired. In reality, our brains are much more flexible. Depending on our lifestyle, we can weaken or destroy connections, or create new, stronger ones. Engaging regularly in certain behaviors and activities, like physical exercise, addressing mental health issues, meditation, and learning a new language or musical instrument, support new wiring and can make existing pathways stronger. Essentially, we can slow down or somewhat prevent cognitive decline by doing challenging mental exercises to keep our brains fit for optimal power.

Target Audience

This session is for anyone looking to work out one of the most important organs in the body, the brain.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify traits of a healthy brain:

- The ability to learn new skills
- Judgment and intuition
- Memory and perception

Identify barriers to good brain health:

- Depression
- Chronic stress
- Unhealthy lifestyle

Identify methods for optimal cognitive health:

- Engaging in new skills and mentally challenging activities
- Meditation
- Physical exercise
- Brain training

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Overcoming Procrastination

Overview/Description

Procrastination is rampant in today's business world. Sure, it's easy to blame others for your inability to get things done—demanding bosses, or co-workers who interrupt you for help. But be honest, how often is it your own fault? Are you simply putting off doing what will still be in your in-box tomorrow? Do you make statements such as: "I don't have time to do it," "It makes sense to do the smaller tasks first to get them out of the way," "Once I get more energy, I can really focus on this"? If so, there's a strong possibility that you have fallen into the "Procrastination Trap." Pushing important tasks and projects off until later can cause emotional anguish and keep you from accomplishing professional and personal goals. This workshop will provide you with techniques and strategies to overcome procrastination in your work and personal life.

Target Audience

Anyone interested in everyday tips about how to avoid procrastination.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify what procrastination really is

- Describe the difference between procrastination and prioritization

Describe the reasons people tend to procrastinate

- Identify when lack of commitment plays a part
- Describe how fear can cause procrastination
- Identify when something is considered a low priority
- Describe the importance of having enough information
- Identify times when you're just not interested in doing something

Describe how to assign priorities effectively

- Identify criteria you can use to effectively prioritize tasks

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Overcoming Shyness

Overview/Description

Do you feel awkward or fearful when you encounter new people? If so, you are not alone. While shyness is not at all uncommon, there are things you can do to overcome it. Shyness is often accompanied by feelings of loneliness and discontent, and it can affect both personal and professional relationships. That said, some people who are seen as "shy" are not shy at all. Some people prefer to be alone, or tend to get so involved in internal, analytical thinking that others perceive them as shy. In this workshop, we'll discuss what shyness is (and is not), and we'll practice techniques for overcoming it.

Target Audience

Anyone interested in overcoming shyness.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Define shyness

- Describe the characteristics of shyness
- Identify the differences between being shy and being an introvert

Describe techniques for overcoming shyness

- Describe ways to combat your fears of interacting with new people
- Practice thought-management techniques to counter negative thinking in social settings

Practice communication techniques that help people overcome shyness

- Identify effective conversation starters
- Apply effective listening techniques that will help you engage in social situations

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Overcoming Your Distorted Negative Thinking

Overview/Description

Have you had an argument with your spouse or significant other that impacted your whole day? Maybe you had thoughts like, "I'm such a jerk," or, "All we do is fight." Have you ever been stuck in traffic thanks to an accident? Maybe you said to yourself, "I knew I shouldn't have gone this way," or, "This always happens to me." Statements like these are common reactions to scenarios in our lives, but they are inaccurate and distort the way we see ourselves and the world around us. This session will examine the 10 Cognitive Distortions and how they impact our mood and create faulty beliefs about ourselves and the world around us. Through examining these distortions we will identify ways to challenge negative thoughts and limit the impact they have on our lives.

Target Audience

This workshop is for anyone who experiences negative or unwelcomed thoughts and would like to learn how to intervene on these thoughts.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Identify negative thinking through the lens of the 10 Cognitive Distortions
- Identify when you are engaging in distorted thinking
- Engage in practical exercises to help combat negative thinking
- Gain a better understanding of how to limit our negative thoughts

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Reading for Fulfillment

Overview/Description

Twenty-five percent of American adults haven't read a book in the last 12 months. But we read constantly out of necessity: the news, social media, texts, work emails and homework. Some of us may also read for pleasure. Maybe we want to learn more about subjects that interest us, like biographies and histories, or we might enjoy the pure fun of a good mystery or a thriller. There are benefits to reading beyond information and enjoyment. What are they, and how can we get them?

This session will look how reading, learning and imagining can help us strengthen our brains. We'll see how reading fiction can improve our social skills. We'll review how losing ourselves in a book that we love can reduce our stress. Some of us may even sleep better by reading a good page-turner.

Target Audience

This workshop is for people want to benefit more from the reading they already do, and for people who want to start reading for more than information.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand how reading can be a way to improve brain function
- Know how to read to improve social skills and empathy
- Review ways reading can reduce stress
- Discuss how fiction and non-fiction can support good sleep habits

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Sailing On: A Guide for Transitioning Into Retirement

Overview/Description

Moving from a career into retirement can be a challenging lifestyle adjustment. Many adults look forward to the benefits of retirement living but then often find themselves facing many difficult issues. Today's participants will learn ideas on how to deal with the many aspects of retirement living.

Target Audience

Employees who are nearing retirement.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify issues adults face when transitioning into retirement

- Describe issues around planning what to do with your time
- Describe what the word "retirement" really means

Describe how to adjust to life in retirement

- Identify the potential emotional impacts retirement will have in your life
- Describe ways to reinvent yourself in retirement

Describe the choices you need to make

- Describe the choices for living options
- Describe the choices for financial planning

Describe the importance of good health in retirement

- Identify ways to get exercise in retirement
- Describe other health considerations

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Secrets to Self-motivation

Overview/Description

We can do anything we set our minds to. But sometimes it can feel like our brains are working against us when it comes to achieving our goals. Plans to learn a new skill, to get in shape or to save money keep getting pushed back in the hopes that the Future You will handle it "someday."

Your attitude and beliefs about your likelihood of success can predict whether or not you actually succeed. If you actively keep your internal motivation high, you can significantly increase the likelihood of achieving your hopes, dreams and visions of your future.

Target Audience

This workshop is for anyone who needs a boost in achieving their dreams.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Define what self-motivation is
- Understand four factors that contribute to self-motivation
- Learn how to keep self-motivation going

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Staying Engaged and Advancing Your Career as a Remote Employee

Overview/Description

Working remotely has many advantages for both the employer and the employee. It's important that anyone working remotely understands ways to maximize those advantages and yet not be forgotten when looking to advance a career. Working remotely is not about eliminating the cost of day care or pet care and not about the ability to do household chores during the week. Although the setting may be different, remote employees are expected to put in the same hours as those in the office. This workshop is designed to provide you with steps for maximizing productivity, being engaged and recognized and contributing to the organization remotely.

Target Audience

Employees who work remotely or are considering working remotely.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand why a home office is a key to successfully working remotely
- Recognize the importance of having clear, precise, measurable goals in place with your manager
- Know how to make the extra effort to keep informed regarding company information
- Discuss ways to take the initiative to connect with other members of your team

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Staying Positive While Performing Difficult Client Service Work

Overview/Description

Working with demanding clients can be exhausting and frustrating, but it can also be fulfilling and rewarding. This workshop is about harnessing all of the positives that come with this difficult work, without letting the negatives overwhelm you.

Target Audience

Anyone who works in a challenging client-service setting

Duration

45-60 minutes

Workshop Objectives

This training will help you:

- Adopt a perspective which makes sure that difficult situations don't have a lasting effect on you
- Become more aware of how the stress of the job is impacting you
- Manage emotions even during the most challenging times, so that you stay in control
- Think more positively when life becomes difficult
- Communicate in ways that de-escalate volatile client interactions

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Strengthening Your Ability to Empathize

Overview/Description

Everyone has heard the saying to "walk in their shoes." It is one of the simplest explanations of empathy. Understanding other peoples' outlook, being able to recognize their emotions and being sensitive to their situation is vital to communicate more effectively and build better relationships. This course will address ways to improve your capacity to demonstrate empathy.

Target Audience

This workshop is for anyone who would like to learn how to strengthen their empathy skills in work and life.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the elements of empathy
- Assess empathy in yourself
- Assess empathy's importance and weight in relationships
- Exercise empathy daily and improve your capacity for it
- Determine ways to teach empathy, compassion, and understanding

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Time Management Principles

Overview/Description

Work, family and personal life responsibilities can feel overwhelming, and it sometimes seems as if a 24-hour day simply isn't long enough to get everything done. Unfortunately, no one has yet found a way to add a 25th hour to the day, so we're all forced to do the best with the time we have. By following the principles discussed in this workshop, you may still never get everything done, but you should feel more in control of your very busy life.

Target Audience

Anyone looking to apply principles that will help them manage what can seem like an overwhelming set of tasks and responsibilities.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe how to change "negative self talk" as it relates to your time

- Identify ways of thinking that can make your time management problems worse
- Identify ways of thinking that put you in greater control of your day

Identify where you spend your time currently

- Identify any "time wasters" that exist in your life today
- Describe how you can replace the time wasters with more productive activities.

Describe how prioritization principles can be applied to your day and your life

- Identify the relative importance of tasks and responsibilities that are making you feel overwhelmed
- Identify the relative urgency of tasks and responsibilities that are making you feel overwhelmed
- Describe other ways to prioritize your tasks and responsibilities

Describe the impact of procrastination

- Identify what constitutes procrastination
- Describe tips for overcoming procrastination

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Time Management Tools: To-do Lists, Calendars, Smartphones and More

Overview/Description

It seems that more than ever, people are living busy, chaotic lives that often leave them feeling overwhelmed and out of control. Between work, parental responsibilities, community involvement, exercise, hobbies, friendships, family responsibilities and more, sometimes it feels as if keeping track of it all is just impossible. Fortunately, there are many tools available to help people gain control, though sometimes sorting through what's available can add what seems like even more chaos to life. Smartphones, day planners, alarms, e-mail systems, priority grids, voice mail systems, note pads, to-do lists, contact lists, address books, folders, file cabinets and more—the purpose of this lunch-and-learn is to help you sort through the tools available to help you organize your life, and pick the ones that will work for you.

Target Audience

Anyone looking for tools to help them manage their time.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe tools for managing appointments

- Identify advantages and challenges of various calendaring systems
- Describe electronic and paper-based calendaring methods

Describe tools for organizing tasks and responsibilities

- Identify best practices for creating to-do lists
- Describe how priority grids can be used
- Describe how to create priority grids

Identify ways to make sure "mission critical" things don't get lost in the chaos

- Describe how alarms, post-it notes and other tools can help you make sure that your most critical responsibilities are met
- Use smartphones and other technology in ways that can help

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Unconscious Bias

Overview/Description

We all hold biases we aren't aware of. Many of these biases are necessary to make quick decisions as we go about our day—which street to avoid when driving or walking, what to do when we see an animal on a hike, what financial institution to bank with. While these biases aid us in making these decisions, they can also leave out part of the story, leading to a society where everyone is operating from their own viewpoint. This workshop will allow us to discover our biases and their impact.

Target Audience

This workshop is for people would like understand what biases they hold and want to disrupt or reduce them.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Describe unconscious bias and possible ways it appears in everyday life
- Identify the impact of unconscious bias including in our decision-making
- Discover ways of understanding and challenging our own hidden preferences, assumptions, and biases

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Using Kindness to Achieve Personal Success and Happiness

Overview/Description

Kindness is an admirable aspiration for anyone, and it also can be an effective way to achieve success. By being concerned about others we can build relationships and gain support. By serving others we can be happier about ourselves. Kindness can be more than the right thing to do, it can be a path to success and happiness.

Target Audience

Anyone who would like to spend less time in stressful conflict with others and more time enjoying cooperation and mutual respect.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify techniques to focus on other people

- Listen to words and emotions
- Talk in terms of the other person's interests
- Ask about and be interested in the other person

Discuss building relationships with kindness, using:

- Effective compliments
- Empathy
- Gratitude

Know how and why to be assertive rather than aggressive

- Establish mutual respect
- Choose your behavior based on your goal
- Influence people in the long-term vs. compel them in the short-term

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Where are you going? Goal Setting for Personal and Professional Success

Overview/Description

Goal setting gives you long-term vision and short-term motivation. The process of setting goals allows you to choose where you want to go in your personal life as well as your professional career. A life without goals is like a road trip without a map. By knowing exactly what you want to achieve, you are less likely to get lost, and you will be happier and less frustrated along the way.

Target Audience

Anyone looking for tips about how to set and keep both personal and professional goals.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Define what goals mean to you
- Identify the specificity that differentiates goals from wishes or dreams
- Identify the reasons goals sometimes fail
- Describe how you can overcome common pitfalls
- Describe how to write your goals effectively
- Identify how to use a goal-setting worksheet
- Describe your action plan for keeping to your goals

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Working Through Mistakes

Overview/Description

"Oops" moments happen everyday. At times they are public, unavoidable and have real consequences. In the workplace, errors should be viewed as a process in which the objective is to learn from your mistakes so that they cannot hinder your future performance at work or in life. This workshop will define the next steps once a mistake is made and demonstrate that these inevitable moments can be seen as an event and not an adjective or descriptor of things to come.

Target Audience

Anyone who is interested in learning to navigate mistakes in the workplace and beyond.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this webinar you, will be able to:

- Analyze mistakes made in the workplace and their consequences
- Identify the cause of the error
- Discover why it occurred
- Set in motion the next steps
- Fix the mistake promptly and professionally
- Place safeguards and other strategies to prevent similar issues
- Manage the aftermath both personally and professionally
- Claim responsibility
- Learn from and move past your mistakes

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Being Adaptive in Order to Thrive in Our Ever-Changing World

"Because we've always done it like that," may not be the best answer to, "Why do we do the things we do?" In our ever-changing world, we are seeing shifts in our markets and economies, our cultural norms, our behaviors, and ourselves. Now is the time to thrive by learning how to be adaptive and to be consistently able to change yourself to accommodate and maximize the benefits of change.

Target Audience

Anyone who wants to build skills to be more adaptive inside and outside of work

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Differentiate between being adaptive and similar concepts
- Recognize the importance of being adaptive in work and life
- Examine traits of highly adaptive people
- Outline action steps to take to improve adaptive skills

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Coping With a Traumatic Event

Overview/Description

A crisis or traumatic event can be both environmental and personal and are events which can cause physical, emotional, psychological distress or harm. These events are often perceived and experienced as a threat to one's safety or to the stability of one's world and the impact can be either on those who have experienced the event first hand or have seen it one television.

Target Audience

Survivors, rescue workers, friends and relatives of victims of a crisis or traumatic event.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop you will have learned:

To recognize the common responses to crises and trauma:

- Physical, emotional, cognitive
- Timing of responses

Post-trauma do's and don'ts

Tips for taking care of yourself following a crisis or traumatic event

- Support
- Communication
- Health and wellness

How to help children who have experienced a crisis or traumatic event

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Feeling Stuck? Practical Ways to Get Yourself Going Again

Overview/Description

If you're struggling with challenges and uncertainty about your personal or professional life, and you're not sure what to do next, this session is for you. We'll discuss some simple but powerful questions to ask yourself to help you get "unstuck." The benefits of asking each question will be discussed, and participants will have an opportunity to try responding to all of them.

Target Audience

Anyone interested in prioritizing and practicing a few familiar techniques to feel better and more engaged.

Duration

45-60 minutes

Objectives

This training will:

- Examine the benefits of service, gratitude and praise of others
- Review how to consider and respond to the question, "Who can I help today?"
- Review how to consider and respond to the question, "Who can I thank today?"
- Review how to consider and respond to the question, "Who can I compliment today?"

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How to Receive Criticism and Make it Work for You

Overview/Description

Receiving criticism is an important and valuable skill. To achieve success in any endeavor we must be able to tolerate critical feedback and learn from it. However, receiving criticism is difficult for most people. Upon receiving criticism we feel vulnerable and become defensive and thereby miss opportunities to benefit from feedback. This workshop will help you explore why we become defensive, deliver tips for knowing when your "hot button" has been pushed and how to accept and integrate useful criticism. The training will also instruct though examples and/or role plays.

Target Audience

Anyone looking to learn and grow through the criticism they receive from others.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe why criticism sometimes hurts

- Identify emotions that get triggered when one is criticized
- Describe how feedback can feel like an attack on your identity

Identify ways to respond effectively to criticism

- Describe methods used to protect your ego
- Identify ways to acknowledge that you heard the feedback
- Describe the types of probing questions you can ask to reap benefits from the criticism

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The Impact of Attitude on Work and Life

Overview/Description

While you obviously need the appropriate knowledge and skills to do your job, the mindset with which you approach your work plays a dominant role in your ability to perform. If you're discouraged, you work sluggishly, think small and give up easily. However, when you feel good, confident and exhilarated you can win people to your side and create dazzling projects. This workshop will help participants explore how attitude can change their life and will provide them with opportunities to develop a more positive mindset.

Target Audience

Anyone looking to improve their own lives by looking for ways to change their attitude.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe the power of your own mind

- Identify positive self talk vs. negative self talk
- Describe how self-fulfilling prophecies work

Describe the relationship between attitude and success

- Describe ways to overcome fear of failure
- Identify how to use a positive attitude to get what you want

Identify ways to use your attitude in dealing with other people

- Describe strategies for dealing with people who have a bad attitude

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Living With Change

Overview/Description

Whether going back to school or changing careers, starting a family or retiring, change brings both opportunities and turmoil. In today's fast paced world, change has become a constant. Even when we are able to see the advantages of change, it can be hard to say goodbye to what's changing. This workshop will provide you techniques to deal effectively with change.

Target Audience

Anyone going through personal or professional life changes.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe what's changing in your life

- Identify the importance of being specific about the changes you're experiencing

Describe the reasons people resist change

- Identify areas of resistance that exist in your own life

Describe the difference between change and transition

- Identify what may happen in each of the three stages of transition
- Describe your action plan for dealing with the changes in your life

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Moving Through Grief and Loss

Overview/Description

Coping with the loss of a loved one can be an emotionally trying experience. Whether it's a parent, co-worker, friend or relative, the reality of losing someone close to you can feel overwhelming. This workshop will help you understand, identify and accept your feelings as well as provide you with coping techniques to help you through the grieving process.

Target Audience

Anyone coping with the loss of a loved one, or any significant loss in their life.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe the grieving process

- Identify factors that affect how individuals grieve differently
- Describe the common emotions that surface during the grieving process

Describe how people experience grief

- Describe how people may experience grief physically
- Describe how people may experience grief mentally
- Describe the differing time frames it may take for people to move through the grieving process

Identify ways to cope with grief

- Identify do's and don'ts for helping other people who are experiencing grief
- List several strategies that can help you move through the grieving process
- Describe the four stages people go through while grieving

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Preparing for Financial Emergencies

Overview/Description

Many people face financial emergencies, but few have prepared adequately to prevent them from having a major impact on their personal finances. By helping people understand the types of financial emergencies and potential consequences of not being prepared, we will enable people to focus on the steps necessary to avoid hardships which can accompany the emergencies.

The webinar will cover the processes and products which can help people survive the various types of financial emergencies.

Target Audience

Anyone who doesn't feel that they are adequately prepared for financial emergencies.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Know the different types of financial emergencies
- Understand the results of not being prepared
- Learn the steps necessary to become prepared
- Understand why budgeting is so important to being prepared
- Understand the different products that can help and how they work

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Reinventing Yourself

Overview/Description

We have the choice of reinventing ourselves as a positive response to change. Austrian bodybuilder Arnold Schwarzenegger won Mr. Universe and other body-building titles, then moved to a successful acting career and then was elected governor of California.

We can choose to reinvent ourselves as the people we would like to become, rather than waiting for the future to find us. This session will look at getting started with self-reflection and planning. We'll also look at self-improvement techniques. The role of mentors will be examined as well as ways to stay motivated.

Target Audience

This workshop is for people who are curious about reinventing themselves as a response to changes at work, at home, or within them.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Understand the reasons people reinvent themselves
- Know some first steps for personal reinvention
- Discuss different techniques people use to reinvent themselves
- Know behaviors that help people succeed at reinvention
- Discuss habits that help people support their reinvention

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Resiliency: Bouncing Back After a Setback

Overview/Description

Certain individuals appear to succeed against all odds. Despite severe hardships such as living through war, witnessing the death of a loved one, having a chronic illness, being a victim of abuse or dealing with unemployment, certain people not only adapt but actually thrive. These people possess a quality known as "resilience." This workshop will examine the characteristics of resilience and discover ways to introduce greater resilience into our lives.

Target Audience

Anyone who would like to understand resilience more fully and learn how to improve their capacity to thrive despite adversity.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe what resilience really is

- Describe the concept of resilience as it relates to children and adults
- Describe the characteristics of resilient people
- Describe how emotional control, self-awareness and strong relationships relate to resiliency

Identify your own resilient capacities

- Identify you unique resilient strengths and areas for development
- Recognize which situations are most stressful

Describe resilience building strategies

- Describe techniques to enhance resilience through changing your perception, taking decisive action and engaging in appropriate self care.

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Stress: A way of life or a fact of life?

Overview/Description

All aspects of work and life require stress—everyone experiences it. Experiencing stress is not all bad, but how we perceive stress is what's important. Stress is our body's normal response to any extra physical, mental or emotional demand we place on it. This workshop will help you to understand more about stress, identify your stressors and learn ways to cope with and manage high stress levels.

Target Audience

Anyone who would like to understand stress more fully, and learn ways to cope with it.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe what stress really is

- Describe how stress affects your body
- Describe how stress affects cognitive, emotional and behavioral aspects of life
- Distinguish between positive and negative stress

Identify ways to manage your stress

- List the three keys to managing stress
- Describe how you can determine what is causing you stress
- Describe how to get control of your stressors

Describe stress coping techniques

- Describe techniques to help you cope with short-term stress
- Describe techniques to help you cope with longer-term stress

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10 Strategies for Improving Your Finances

Overview/Description

The current economic climate brings both challenges and opportunities from a financial perspective. You may wonder during these challenging times: "What should I be most careful about" and "What should my family and I work towards?" The 10 financial tips discussed in this work shop will get you on the road to financial well-being during challenging times.

Target Audience

Anyone concerned their financial situation in light of the economic climate.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the most pressing/immediate financial steps to take in your life

- Describe why an emergency fund is an absolute necessity
- Identify how to categorize types of expenses
- Describe your current financial position by putting it on paper

Describe steps to help you through economic troubles

- Describe how to begin paying down debts
- Identify ways to improve your credit score

Describe ways to build long-term plans for your financial health

- Describe how to evaluate your insurance coverage
- Identify how to build or refine your retirement plans

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After the Holidays: Managing That Debt

Overview/Description

Did you spend more for the holidays than you intended? Did you go into debt, maybe at unfavorable terms? Are you worried about how you will pay these debts off? Would you like to avoid being in the same position next year? Holiday shopping can sink even the best budget if one is not careful. And post-holiday credit card bills can cause high levels of stress. This workshop will help you figure out how to get out of debt quickly and cost effectively, and take steps to make sure you don't end up in debt again next year.

Target Audience

Anyone concerned about excess debt after the holidays.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Manage existing holiday debt

- Describe ways to budget effectively to pay off existing debt
- Describe which items should be paid off first
- Identify ways to manage the debt leftovers through strategies such as do-it-yourself debt consolidation

Describe how to prevent future holiday debt

- Describe how to prepare for next year's holiday expenses
- Identify ways to shop economically—both at stores and online
- Consider alternative gift ideas—such as homemade items and charitable contributions

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Are you financially on track for retirement?

Overview/Description

One of the top financial goals for individuals and couples is to be financially secure in retirement. This goal is not one that can be planned for in just the last few years leading up to the planned retirement date, but must be set and have milestones identified throughout the different stages of life. There are many "rules of thumb" or theories on the proper amount and type of savings and investments one should have in setting aside money for retirement, but in reality, there is not one plan or solution that fits everyone.

Target Audience

All individuals seeking to develop a customized financial strategy for identifying a savings and investment plan that corresponds to their own vision of retirement.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of the workshop, you will be able to:

- Understand the importance of establishing a specific, measurable retirement financial plan
- Determine if you are on track to reach the retirement target you have set
- Recognize the tax advantaged savings plans available to you and the types of savings and investment vehicles within these plans
- Have a clearer understanding of how your vision of retirement living corresponds to your financial position during this life stage

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Basics of Estate Planning

Overview/Description

Although most people think estate planning is for just the elderly, it is actually important to everyone else, too—especially for those with minor children, substantial assets or unusual circumstances. Estate planning can allow one to make decisions on who receives his or her estate, make arrangements for disability, medical care and guardianship for minor children. Properly done, estate planning can remove many burdens from surviving family members during a stressful time.

Target Audience

Anyone interested in planning what will happen to their estate and other important life matters.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Define estate planning

- Describe the most common goals in the estate planning process
- Identify important tools used in estate planning, such as wills, trusts, advance directives and more

Describe the tax implications of estate planning

- Identify who is responsible for paying estate taxes
- Describe the taxes involved in the settlement of an estate

Identify key action steps

- Describe financial and other steps to take to plan your estate

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Distribution Options for Retirement Plans

Overview/Description

When one retires or leaves a job questions usually arise around the retirement plan. Two of the biggest concerns are: "What do I do with my retirement plan after I retire?" and, "What are my options for taking distributions?" This webinar will provide guidance on distribution options from qualified plans for the pre-retirement job changer, divorced individuals, retirees, and beneficiaries.

Target Audience

This webinar is for those approaching retirement age or changing jobs and those who may inherit a qualified account such as a 401(k), 403(b), 457, TSP or an IRA.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop you will:

- Know the types of plans distributions apply to
- Retirees will understand their distribution options
- Beneficiaries, including spouses, will understand their options for distributions
- Divorced individuals will learn how they can access funds through a QDRO
- Understand tax implications of distributions, including penalties
- Know something of roll-overs and trustee to trustee transfers
- Know when you must take distributions

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The Finances of Purchasing Your Own Home

Overview/Description

The recent housing collapse has changed the home buying process significantly. Where once it was easy to attain credit, it has become more difficult again and a home's value as an investment is more uncertain. Banks have gone back to a more traditional lending approach as a result of the collapse and now having good credit and a down payment is essential. Lenders are also focused on offering more traditional mortgage products such as 30- and 15-year mortgages versus the exotic ARMs offered a few years ago.

Buying a home is still an American dream and it is important to understand the process, parties involved and what is in your financial best interests when making this investment.

Target Audience

Any new potential homeowners who are seeking to learn more about navigating the home purchase process.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop you will be able to:

- Describe the process and players in purchasing a home
- Describe how credit impacts buying a home
- Identify the costs associated with home ownership
- Calculate the maximum amount you can pay for your home and what you can really afford
- Describe tax issues surrounding home ownership
- Compare various financing options and terms

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Financial Planning for Life

Overview/Description

Financial goals are the specific long- and short-term objectives to be attained through financial planning and management efforts. Among personal financial goals are things such as: 1) financial security 2) travel 3) education planning 4) retirement planning and 5) estate planning. Being able to succeed in reaching these goals requires a structure and plan with appropriate milestones, along with the ability to make adjustments along the way.

Target Audience

Anyone interested in taking personal responsibility for creating a plan and process for having an opportunity to meet short and long-term financial goals.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the importance of having realistic financial goals clearly defined
- Recognize the importance of managing your finances to address these goals
- Develop achievable steps to stay on track
- Take appropriate action to monitor progress toward the goals and make adjustments as needed

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The Five Pillars of Personal Finance

Overview/Description

The United Stated Department of the Treasury has proposed a set of financial core competencies that will be used to establish a clear understanding about what all adults should know regarding the basic concepts of financial literacy. The five core concept areas identified are:

- Earning
- Spending
- Saving
- Borrowing
- Protecting against risk

This session covers the basics (or essentials) of each area and describes practical skills needed to competently address (or manage) their personal finances.

Target Audience

All individuals needing to improve their understanding and management of the core concepts of personal finance.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand your paycheck in detail, including its relation to benefits and taxes
- Develop a spending plan, track spending habits, develop a strategy to live within your means
- Define a personal savings plan, understand the applicability of different types of financial accounts, and the personal financial risk associated with savings and investment vehicles
- Understand the cost of borrowing and how to secure the best types of credit for the need
- Recognize the need to protect against risk through appropriate insurance vehicles and how to protect your identity against possible fraud and scams

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Getting the Most Out of Your Health Benefits (Webinar Only)

Overview/Description

The simple answer is all about educating yourself on what your health plan offers. Do not wait until we get sick or injured before understand your benefits provided. Investing time in understanding the options of your plan is investing money in family. It is up to you to take advantage of all your plans have to offer. The main function is to keep you healthy and to avoid all catastrophic risk.

Target Audience

Anyone interested in educating themselves on what their health plan offers.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Define "understanding"

- Know the valuable options and incentives your health insurance offers
- Get the most out of your money
- Know how to potentially lower your costs over the long term
- Understanding the difference between an in-network provider and an non-network provider

Describe steps to increase your understanding, including:

- Evaluate the plan best for you
- Stay educated
- Visit your website to know all the benefits you are entitled to
- Stay smart and stay healthy

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The Impact of Foreclosure

Overview/Description

The recent economic collapse has resulted in millions of Americans being unable to meet their loan obligations and defaulting on their mortgage payments. This workshop will provide an overview of the process which lenders may use to take back an owner's home. It will address the different legal protocols various states use in the foreclosure process and the impact that is has upon the borrower's credit score. It will also consider the implications for residential tenants, and define differences between recourse vs. non-recourse and judicial vs. non-judicial states.

Target Audience

Homeowners or their loved ones who might face foreclosure and individuals who may be a co-signer on a home loan, as well as renters in a residential home that is facing or could face foreclosure.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop you will be able to:

- Define the terminology associated with foreclosure
- Describe the foreclosure process, including the differences between judicial vs. non-judicial and recourse vs. non-recourse states
- Identify the alternative options to foreclosure
- Describe the rights of a renter in a residence that may be facing or currently undergoing foreclosure

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The Importance of Participating in Your Employer's Retirement Plan

Overview/Description

Your employer's retirement plan is an essential component of your future financial security. It is important that you understand how your plan works and what benefits you will receive. Just as you keep track of the money that you put in your bank or any other financial institution, it is in your best interest to understand and monitor your retirement plan and your benefits.

Target Audience

Anyone with a retirement plan available through their employer

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop you will be able to:

- Identify the differences between a traditional pension and defined contribution plan
- Describe the reasons defined benefit plans are replacing traditional pensions
- Recognize sources of retirement income
- Recognize the problems with viability of Social Security
- Describe the power of compound interest
- Identify the various risks that you are subject to

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Managing Personal Finances

Overview/Description

Are money issues causing you to worry and stress? Do you buy items, even if you don't need them, just because they are on sale and you know you are "saving money?" Do you pay only the minimum balance on your credit cards? Is debt mounting in your life to the point where you don't know what to do about it? Do you wish you were saving more money? Money is a huge stressor for many people, but it doesn't have to be. This workshop will help you demystify the numbers and get you living beyond paycheck to paycheck.

Target Audience

Anyone, regardless of income, who is looking for tips on how to better manage their finances.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify financial warning signs

- Describe the signs which suggest that you might need to change your financial habits
- Identify the dangers associated with ignoring the signs

Create a budget

- Recognize the value of maintaining a budget
- Identify the items you'll need to gather in order to create your budget
- Describe how to use the budget template provided in the course materials

Identify good credit behaviors

- Describe the importance of a good credit score
- Identify the factors that make up your credit score
- List methods you can use to improve your credit

Identify practical savings tips

- Describe how to include savings as part of your budget
- Describe methods for reducing your debt
- Share practical techniques for saving money

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The New Realities of Home Ownership

Overview/Description

Due to the upheaval in the housing market over the past few years many new realities of home ownership have appeared. These realities include changes in the types of home loans that are now available. It also includes more properties that are now bank-owned or under water which has changed how some interested buyers now view these types of properties. Potential buyers also need to recognize the importance of having their finances in order prior to applying for a home loan and understand how potential lenders now perceive what is considered good credit. Understanding the new realities is critical in making an informed decision in today's environment.

Target Audience

Anyone who is considering purchasing a home as well as current homeowners who are thinking about refinancing.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of the workshop, you will be able to:

- Understand how lending standards have changed
- Know what types of loan options now exist
- Have a clearer understanding about the pros and cons of various types of properties available for purchase
- Recognize how to improve your finances and credit to increase the possibility qualifying for a loan

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Options for Financing College

Overview/Description

The rising costs of college tuition have outpaced inflation by a significant margin. For the average family, funding a college education will be one of the significant challenges they will face during their lifetime. Having a basic understanding of proper planning techniques, savings vehicles, financial aid as well as other funding methods will be critical in meeting this challenge without subjecting the family finances to unsustainable strain. This session will cover the most effective strategies for planning and funding the rising costs of a college education.

Target Audience

Individuals facing the prospect of potentially burdensome college expenses seeking effective strategies for planning and funding.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of the workshop you will be able to:

- Estimate college expenses based on time horizon, tuition inflation and choice of school
- Define the rules and benefits associated with college savings vehicles such as 529

Plans, Coverdell accounts as well as EE Bonds

- Understand financial aid application and calculation basics (FAFSA)
- Learn to access other funding assistance through scholarships, grants and tax credits
- Recognize the pros and cons of taking on student loan debt
- Understand how to prioritize funding higher education in the context of long-term financial planning.

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Paying Off Debt While Building Wealth

Overview/Description

In difficult economic times, many people are struggling to just keep up with monthly bills, let alone make progress on debt repayment. What suffers most is contributing to savings and investing goals. This session will focus on developing financial plans and strategies to address the dual goals of having a plan for paying off debt, while also contributing to building personal wealth.

This session covers the basics (or essentials) of each area and describes practical techniques that can help you to formulate your own plan to manage your personal finances to organize a sensible debt repayment plan without sacrificing other financial goals.

Target Audience

All individuals needing to improve their understanding and management of the core concepts of personal finance involving debt and savings.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of the workshop, you will be able to:

- Recognize the importance of a viable debt repayment strategy
- Understand the importance of setting and tracking short- and long-term financial goals
- Learn how to set milestones to address debt repayment and savings
- Be able to prioritize most effective use of disposable income
- Differentiate between saving and investing and when each makes sense

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The Psychology Behind Saving Money and Other Good Financial Habits

Overview/Description

Most people can honestly say they believe it's important to spend within their means and to save money for the future. Unfortunately, good intentions are often at odds with how our mind works. For example, many people want to save for the future but have no motivation to because they have not imagined that future. This course addresses the psychology behind saving money and adopting good financial habits. It will examine recent research related to how and why people save vs. spend and identify strategies for participants to change their financial mindset and develop new habits.

Target Audience

This workshop is for anyone who would like to understand how to save money and develop good financial habits.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand why some people save for the future and other spend for the moment
- Identify non-productive financial patterns and habits
- Recognize the mental and behavioral habits of people who save
- Create a compelling financial future to motivate behavior change
- Understand how to improve the capacity to delay gratification while increasing enjoyment
- Identify seven simple tools to help change spending habits

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Understanding the Importance of Credit in Today's Economy

Overview/Description

In today's economy, having good credit is more essential than ever. Good credit provides those who have it with many more options and benefits than those who don't. Credit affects everything from a person's ability to get loans and the price they pay on loans to other issues many people don't consider, including renting an apartment or buying a car.

Target Audience

Anyone who is seeking to understand what is considered good credit, how to improve their credit score or understand their credit reports.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop you will be able to:

- Identify the various factors that affect your credit score
- Describe what steps are needed to improve your credit score
- Recognize the costs that are associated with poor credit
- Describe how to interpret the information included on a credit report

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Balancing Work and Life

Overview/Description

Using the philosophy that "those who are happy at home perform better on the job," this workshop was developed for those who feel burdened with too many responsibilities and without enough time for personal enjoyment. This workshop will help participants explore and define home responsibilities, identify career requirements and prioritize leisure time. The resulting better balance will help achieve more in one's career and at home.

Target Audience

Individuals interested in learning techniques to live a more balanced lifestyle.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the components of a balanced lifestyle

- Describe the concept of balance
- Identify what is out of balance in your life
- Describe how notions of balance have changed over time in your life and historically
- Identify the relationship between stress and balance

Identify and explore the balance between home responsibilities, career requirements and leisure activities

- Describe how to create your own balance diagram
- Identify the right questions to achieve balance
- Describe the role of prioritization, limit setting and time management to balancing work and life
- Identify tips and suggestions on how to achieve balance
- Identify a personalized action plan to achieve balance in your life

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Connecting Mind and Body for Healthy Living

Overview/Description

Your body responds to the way you think, feel and act. This is often called the "mind/body connection." When you are stressed, anxious or upset, your body tries to tell you that something isn't right. For example, high blood pressure might develop after a particularly stressful event, such as the death of a loved one. People with good emotional health are aware of their thoughts, feelings and behaviors. They have learned healthy ways to cope with the stress and problems that are a normal part of life. They feel good about themselves and have healthy relationships. Poor emotional health can weaken your body's immune system, making you more likely to get colds and other infections during emotionally difficult times. Also, when you are feeling stressed, anxious or upset, you may not take care of your health as well as you should. You may not feel like exercising, eating nutritious foods or taking medicine that your doctor prescribes. Abuse of alcohol, tobacco or other drugs may also be a sign of poor emotional health.

Target Audience

Anyone concerned with mental and physical well-being.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the relationship between mind and body

- Describe how the body influences emotional and mental functioning
- Describe how our emotions, beliefs and self talk impact our body
- Identify symptoms of a possible mind/body disconnection

Identify ways to enhance the mind/body connection

- Describe methods for achieving balance in life
- Identify ways to express feelings appropriately
- Describe the importance of taking care of your health
- Describe ways to enhance awareness

Identify your personal action plan for mind/body connection

- Recognize the importance of consulting with your physician
- Describe which mind/body tools need to develop
- List outside resources for further help

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Coping During Uncertain Times

Overview/Description

People have a powerful need to understand and predict their environments in order to feel in control. When we are exposed to potential threats to our well-being, we naturally respond to this uncertainty with anxiety and fear. This training will address ways of effectively coping with uncertainty in today's media-saturated world. The course will examine how to remain positive and functional despite the risks of living in a changing world. Included will be practical tips for coping with uncertainty, re-establishing control and how to speak to children about fear.

Target Audience

Employees impacted by uncertainty and wishing to cope more effectively

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the impacts of certainty on your emotions, perceptions and behaviors
- Recognize ways of discerning actual risks from perceptions
- Identify means of asserting control and letting go of fear
- Learn techniques to minimize your stress and cope with uncertainty
- Identify ways to help children respond to uncertainty

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Coping With Compassion Stress

Overview/Description

There is a certain type of person who not only accepts the challenges of working in a high stress emotional environment but also excels despite the demands. Whether they are working with individuals who are experiencing trauma, grief, loss, illness or other stressful concerns the people whose role it is to help others in distress are often perceived as dedicated, hardworking, selfless and compassionate. Nevertheless, it is often those whose mission it is to help others who may be at increased risk of neglecting their own self-care. This training will raise awareness of the need to maintain appropriate self-care despite the demands of work and/or the pressures of home life. The course will offer specific tips to encourage self-care in order to maintain high level of functioning both personally and professionally.

Target Audience

Employees whose primary role is to work with individuals who are dealing with trauma, significant illness, accidents, grief, loss and/or disruption of life.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Describe how helping others in need can lead to potential self-neglect
- Understand the importance of self-care in working with an emotionally stressed population
- Understand how to perform a self-care assessment
- Describe to best strategies for implementing self-care strategies
- Identify resources available for continued self-care success

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Counseling and Therapy, Demystified

Overview/Description

There are many myths about counseling and psychotherapy that ultimately prevent people from seeking the help that they need. In this session we will explore these myths and demystify the therapy process. We will look at areas where therapy might be beneficial. This session will provide some insight into what happens during a therapy session and what one can expect when seeking services. We will give an overview of different therapeutic approaches and discuss appropriate levels of care to address certain concerns.

Target Audience

This workshop is for anyone who would like to better understand what therapy truly looks like and who benefits from counseling.

Expected Duration

45-60 minutes

Workshop Objectives

In this workshop, you will:

- Explore the myths associated with counseling
- Examine who may benefit from counseling
- Review what to expect when one chooses counseling
- Learn about different modalities/approaches used in therapy
- Discuss appropriate levels of care

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Developing Will Power and Self-control for Behavior Change

Overview/Description

Establishing self-control over behaviors such as overeating, smoking, gambling, pornography consumption, shopping, gambling and other addictive behaviors can be extremely difficult and discouraging. This course will address the nature of will power and how to develop self control for effective behavioral change.

Target Audience

Anyone concerned with changing a problematic behavior.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Recognize the battle that occurs in the brain between impulse gratification and pursuit of long-range goals
- Describe how stress, emotional strain, lack sleep, and alcohol or drugs can strain mental resources and increase vulnerability to temptation
- Describe how to increase motivation and engagement in the process via support networks and how and when to seek professional help

Identify ways to increase self-control such as:

- Become aware of the risks and consequences of the behavior you wish to change
- Change your impulses by associating temptations with negative consequences
- Transform vague long-range goals into simple intermediate steps
- Identify and avoid risky situations
- Formulate "if then" contingencies
- Train your working memory

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Drinking Responsibly

Overview/Description

Many people engage in moderate social drinking. Research into drinking suggests many health benefits associated with moderate consumption. However, about a third of the population will drink heavily and/or engage in what is called binge drinking or drinking to intoxication. This course is about drinking responsibly. The training addresses problems associated with binge drinking, ways to recognize problem drinking patterns and how to drink more responsibly. The course will explore common myths associated with drinking and provide participants with resources for getting help for alcohol use problems.

Target Audience

This workshop is for anyone who is concerned with drinking responsibly.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the distinctions between alcohol use, abuse and dependency
- Identify the impact of alcohol on relationships, work performance and safety
- Identify the risk factors for developing alcohol use problems
- Recognize dynamics of enabling, denial and social pressure
- Describe the strategies for drinking responsibly
- Describe resources for receiving help

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Eating Healthy on a Budget (Webinar Only)

Overview/Description

No matter what your financial situation is, everyone looks for ways to cut down their grocery bills. Don't let the idea that healthy food is expensive keep you from striving for a balanced diet. Take some time to learn new strategies to stick to your budget while enjoying healthy, nutritious foods.

Target Audience

Anyone looking to improve their nutrition while being mindful of the cost.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop you will be able to:

- Identify barriers in your life that may be preventing you from purchasing nutritious foods
- Understand ways to increase the servings of fruits and vegetables in your diet even when they are not in season
- Strategize meal preparation to ensure meals come together quickly when you are pressed for time during the week
- Limit food waste from spoiled food products that were forgotten about

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Emotional Eating: The Connection Between Mood and Food

Overview/Description

The population of the United States is becoming increasingly obese with each passing decade. There are many speculations about the cause of this phenomenon from an increasing sedentary lifestyle, the ready availability of high caloric foods to stress and even sleep deprivation. However, if people ate only when they were truly hungry and stopped when they were full, there would be no obesity epidemic. This workshop will address the relationship between emotions and food consumption and how to retrain your body and mind to recognize the cues of hunger and to eat for physiological and not emotional reasons.

Target Audience

Anyone interested in learning about healthy eating and losing weight.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify what is "emotional eating"

- Identify the two types of hunger
- Describe the characteristics of emotional eating
- Describe the situations that trigger emotional eating
- Identify the consequences of emotional eating

Identify strategies for combating emotional eating

- Describe the role of self talk in emotional eating
- Describe use of food/emotion journals
- Describe use of visualizations
- Describe how environmental modifications can reduce impulse eating
- Describe how to incorporate stress management techniques to reduce emotional eating

Identify a personal action plan to confront emotional eating

- Identify your hunger signals
- Identify your barriers to adopting a new eating strategy
- Clarify your motivation for change
- Identify a realistic relapse plan

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Get Moving: An Introduction to Exercise (Webinar Only)

Overview/Description

The exercise and fitness industry today is saturated with new equipment, technology and ever-changing trends. Exercise doesn't have to be and should not be so complicated. In this workshop, we revisit the basic concepts of exercise, benefits of exercise, types of exercise, and how to begin and progress your exercise program safely.

Target Audience

Anyone interested in learning the fundamentals of an exercise program and how to progress a program safely.

Expected duration

45 minutes

Workshop Objectives

Discussion on why we should incorporate exercise and its benefit

- Understand physical benefits of exercise
- Understand mental benefits of exercise

Understand aerobic exercise benefits and recommendations

- Learn how to monitor your exertion level
- Learn how to calculate your target heart-rate range

Understand resistance training benefits and recommendations

- Learn how to perform resistance training
- Learn how to design your resistance training program to meet your goals

Learn how to progress your exercise program appropriately

Learn how to safely incorporate exercise

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Happiness: A Key to Life's Satisfaction

Overview/Description

Why do some people seem happy and others just seem miserable all the time? Science suggests that each person has a range in their capacity to experience happiness and that range is different for each person. However, it is possible to live our lives in the upper end of that range if we apply ourselves and follow certain principles. There is no one key to happiness but a set of principles that are critical to follow. This training incorporates a brief happiness questionnaire, a description of the various factors associated with happiness and concludes with a substantive discussion of specific ways to increase your happiness potential.

Target Audience

Anyone wishing to learn about happiness and specific ways to increase the happiness in their lives.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the basic ingredients of happiness

- Identify the role of research in happiness
- Describe common myths associated with happiness
- Describe how the principles of adaptation apply to happiness
- Identify the role that genetics, situation and choice play in determining your happiness range
- Identify the role that genetics, situation and choice play in determining your happiness range

Describe 10 specific ways to increase your level of happiness

- Identify ways to assess your own level of happiness
- Describe ways to incorporate happiness activities into your life which can take only 10 minutes each day
- Identify the role of gratitude, optimism and kindness in cultivating happiness

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Healthy Food Choices on the Go

Overview/Description

Don't allow changes in your normal routine to cause you to fall off track with good nutrition. Whether you are a frequent traveler, packing meals to bring to work or spending more time in your car lately, "Healthy Food Choices on the Go" will help you identify opportunities to improve your food choices no matter what situation you find yourself in.

Target Audience

Anyone who frequently eats outside of the home and is looking for ways to improve his or her dining habits.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop you will be able to:

- Understand the benefits of good nutrition on your body and mind
- Learn how to plan ahead for healthy meal options on the go
- Improve menu-reading skills to identify healthy choices
- Identify healthy snacks to keep on hand

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Healthy Lifestyle: Changing the Way You Think About Diet and Exercise

Overview/Description

It seems that every week a new study is published on the best way to control weight and increase fitness through changes in diet and exercise. It can be tough staying on top of the latest recommendations, especially when the studies sometimes seem to contradict one another! This workshop provides an overview of safe and effective strategies to improve overall fitness through manageable changes in diet and exercise. Of course, before beginning any changes in diet and exercise, it is best to first consult with your doctor.

Target Audience

Anyone interested in learning about healthy lifestyle tips.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify ways to incorporate exercise into your life

- Describe the reasons that exercise is an important part of a healthy lifestyle
- Identify small steps people can take to build exercise into the daily routine
- Identify habits that can keep you active

Identify healthy eating habits

- Recognize the value of lifestyle changes
- Identify diet fads that are ineffective at maintaining a healthy lifestyle
- Describe how to eat appropriate portions
- Describe how to shop for the healthiest foods

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Hobbies for Mental and Physical Health

Overview/Description

Hobbies of all sorts can help us to be mentally and physically healthier people for ourselves and our loved ones. By choosing to spend time on engaging activities that we truly enjoy, we are more likely to be the best version of ourselves. Too often we end up either just passing the time or prioritizing everyone else's needs above our own.

Target Audience

This workshop is for anyone who would like to de-stress, improve their ability to focus, and feel better about themselves.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Understand the benefits of hobbies for:

- Reducing stress
- Enjoying "flow" experiences
- Feeling more in control

Consider new hobbies or reconsider old ones:

- Types of hobbies
- Compare hobbies with pleasant but less-beneficial pastimes

Get the most out of your hobbies:

- Increase the opportunity for neuroplasticity through mental challenges
- Improve your physical health with a hobby that involves exercise
- Interact with others that share your interest to build relationships

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How World Events Can Impact Veterans' Mental Health

Overview/Description

Current events can be triggering for veterans, impacting their mental health and overall well-being. In trying to make sense of world events, veterans often experience emotional, behavioral, cognitive and physical reactions. These reactions can lead veterans in distortions further impacting their view on themselves, others and world events. This training will help veterans process events around the world that may impact their mental health. Additionally, relatives of military veterans and friends will benefit from this training by discovering ways to be supportive.

Target Audience

Military veterans and friends and relatives of military veterans

Duration

45-60 minutes

Objectives

This training will help you:

- Identify how stress affects the brain and reactions
- Identify the importance of acknowledging emotional distress
- Describe how personal accountability helps people cope with stressful times
- Identify ways to be supportive

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The Impact of a Difficult Childhood on Your Adult Life

Overview/Description

Childhood experiences teach us how to navigate relationships and manage stress, and greatly impact our self-esteem. We don't get to choose our childhood story, but we can choose to author the rest of our story. In this seminar we will discuss ways our childhood has a lasting impact on us and examine ways to escape letting our childhood dictate our present experience. We will utilize a multitude of strategies to improve self-esteem, communicate better in relationships, and find ways to manage stress more effectively.

Target Audience

This workshop is for anyone whose childhood experience is seemingly dictating their present experience.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to understand:

- How chronic stress or trauma can impact a child's development
  - Emotionally
  - Socially/Relationships
  - Self-esteem
- How to recognize and attend to emotions
- New ways to navigate relationships
- How to build self-esteem
- How to employ strategies to improve your stress management

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Informed or Infirmed? Healthy Media Consumption and Social Media Usage

Are your media consumption habits helping you make good decisions or are they making you sick? The news and social media are significant sources of stress and anxiety for many people. Participating in social media discussions, reading newspapers, following your favorite political pundits and watching election news on TV can help you feel informed and engaged. If you're not careful, however, you may use media in unhealthy ways that make you feel worse. This training can help you implement healthy media consumption habits that don't damage your mental and physical well-being.

Target Audience

Anyone coping with stress and anxiety from media consumption.

Duration

45-60 minutes

Objectives

This training will help you:

- Describe how media consumption may impact your mental and physical health
- Consider whether your media consumption habits could be making you feel worse
- Change the way you consume media so that you can avoid negative consequences
- Participate in social media in ways that minimize exposure to cyber-bullying and other negative behaviors
- Anticipate cognitive distortions such as "catastrophizing" and "FOMO" (Fear Of Missing Out), and develop ways to overcome them

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Languishing, Flourishing and Your Mental Health

Overview/Description

Over the past few years, employees have been asked to do more, do their work differently and do better in new and challenging ways, all while managing family life and personal responsibilities that seem never-ending. The feeling of languishing or "will this ever end?" abounds throughout the workforce and can have a huge impact on your mental health. Working on our mental health need not be reserved just for those who are in crisis or who are faced with an official diagnosis: Mental health matters for everyone. This interactive session provides more details and helpful ideas on how to move from languishing through work and life to flourishing.

Target Audience

Anyone coping with stress or worry or feeling stuck in a rut

Duration

45-60 minutes

Objectives

This training will help you:

- Understand the concepts of languishing and flourishing
- Reflect on your current mental wellness status
- Describe three concrete approaches to move from languishing to flourishing
- Identify and action plan to implement within the next 30 days to move toward flourishing

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Learning to Relax

Overview/Description

Stress is experienced in the body as tension. To manage stress we have several choices: reduce or eliminate the stressor, think about the stressor differently so it no longer causes tension or change the way our body reacts to stress. The course will address the third option through exploring a variety of relaxation techniques to calm the body and mind. The class will allow participants to learn and experience several simple relaxation tools such as progressive muscle relaxation, abdominal relaxation breathing and visualization.

Target Audience

Anyone who is interested in learning how to relax more efficiently

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the benefits of relaxation

- Lowering blood pressure
- Reducing muscle tension and chronic pain
- Reducing anger and frustration
- Improving concentration and creativity

Recognize the steps to perform several different relaxation methods such as:

- Cultivating tension awareness
- Progressive muscle relaxation
- Abdominal or diaphragmatic breathing
- Using sound and voice to relax
- Laughter
- Visualization

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Letting Go of the Things That Hold You Back

Overview/Description

"Living the Good Life!" How often have we heard that statement? Usually it's meaning is about happiness, health and satisfaction within our lives. In this session we'll discuss what's needed to accomplish "the good life": what to bring along on life's journey, what to leave behind, what to acquire along the way.

Target Audience

Anyone interested in learning how to "live the good life."

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Shape your own vision of what the good life means

- List what matters to you
- Reflect and choose depending on your stage in life

Describe the "baggage" you are carrying around

- Work
- Relationships
- Home

Identify ways to get back on track when you veer from your purpose

- Select the most significant obstacle
- Decide what support you need

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Living Nicotine Free (Webinar Only)

Overview/Description

It can be very difficult to quit using nicotine, whether you smoke, vape, dip or chew. What may seem like a casual, relaxing habit can quickly turn into a serious, expensive addiction that gradually takes a toll on your health. Protect yourself by learning about treatment options and begin the process of quitting today!

Target Audience

Nicotine users who would like an overview that can help them begin the process of quitting.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe the effects of tobacco on your health

- Identify common health problems that can result from nicotine and tobacco use

Identify the benefits of quitting

- Describe day-to-day and long-term health benefits

Describe potential approaches to quitting

- Identify a variety of quitting techniques and commonly used medications
- Describe the importance of a support system

Stages of quitting

- Describe what you should do before you quit
- Describe what you should do during the quitting process
- Identify the keys to maintaining your nicotine-free life

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Loneliness and Social Isolation in Today's World

Overview/Description

Despite living in a world with instant electronic access to friends, family and all manner of online social networks, the rates of reported loneliness and social isolation have been steadily increasing. Loneliness and social isolation substantially impact not only psychological well-being but physical health as well. Loneliness is now considered a health risk factor on par with cigarette smoking. This training will address the possible reasons for loneliness and identify actions participants can take to increase their emotional connection with others and decrease the risk of social isolation.

Target Audience

This training is appropriate for anyone wishing to better understand the dynamics and impact of loneliness on well-being and identify ways to increase connections with others.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the psychological and physical impact of loneliness and social isolation
- Describe potential causes for loneliness
- Identify the fundamentals of satisfying personal relationships
- Describe ways to enhance emotional connection with others
- Describe strategies to reduce social isolation

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Managing Holiday Stress

Overview/Description

The approaching holiday season brings many expectations. Often this makes us feel like we are being pulled in a hundred different directions. There are office parties to attend, family get-togethers to schedule, children's holiday recitals and gifts to buy. The holidays can be one of the happiest times of the year, yet it can also be one of the most stressful. Maintaining balance and keeping stress from overwhelming you are the keys to an enjoyable holiday season.

This workshop provides an overview of common stressors people encounter during the holidays, and offers "stress buster" tips to help you get the most possible enjoyment out of the season.

Target Audience

Anyone preparing for or anticipating the holiday season.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify ways to cope with emotional stressors of the holidays

- List tips for handling family conflicts
- Practice positive self talk
- Identify opportunities to laugh more

Describe how to control unrealistic expectations

- Identify your own limits
- Identify what holiday tasks you can delegate
- Describe a realistic picture of what you and your family can expect during the holidays

Identify your financial limits

- Describe the importance of a holiday budget
- Describe how to involve the family in money conversations

Describe important health considerations

- Create a plan for how to "eat right" during the holidays
- Identify ways to get exercise during the holidays
- Describe ways to avoid the "holiday blues"

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Managing Worry and Anxiety

Overview/Description

Worries are thoughts we have about the future that generate fear. They arrive in the form of a "what if?" and generate dire warnings about terrible consequences that await us. Unfortunately, these warnings we give ourselves are generally overblown and focused on hypothetical problems that probably won't happen. Chronic worry that begins to impact the quality of life becomes "anxiety" and well-intended suggestions to "stop worrying" or applying common stress management techniques are mostly ineffective. This training will address how worry habits develop and methods of intervening with worry and anxiety.

Target Audience

Anyone wishing to better understand ways of managing worry and anxiety

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Understand how worry and anxiety function as a mental habit
- Learn to distinguish doubt from danger
- Identify new ways of relating to worry instead of fighting it
- Be familiar with strategies to acknowledge, accept and work with anxiety

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Marijuana: Understanding Common Effects and Methods of Consumption

Overview/Description

Currently, laws vary as to the legal use of marijuana. In this session, the basic questions related to marijuana regarding research on treatment, sale and methods of use will be the main focus. It is designed to educate rather than discuss views.

Target Audience

This workshop is for anyone interested in understanding marijuana use in today's society.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Know the difference between CBD and THC
- Review the research on medical treatment options
- Recognize the various forms of marijuana consumption

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Mental Health Awareness

Overview/Description

At one time or another, everyone experiences symptoms of mental illness. Too frequently the response to such symptoms in the workplace is confusion, fear, judgment, avoidance and outright rejection. This leads to a worsening of symptoms and a deterioration of performance. This training is designed to reduce the stigma associated with mental illness and to promote ways of supporting one another in the workplace. The session will address signs and symptoms of distress and effective ways of providing support for co-workers. The training also will include exercises to develop these skills.

Target Audience

Employees interested in gaining a better understanding of mental health and supporting one another

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the universality of mental health issues in the workplace
- Recognize the most common symptoms of mental illness
- Identify the most common unhelpful reactions to symptoms, why they occur and how to avoid them
- Identify ways of expressing compassion and support to a distressed co-worker
- Recognize the warning signs of suicide
- Become familiar with “Ask, Agree and Arrange” intervention
- Identify support services and resources for all employees

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Opioids: Understanding the Dangers and Ways to Help

Overview/Description

Opioid (prescription narcotics as well as illegally produced heroin and fentanyl) addiction has risen to crisis proportions in many communities. Opioids are extremely addictive substances and overdose fatalities have dramatically increased in recent years. This training will address the nature and impact of opioid addiction, how opioid addiction develops, the unique dangers associated with opioid use and options for treatment. Included in the session will be a discussion of ways family and friends may offer support for those who are addicted.

Target Audience

Anyone wishing to learn more about opioid addiction and identify ways of helping

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Understand the nature and impacts of opioid addiction
- Describe how opioid addictions develop and the risk of overdose
- Recognize signs of opioid addiction
- Understand how to support a friend or relative who has an addiction to opioids
- Describe resources for help

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Relaxation Micro-moments and Winding-Down Techniques

Overview/Description

The problem with most attempts to adopt stress-management or self-care routines is that they require time, effort and planning. The reality for many people who have stressful jobs is that they are too physically exhausted and mentally depleted by the end of the day to initiate activities commonly recommended to reduce stress in their lives. The trick is to intervene via multiple "micro-moments" of relaxation or mindful practices which only take 15 to 60 seconds. These moments of relaxation help bring stress levels down during the workday and interrupt the steady escalation of stress that creates physical and mental exhaustion. Also addressed: simple winding-down routines that can end the day in a calming, mindful way.

Target Audience

Anyone who has a stressful job and is exhausted by the day's end.

Duration

45-60 minutes

Objectives

This training will help you:

- Describe how stress escalates through the day and leads to exhaustion
- Consider whether your present stress reduction habits may be adding to your overall stress
- Understand how simple short moments of relaxation throughout the day can permit you reduce stress and conserve energy
- Practice brief mindful moments of relaxation and learn how to integrate these moments into your workday
- Understand the value of winding-down routines that foster a sense of safety and personal control

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Running on "E:" Adding Energy and Fun to Your Life

Overview/Description

Longer hours, increased responsibilities, constant change, accelerated pace of business, intensified pressure…But this doesn't mean you can't have fun and enjoy your work. This workshop will help you not only to survive but also thrive in today's high-pressure world. By unleashing your energy, igniting your enthusiasm and finding fun in your job, you're sure to maximize your work performance and even enjoy it!

Target Audience

Anyone who would like to add energy and fun to their workday.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe what causes fluctuations in energy level

- Identify how to change what causes the stress that lowers your energy
- Identify how to change your mindset about stress and your energy level

Describe the three keys to raising your energy level

- Describe how to add commitment to your life
- Describe how to add challenge to your life
- Describe how to add control to your life

Identify the characteristics of your energy zones

- Describe the high energy zone
- Describe the anxiety zone
- Identify ways to add fun to your workday

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Sleep: An Essential Component of Health and Well-being

Overview/Description

In the past five years, it has been routinely reported by researchers and the media alike that Americans are notoriously sleep deprived. There are numerous reasons why this may be the case. Yet while many people look towards improving their health via diet, exercise and ceasing bad consumption habits (e.g., junk food, cigarettes), sleep is often overlooked—or is it? Sleep medications will surpass $5 billion in annual sales within the next year. Apparently not only are Americans having difficulty getting sufficient quantities of quality sleep, they are also having difficulties getting to sleep. This workshop provides the latest research findings regarding the importance of sleep and offers participants suggestions on how to improve their sleep according to priority and quality measures.

Target Audience

Anyone interested in learning about or improving their sleep.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe the importance of sleep

- Identify the purpose of sleep for the body/mind
- Describe sleep's role in memory consolidation
- Identify the consequences of sleep deprivation on your body, your emotional well-being, thinking and productivity

Describe the elements of good "sleep hygiene"

- Describe why consistency is the key in developing good sleep habits and preventing most problems
- Describe the influence of light, temperature, sound in establishing quality sleep

Identify ways to assess your sleep needs

- Describe how shift work, travel and erratic sleep patterns create risk for developing sleep disturbances
- Identify any possible symptoms of sleep disorders such as sleep apnea and insomnia
- Describe resources available to address sleep problems

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Staying Young Through the Years

Overview/Description

Many people fear getting older—whether this is due to the specter of Alzheimer's disease or dealing with physical limitations of age, there are few people who look forward to aging. While there is no "fountain of youth" there are specific things people can do to remain mentally and physically young despite the advancement of time. This course identifies the most important things you can do to stay young for the rest of your life and offers practical ways of initiating those changes.

Target Audience

Anyone wishing to remain young and vital throughout their life.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Describe the effects of aging on your body and mind
- Identify common lifestyle choices which result in premature aging and illness
- Identify the 3 most important things you need to avoid to remain young and vital as you age
- Identify the 5 things you need to incorporate into your life to keep yourself young in mind and body
- Describe how to incorporate these changes into your everyday routine

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Suicide Awareness

Overview/Description

Suicide is a profoundly disturbing event and most people respond with confusion, fear and anger when confronting it. This course will demystify suicide through discussion of why it occurs, the risk factors associated with suicide and how to intervene with those who are suicidal or potentially suicidal.

Target Audience

Anyone wishing to learn more about suicide and suicide prevention.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Identify the causes of suicide
- Risk factors associated with suicide including the signs and symptoms of depression
- Common myths associated with suicide
- Describe how to intervene with someone who is expressing suicidal thoughts
- Identify the importance of creating a "safety plan"
- Describe resources available for suicide

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Tools to Handle Stress

Overview/Description

This Stress Management course focuses on specific, practical activities to reduce stress. Whatever happens to be causing your stress, these techniques can help you cope.

Target Audience

Anyone who would like to review some common stress reduction techniques that they may not have tried in a while.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will know techniques to reduce stress such as:

- Being Accountable: We often have choices we can make to reduce the causes and impact of stress.
- Engaging in Hobbies: We may be able to prioritize activities that renew us.
- Remembering Past Successes: We can focus on how we have survived previous stressful situations.
- Taking Breaks: Stepping away from a stressor can help us return to it in a more effective way.

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Understanding Depression

Overview/Description

Many people still believe that the emotional symptoms caused by depression are "not real," and that a person should be able to shake off the symptoms. Because of these inaccurate beliefs, people with depression either may not recognize that they have a treatable disorder or may be discouraged from seeking or staying on treatment due to feelings of shame and stigma. As a result, many people with a depressive illness never seek treatment. But the vast majority, even those with the most severe depression, can get better with treatment. Intensive research into the illness has resulted in the development of medications, psychotherapies, and other methods to treat people with this disabling disorder. This workshop will identify the symptoms associated with depression, possible causes and treatments.

Target Audience

Anyone interested in learning about depression and its treatment.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Recognize the signs and symptoms of depression
- Recognize how depression impacts work performance
- Identify possible causes of depression
- Describe treatment options for depression
- Identify ways of reducing the risk for depression
- Describe ways of helping family and friends who may have depression

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Using Guided Imagery for Wellness and Stress Reduction

Overview/Description

Guided imagery helps people mentally focus on pleasant images that encourage feelings of relaxation, utilizing the connection between body and mind. A person can call on mental images to improve emotional health. This workshop looks at how guided imagery can help with stress and mental well-being. It also includes a pair of guided imagery experiences.

Target Audience

Anyone who would like to improve their mental wellbeing and reduce their stress.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Know what guided imagery is
- Understand the benefits of guided imagery
- Be familiar with different types of guided imagery
- Experience a brief visualization session and a brief guided meditation session

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Walking for Mental Health

Overview/Description

Walking is a common source of exercise for many people, and it has well-recognized physical health benefits. But, did you know there are mental health benefits to walking, too? Anyone who walks for any reason could also be enjoying these benefits.

This session will look at the benefits of meditative walking and walking in nature. Participants will review ideas for getting started with both types of walks, as well as labyrinth walking. The possible benefits of walking barefoot in grass, known as "grounding," will also be presented.

Target Audience

This workshop is for people would like to walk as a way to feel better emotionally, spiritually or mentally.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand ways in which walking can provide stress relief
- Know some first steps for walking as a meditative practice
- Review labyrinth walking as a way to quiet the mind and recover a balance in life
- Know how to maximize the benefits of walking in nature
- Discuss the concept of physical "grounding"

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Work and Life Balance in a Work-From-Home Environment

Working from home can offer a lot of flexibility but can also present challenges not experienced in an office environment. Competing disruptions, different routines, and a nagging feeling to open that laptop after hours can lead to negative feelings. This session looks at the benefits of formulating a work-from-home plan in order to achieve the optimal level of work-life balance.

Target Audience

This workshop is for people who work from home and want tips and tricks to better manage this sometimes tough task.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Understand ways in which working from home differs from a traditional setting
- Describe obstacles and examine best practices to work around them
- Recognize the importance of building a routine and structure that works for you
- Discuss how communication with your partner, kids, co-workers and boss can boost your work-life balance

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Communicating Without Conflict With Your Significant Other

Overview/Description

Communication is the cornerstone of all relationships. It reinforces trust and acts as a method by which you can share your problems, frustrations, fears, anxieties, hopes and successes. Conflict is a part of life and exists in relationships. In fact, a relationship with no apparent conflict may be unhealthier than one with frequent conflict. Conflicts are critical events that can weaken or strengthen a relationship.

Target Audience

Anyone in a significant relationship with another person.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the extent of conflict in your relationship

- Identify problematic situations which intensify conflict
- Describe the role of anger in conflict
- Identify your conflict style
- Identify ways to communicate positively

Describe how to deal with anger and express it constructively

- Identify how to avoid becoming defensive and listen to opposing viewpoints
- Describe ways to establish ground rules for arguing and resolving conflict
- Identify the four behaviors that will destroy relationships
- Describe how to effectively use the "time-out" during arguments
- Identify how to avoid becoming defensive and listen to opposing viewpoints

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Communication Skills for Families

Overview/Description

Communication is a fine art that we often take for granted. It takes more than physical and verbal abilities to communicate. It takes energy along with the ability to offer support and demonstrate understanding and compassion when communicating within your family. Whether it's an expectation, emotion, question or other message, openness and willingness to communicate improves overall quality of family communication.

Target Audience

Parents and anyone interested in improving their communication skills.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the elements of good family communication

- Describe your family's relative strengths/weaknesses
- Identify different styles of communication within families
- Describe how families pass on communication styles

Identify ways to enhance communication in your family

- Describe how to listen more effectively to family members
- Identify the steps for effective problem solving within the family
- Describe effective family conflict resolution strategies
- Describe the use of "I" statements to reduce defensive reactions
- Describe effective family conflict resolution strategies

Describe helpful tips for improving family communication

- Describe the use of structured family meetings
- Describe the use of games to improve family cohesion
- Describe the power of praise and acknowledgment

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Domestic Violence Awareness

Overview/Description

According to domestic violence statistics released by the Centers for Disease Control and Prevention (CDC) in 2017, forms of domestic violence could affect up to 1 in 4 women and 1 in 7 men in America at some point in their lifetime.

Domestic violence is not limited to physical forms of battery or abuse. Rather, it takes a variety of forms, including emotional, physical, sexual, economic and psychological methods of abuse or control. Its wide range of forms adds to the difficulty of discovering, stopping, and prosecuting abusers.

This is an awareness webinar designed to provide not only facts and statistics but also an understanding that help is available through a wide variety of resources.

Target Audience

Anyone who wants more information about domestic violence, its characteristics and resources for help.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Learn facts relating to age, gender, race and geographical location of domestic violence
- Recognize signs and types of domestic violence
- Understand how to support a friend or relative who has confided in you
- Know a variety of resources for help

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Enjoying Your Empty Nest

Overview/Description

Once children leave home, whether to attend college or embark on a career, through marriage or resettlement, the parent's role often seems unclear. The changes that accompany the "empty nest" in the functioning of a household can be initially unsettling and require adjustment time. While many parents often make light of looking forward to having children move out of the home after the fact, it is often accompanied by mixed feelings, changes in relationships between husband and wife and ultimately recognition of the passing of a life stage that takes time to absorb.

Target Audience

All levels of staff with children 18 years and older.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the financial impact of an "empty nest"

- Describe the two key roles for parents of financially-dependent college-aged children
- Identify the planning required when children become financially-independent

Identify the mental and emotional preparation required to transition through this life stage

- Describe ways to adapt to the "empty nest"
- Describe how to "let go in order to help them grow"
- Identify what to do when your child returns home
- Identify ways parents can help their adult children become financially stable and emotionally independent
- Describe ways to re-engage your time in the dual pursuits of quality relationships and individual personal interests
- Identify the emotional and self-image transitions that occur in this stage of life

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Helping a Loved One Through Difficult Times

Overview/Description

When someone close to you is going through a tough time, you may want more than ever to show your love and support. Yet sometimes at their most trying times, loved ones may appear to pull away from you. How do you balance your urge to show how much you care with your desire to respect your loved one's need for space and time to grieve or process their loss? In this workshop we'll explore the difficulties that people in this position face, and discuss what you can do and, importantly, what you should not do in these situations.

Target Audience

Anyone looking for ways to help a loved one through difficult times.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of the workshop you will be able to:

Describe ways to deal with feelings of helplessness:

- Recognize that the feeling is normal
- Practice positive self-talk to overcome feeling helpless

Identify the stages people go through when dealing with grief or other difficult times:

- Describe what your loved one is likely to experience so that you are not surprised
- Describe the emotions that often set in for the "caregiver" in situations where a loved one is experiencing a difficult time
- Describe "do's and don'ts" for helping a loved one through difficult times

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The Impact of Substance Abuse on the Family

Overview/Description

Substance abuse doesn't only affect the abusing individual, but also their family members, friends, loved ones, co-workers and society as a whole. The abuser's preoccupation with the substance, plus its effects on mood and performance, can lead to problems in their marriage, work performance and other relationships. The abuse can disrupt family life and create destructive patterns of codependency. This behavior often confuses and angers loved ones as they struggle to understand why the abuser has chosen the substance over them. While not a substitute for counseling, this workshop helps to normalize the feelings and emotions people experience as we explore the impact of substance abuse on the family.

Target Audience

Anyone wishing to learn more about substance abuse, user and family dynamics and the types of available treatment.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the extent of substance abuse in society

- Define substance abuse and related terms
- Describe the possible causes and risk factors for substance abuse

Identify the dynamics of the substance abuser and the family

- Describe how denial operates in the user and in family members
- Describe the process of enabling the user by the family
- Identify the effects of untreated substance abuse upon the family in current and future generations

Describe the change process

- Describe the role of emotional management in relating to the user
- Describe the course of illness and the extent to which consequences matter
- Identify resources and how to select a treatment program

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Important Issues to Discuss Before Marriage

Overview/Description

Congratulations! You've decided to take your relationship to the next level. But wait...are you really ready? Do you know everything you need to about your loved one in order to make this a success? We're here to help! In this training, we will examine common issues that can break up a relationship if those involved aren't on the same page. We'll look at tools for how to discuss these issues and what you need to know regarding finances, kids, career goals, worldview and maintaining a household. This training will help you prepare for the next step and make it a success.

Target Audience

For anyone who would like to take the "next step" in their relationship.

Expected Duration

45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Understand the importance of discussing key life issues with your partner before making a commitment
- Have tools for communicating your needs
- Know what to think about when it comes to finances, kids, career goals and worldview
- Have a better understanding of how to resolve philosophical differences

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Life After Divorce: Landing on Your Feet

Overview/Description

Divorce can be one of life's most stressful and emotionally challenging experiences. Separating from someone you had hoped would be your life partner is usually painful. Understanding the emotional and physical stresses that often come with divorce is the first step in learning how to deal with them. This workshop will help you accept your feelings and learn ways to care for yourself during this stressful time.

Target Audience

Anyone going through a divorce or helping another person through this process.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the effects of divorce

- Describe the degree of stress associated with divorce
- Describe the emotional stages associated with divorce
- Describe how to acknowledge feelings
- Identify your own feelings associated with divorce
- Identify the means for obtaining emotional closure

Identify ways of moving beyond the divorce

- Describe how to evaluate the positives associated with divorce
- Describe how to establish rebuilding goals after a divorce
- Identify how to rebuild your self-esteem
- Describe how to take charge in your home and financial status
- Identify ways to help your children adjust to the divorce
- Describe additional resources available to you in your community and through the GuidanceResources® Employee Assistance Program

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Making the Most of Family Occasions

Overview/Description

If you are a parent you probably share an almost universal desire to make family occasions special for your children. You also may have to overcome certain obstacles in creating your own special experiences with your children such as finances, distance from family members, and the special circumstances created by divorce, step-parenting and blended families. Many parents work overtime only to find themselves frustrated by the experience and doubtful that the end result was particularly meaningful to their children.

Target Audience

Parents interested in creating less stressful, more pleasant and meaningful family events.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the obstacles to successful family occasions

- Recognize the importance of managing expectations and traditions with what is practical
- Describe how differing agendas can disrupt family events
- Describe how overextending resources can lead to disaster
- Identify how ignoring a child's perspective can lead parents to exercise poor judgment

Identify the ingredients to planning successful family gatherings

- Describe how to establish ground rules and set appropriate limits
- Identify ways to give each family member a voice
- Identify how to delegate responsibility effectively in the family and improve commitment
- Identify the importance of positive feedback and humor in creating a memorable experience
- Identify ways to turn family events into value lessons and how to strengthen family bonds

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Planning a Family Vacation

Overview/Description

Recognizing that numerous tourist destinations are competing for our travel dollar, coupled with our perception that our time is at a premium, it is highly worthwhile to apply planning skills to mapping out a destination and a budget that meets the interests and financial constraints of our family. With numerous choices and considerations, a planned vacation can be a creative and exciting process and deliver exceptional value as well.

Target Audience

Parents and family members interested in learning how to make effective vacation plans.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify vacation options

- Describe what choices are available based on interests and age of children and method of travel
- Identify ways to save money and stay within budget
- Describe how to encourage children/teens to participate in planning

Identify ways to manage the family on extended trips

- Describe methods of handling boredom and over-stimulation
- Describe effective conflict resolution skills
- Identify how to choose age-appropriate vacations

Describe how to plan for emergencies while on vacation

- Describe the importance of back-up plans and exit strategies
- Describe ways to prepare for potential medical emergencies
- Identify the importance of a quality checklist before leaving home

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Rewards and Challenges of the Blended Family

Overview/Description

With more than half of all marriages ending in divorce, and the majority of divorced individuals finding new partners, the number of blended families is growing. This type of situation can create a range of challenging issues, both practical and emotional. Patience, understanding and open communication can help make the transition smoother for everyone.

Target Audience

Anyone living in a blended family.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the characteristics of blended families

- Describe the four stages of adjustment
- Describe how to determine which stage you are in presently
- Describe ways of helping yourself and your family adjust

Identify the most common challenges of blended families

- Describe how to discipline and enact household rules
- Describe how family roles become defined
- Describe how inter-family conflict develops
- Describe how to make financial decisions in a blended family

Describe strategies for building a strong family foundation

- Identify what to communicate to your children before blending families
- Identify the most common questions and answers from children
- Identify methods of resolving family conflict and avoiding future conflict

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Single After All These Years

Overview/Description

The loss, dissolution or separation of a partnership can be one of life's most stressful and emotionally challenging experiences. Separating from someone you had hoped would be your partner through the entirety of your life is typically painful. Understanding the emotional and physical stress that is experienced with this change is the first step in learning how to move forward with your life. This workshop will help you accept your feelings, learn ways to care for yourself during this stressful time and suggest lifestyle transitions that can make this change more manageable.

Target Audience

Anyone grieving the loss of significant relationship through break-up, divorce or death.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the effects associated with the loss of a partner

- Describe the emotional stages after a loss (blaming, mourning, anger, being single, new beginnings)
- Describe how to acknowledge feelings and achieve closure by asking yourself the right questions
- Identify your rebuilding goals

Identify ways to organize and take charge of your life

- Describe how to take charge of your financial, home and social life
- Describe ways to maintain self-esteem and optimism despite your loss
- Identify how to help others cope with the loss
- Identify additional resources in your community and through GuidanceResources® Employee Assistance Program

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Staying Connected: Keeping the Spark Alive in Your Relationship

Overview/Description

Keeping the romance alive in any long-term relationship can be difficult. The busyness of everyday life often prevents us from investing in our connection with our partner. Relationships are like a bonfire, they need a stable space, patience, a careful touch and the right ingredients to keep the fire going. In this workshop, you'll learn the reasons passion wanes over time, barriers to connection and methods for reigniting the spark in your relationship.

Target Audience

Anyone looking to bring back the spark to their long-term romantic relationships.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Describe the foundation of a healthy and happy long-term partnership:

- The essential ingredients
- Why the butterflies go away
- Benefits of a healthy relationship

Identify warning signs and barriers to connectedness:

- The Four Henchmen
- Routine
- Stress

Describe how to strengthen connectedness:

- Communication
- The importance of intimacy

Identify key tools for keeping your relationship fresh, fun and passionate:

- Love languages
- Adding romance to your life
- Creative and affordable date ideas
- Where to go for additional help

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Veterans Transitioning Home: Relationships (Webinar Only)

Overview/Description

The adjustment to civilian life can be challenging for the thousands of veterans returning home. Adjusting to relationships with spouses, family, friends and co-workers can be difficult. The honeymoon period immediately after demobilization usually ends shortly and vets are faced with the reality that not only have they changed but so have others in their absence. Family roles often require renegotiation and lost intimacy will need to be regained. Relating to civilians in general may be awkward and require some adapting. This workshop will address the social transition process for returning veterans; identifying the most common issues they face and describing ways of re-establishing relationships.

Target Audience

Returning veterans, their families, friends and anyone wishing to understand more and help veterans transition home.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Understand the issues veterans face when returning home
- Describe ways of re-establishing relationships with spouse, children, family and friends
- Describe strategies for managing emotions and addressing conflict
- Identify resources available for the transition home

Agenda

- Unique Relationship Challenges
- Reconnecting With Your Significant Other
- Relating to Children
- Managing Your Emotions and Reactions – Trust, Control, Anger
- Developing a Plan
- Additional Resources

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When Mom and Dad Move in With You

Overview/Description

You hear a lot about parents taking in adult children who are out of work. What's much less noticed is a new trend—adult children taking in parents who are finding it financially hard to make it on their own. In 2008, a little over 4 million parents were living with an adult child. By the end of 2011 the number had risen to 4.6 million—a 15 percent increase.

Target Audience

Anyone who has a parent or older relative living with them.

Expected Duration

45-60 minutes

Workshop Objectives

At the end of this workshop you will have learned:

How to create a financial arrangement for both families

- A parent's contribution to family expenses
- The importance of writing it down to avoid misunderstanding
- Tax consequences

How to define duties for everyone in the household

- How to discuss a typical week in your household with your parents
- Considerations for meals, chores, TV use, religious services, music, pets and social activities
- Transportation arrangements if you don't drive

How to understand privacy concerns

- The need for separate "personal space"

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Professional Development Seminars and Organizational Consulting Services

The sessions and services listed below are customized to your organization's needs and designed to include all levels of staff in a variety of industries. The courses are highly interactive and often include pre-work to make full and effective use of the time. They range from one hour to a full day of facilitation. Many of the Organizational Consulting Services include individual and team assessments as well as review and assistance with a variety of HR compliance needs.

Our seasoned HR professionals, OD specialists and professional trainers design and facilitate the courses, consult on all OD projects and serve as Executive/Management coaches.

Professional Development

- The Art of Negotiating a Win-Win Situation
- Becoming a Strategic Business Partner
- Becoming an Accomplished Professional
- Calming the Angry Customer
- Delivering Customer Service Excellence
- Effective Business Writing
- Facilitating Productive Meetings
- Interpersonal Skills in Business
- Managing Your Career
- Presentation Skill Building
- Problem Solving Just Got Easier
- Project Management Basics
- Resolving Conflicts in the Workplace
- Telephone Skills: Projecting a Professional Image
- Using E-mail the Right Way
- Working Successfully in a Virtual Environment

Management Development

- Becoming a Skilled Coach
- Building an Intrapreneurial Environment
- Building Productive Work Teams
- Coaching Difficult Employee Performance
- Congratulations: Welcome to Management
- Creating a Motivating Environment
- Delegating Effectively
- The Impact of Corporate Culture on a Team
- Keeping a Cool Head: A Manager's Guide to Controlling Emotions Under Pressure
- Management and Leadership: The Fundamentals
- Managing Across Generations
- Managing During Uncertain Times
- Managing Negativity in the Workplace
- Managing the Virtual Office
- Performance Planning and Appraisal
- The Power of Positive Recognition
- Understanding and Minimizing the Effects of Shift Work
- Successful Interviewing
- Managing Staff Through Change and Stress
- Moving Forward: An Employee Guide to Navigating Change in the Workplace

Organizational Training and Consulting Services

Compliance Training

- Combating Substance Abuse in the Workplace (Both Manager and Employee sessions available)
- Harassment Training: Manager and Employee, as well as AB1825 training
- Valuing Diversity in the Workplace

Change Management Training and Consulting

- Managing Staff Through Change and Stress
- Moving Forward: An Employee Guide to Navigating Change in the Workplace

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Consulting Services

- Consulting on HR Policy and Procedure Strategy
- Crisis Management: Preventing, Preparing and Communicating in Critical Situations
- Employee Opinion Survey Design and Assessment
- Management One-on-One Coaching
- Outplacement Resources
- Team-Building and Conflict Interventions
- Understanding and Deterring Violence in the Workplace: Manager and Employee Training

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Selecting a Curriculum to Address HR and Business Challenges

In this guide, we have identified many of the most common business challenges faced by our customers and have recommended training curricula to address them. The curricula contain best practices from our experience working with customers to address these challenges. We know that every organization is unique, so we encourage you to use this guide as a starting point. We can work with you to implement a curriculum just as it's listed here, or we can revise the curriculum to meet your specific needs.

Business and HR Challenges

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Addressing Workplace Substance Use Concerns

Overview of Our Approach

Alcohol and drug misuse can impact workplace safety, productivity, and health. Understandably, organizations often put strict policies about substance use in place, in order to maintain workplace safety and to comply with government regulations. Those strict policies are most effective when combined with empathy toward the challenges faced by people who want to quit. Many employees want to get control of the problem, but doing so often seems too hard. This can be especially true around the holidays. Our recommended training approach is to address not only the impacts of substance abuse on the workplace, but also the factors that make it hard for employees to quit and stay in control.

Curriculum goals for the organization:

- Enforce strict substance use policies while still showing empathy toward employees who are struggling to comply.
- Increase the likelihood that employees will quit on their own, before the need for discipline or termination arises

Best practices:

- Whenever substance abuse policies are communicated to employees, include information about training and support services as part of the communication.
- Offer training mostly by webinar, so that employees can attend anonymously.

Recommended curriculum:

- Drinking Responsibly (Page 141)
- The Impact of Substance Abuse on the Family (Page 177)
- Managing Holiday Stress (Page 157)
- Overview of GuidanceResources for Employees

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Building Resilience to Prepare for a Crisis or Emergency

Overview of Our Approach

In the immediate aftermath of an unexpected emergency, organizations often scramble to maintain business continuity and also to ensure that employees are safe and supported. To an extent, this is inevitable, since it's impossible to predict the precise timing and scope of events like weather disasters, mass violence, etc. That said, there are skills that employees can develop to help make them more resilient, and therefore aid both individuals and the organization in the recovery from these kinds of events. Our training approach looks at four building blocks of resilience: self-awareness, emotional control, relationship management, and positive thinking.

Curriculum goals for the organization:

- Enable employees to "bounce back" from a crisis or unexpected setback.
- Maintain employee productivity even during highly challenging times.
- Support business continuity initiatives.

Best practices:

- Don't wait. Be proactive rather than reactive when it comes to building the skills employees need for resilience.
- Make resilience-building a part of year-round, regularly scheduled training, rather than merely a response to an incident.

Recommended curriculum:

- Resiliency: Bouncing Back After a Setback (Page 116)
- Stress: A way of life or a fact of life? (Page 117)
- Managing Your Emotions in the Workplace (Page 87)
- Preparing for Financial Emergencies (Page 114)
- Strengthening Your Ability to Empathize (Page 100)
- Using Kindness to Achieve Personal Success and Happiness (Page 104)
- Overcoming Your Distorted Negative Thinking (Page 94)

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Boosting Employee Morale

Overview of Our Approach

Low workplace morale can result in poor work quality, excessive absenteeism and complaints from external and internal customers. We help employees who are suffering from low morale by encouraging them to consider the choices they have about the one thing they alone control while at work: themselves. We help employees see the choices they have about their own accountability, resiliency and engagement.

Curriculum goals for the organization:

- Maintain employee productivity and engagement.
- Build employee satisfaction and retention.
- Promote positive interactions among employees and with customers.

Best practices:

- Make training voluntary rather than mandatory.
- Encourage use of Guidance Resources Online.
- Consider training to deal with specific causes of low morale as applicable, such as stress in the workplace, lack of personal engagement or trust, or communication issues.

Recommended curriculum:

- Being Accountable in Work and Life (Page 66)
- Balancing Work and Life (Page 135)
- The Confident You: Taking Charge of Your Life (Page 69)
- How to Be More Engaged at Work (Page 76)
- How to Make a Habit of Success (Page 77)
- The Impact of Attitude on Work and Life (Page 111)
- Overview of GuidanceResources for Employees
- Overview of GuidanceResources for Supervisors

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Combating Workplace Bullying or Harassment

Overview of Our Approach

Bullying and harassment can negatively impact productivity and create compliance concerns for an organization. Our recommended training approach is to use ComPsych's personal development programs to address the issues that are often underlying causes, and separately deliver training to reinforce company policies about bullying and harassment. The training about company policies would include reference to the fact that personal development training is available to help people develop skills to help them respond to and/ or avoid bullying or harassment. These skills can include conflict management, confidence, emotional control and interpersonal communication.

Curriculum goals for the organization:

- Eliminate the negative productivity effects of bullying and harassment from the workplace.
- Increase employee morale.
- Reduce concerns about compliance-related violations.

Best practices:

- Deliver training and communication about company policies before delivering training to address potential underlying causes of bullying and harassment.
- Once the policy expectations have been made clear, personal development training can be voluntary.

Recommended curriculum:

- Using Reason to Resolve Conflict (Page 24)
- The Confident You: Taking Charge of Your Life (Page 69)
- Managing Your Emotions in the Workplace (Page 87)
- Initiating Difficult Conversations (Page 16)
- How to Deal With a Difficult Person (Page 15)
- Using Kindness to Achieve Personal Success and Happiness (Page 104)

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Improving Team Dynamics

Overview of Our Approach

Poor team dynamics are usually the result or poor communication, especially in conflict situations. This often results in complaints to HR, and it can negatively impact team productivity. Our training approach is to provide team members with communication and conflict resolution skills that enable them to work well together, even when they disagree or have clashes in personality.

Curriculum goals for the organization:

- Improve employee productivity by reducing the distractions that exist when people can't get along.
- Improve employee morale.
- Free up HR time to address core business issues instead of getting bogged down in employee infighting that often seems like it should be trivial.

Best practices:

- Combine training with the setting and enforcement of clear expectations regarding employees' behavior toward one another.
- Consider making training mandatory, especially if the issue has existed for a long time and is having negative impacts.

Recommended curriculum:

- Using Reason to Resolve Conflict (Page 24)
- Giving Effective Feedback in Personal or Work Situations (Page 14)
- How to Deal With a Difficult Person (Page 15)
- Managing Your Emotions in the Workplace (Page 87)
- Using Kindness to Achieve Personal Success and Happiness (Page 104)
- The Impact of Attitude on Work and Life (Page 111)

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Increasing Understanding About Mental Health

Overview of Our Approach

Despite improvements in recent times, stigma regarding mental health still exists and is a barrier to getting people treatment that would help them. As a result, people either miss work, or they come to work in a state of mind that makes it hard for them to be productive. Our approach is to use training as a way to encourage people to talk more openly about mental health and to emphasize the benefits of seeking help.

Curriculum goals for the organization:

- Encourage employees to seek help for mental health issues before they cause excessive absenteeism, presenteeism, or productivity decline.
- Create a supportive workplace environment.

Best practices:

- Tie training to broader events such as Depression Awareness Month or Suicide Awareness Month.
- Deliver mental health training mostly by webinar, to encourage attendance from people who might otherwise stay away from sensitive subject matter.
- Consider training to deal with specific causes of low morale, such as stress in the workplace, lack of personal engagement or trust, or communication issues.

Recommended curriculum:

- Mental Health Awareness (Page 160)
- Counseling and Therapy, Demystified (Page 139)
- Understanding Depression (Page 168)
- Suicide Awareness (Page 166)
- Connecting Mind and Body for Healthy Living (Page 136)
- Overview of GuidanceResources for Employees
- Overview of GuidanceResources for Supervisors

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Preparing for Performance Reviews

Overview of Our Approach

The most effective performance reviews are a two-way dialogue, with the employee participating actively in the conversation, as opposed to passively taking in the feedback. Creating the kind of environment that fosters this kind of conversation can be challenging. Performance reviews are an important part of employee retention goals, since employees who leave an organization often cite lack of feedback or direction from their manager as a contributing feedback. Our training approach is to provide managers with communication tools that foster active participation from both sides during conversations about performance.

Curriculum goals for the organization:

- Build managers' confidence in their ability to deliver effective performance reviews.
- Build employees' ability to accept feedback in constructive ways.
- Increase the likelihood that performance conversations lead to improved behavior.
- Improve manager-employee relationships, contributing to improved employee retention.

Best practices:

- Recognize that training about communication skills is a component of broader communication and policies the organization must put in place to ensure effective performance reviews.
- Deliver training as close as possible to review time, so that the content is fresh in people's minds.

Recommended curriculum:

- Giving Effective Feedback in Personal or Work Situations (Page 14)
- Building Trust (Page 68)
- Where are you going? Goal Setting for Personal and Professional Success (Page 105)
- The Impact of Attitude on Work and Life (Page 111)
- Working Through Mistakes (Page 106)
- How to Receive Criticism and Make It Work for You (Page 110)

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Promoting Physical Well-being

Overview of Our Approach

Employer health care costs are rising year after year. According to the Centers For Disease Control, chronic diseases such as hypertension and obesity account for 75 percent of total health care costs. Although chronic diseases are among the most common and costly of all health problems, adopting a healthy lifestyle can help prevent them. We help employees learn ways to maintain their own physical well-being and live healthier lifestyles.

Curriculum goals for the organization:

- Reduce health care costs
- Maintain employee productivity
- Minimize use of sick days
- Promote the organization's support of its employees

Best practices:

- Make training voluntary rather than mandatory.
- Encourage use of GuidanceResources Online.
- Make training available to spouses and family members, in addition to employees.
- Promote use of the Employee Assistance Program confidential counselors.
- Align with other workplace health promotion activities.

Recommended curriculum:

- Healthy Food Choices on the Go (Page 146)
- Healthy Lifestyle: Changing the Way You Think About Diet and Exercise (Page 147)
- Sleep: An Essential Component of Health and Well-being (Page 164)
- Connecting Mind And Body for Healthy Living (Page 136)
- Emotional Eating: The Connection Between Mood and Food (Page 143)

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Providing Support After Job Loss Announcements

Overview of Our Approach

Announcements about job loss have wide-ranging impacts, therefore our recommended training approach addresses a wide range of audiences and needs. We help employees who are losing their jobs cope with the transition, and help them talk to their families about what happened. We help spouses and family members prepare for the stress and financial strain that may come. We help employees who are staying with the company remain engaged.

Curriculum goals for the organization:

- Demonstrate to all employees that the organization has a commitment to support people during this difficult time.
- Keep morale as high as possible, given the circumstances.
- Minimize the negative effects of gossip and rumors.
- Maintain productivity while employees remain in their jobs.

Best practices:

- Make training voluntary rather than mandatory.
- Wait at least two weeks after the announcement before offering EAP training to employees.
- Make training available to spouses and family members, in addition to employees.

Recommended curriculum:

- Living With Change (Page 112)
- Stress: A way of life or a fact of life? (Page 117)
- Talking to Your Child About Tough Issues Affecting the Family (Page 51)
- Managing Personal Finances (Page 129)
- Overview of GuidanceResources for Employees
- Overview of GuidanceResources for Supervisors

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Relieving Workplace Stress

Overview of Our Approach

Stress is expensive for employers. One study (Leiter & Maslach) states that job stress is estimated to cost the U.S. economy $300 billion in sick time, long-term disability, and excessive job turnover impacts. Our recommended training approach can address these issues though a variety of techniques. We can help employees and their family members set achievable goals to eliminate some stressors from their lives. For stressors that are unavoidable, we can help employees and their family members relieve their stress using both immediate responses and long-term approaches. We can even provide techniques to mindfully reduce feelings stress by looking differently at the causes.

Curriculum goals for the organization:

- Minimize sick days taken due to stress.
- Minimize accidents on the job due to stress.
- Improve employee satisfaction and retention.
- Identify and address sources of stress.

Best practices:

- Make training voluntary rather than mandatory.
- Provide limited training choices over a long period (such as two topics a quarter over twelve months).
- Make training available to spouses and family members in addition to employees.
- Consider training to deal with specific causes of stress as applicable, such as change in the workplace, communication issues, personal engagement, or lack of respect.
- Encourage use of the Employee Assistance Program confidential counselors.

Recommended curriculum:

- Stress: A way of life or a fact of life? (Page 117)
- Mindfulness: Being Present in Work and Life (Page 88)
- Learning to Relax (Page 153)
- Gratitude: A Skill for Happier Living (Page 75)
- Hobbies for Mental and Physical Health (Page 148)
- Being Accountable in Work and Life (Page 66)
- Overview of GuidanceResources for Employees
- Overview of GuidanceResources for Supervisors

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Supporting Employees Who Are New to the Workforce

Overview of Our Approach

Recent graduates and others entering the full-time workforce for the first time will face challenges. For some, taking feedback and direction may be a challenge, while others may struggle with the pace of the work. Dealing with ambiguity is also a challenge, as the assignments and "grading" mechanisms in the workplace are not always as clear-cut as they were in school. Our training approach is to address these issues with a broad set of skills that employees who are new to the workforce find valuable.

Curriculum goals for the organization:

- Speed the time it takes new employees to adapt to the workforce and become productive.
- Reduce the turnover that often comes when employees have trouble adapting.
- Minimize conflict between newcomers and their supervisors or co-workers who have been working for many years.

Best practices:

- Position training as a perk of the job rather than a punishment or disciplinary mechanism for employees who struggle to adapt to the workforce.
- Combine webinar delivery with some face-to-face programs that help build camaraderie and connection among new employees.

Recommended curriculum:

- How to Make a Habit of Success (Page 77)
- Being Accountable in Work and Life (Page 66)
- Time Management Principles (Page 101)
- Building Trust (Page 68)
- Secrets to Self-motivation (Page 97)
- Where are you going? Goal Setting for Personal and Professional Success (Page 105)
- Managing Personal Finances (Page 129)

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Supporting First Responders

Overview of Our Approach

The stress that firefighters, law enforcement officers, and other first responders face on a daily basis can be overwhelming, and sometimes traumatic. Coping with trauma and crisis can be very hard, but it's also hard for people in these positions to take care of their physical and emotional health on a day-to-day basis. Our training approach is to address the potential impacts of trauma, while also emphasizing the importance of self-care as a regular part of daily living.

Curriculum goals for the organization:

- Provide support to employees who face trauma as part of their jobs.
- Reduce the impact of physical and mental health issues on first responders

Best practices:

- Include this training as part of new hire curriculum for first responders.
- Offer training at multiple times of day to accommodate shift workers.
- Supplement training with reminders that one-on-one support is also available

Recommended curriculum:

- Coping With a Traumatic Event (Page 108)
- Learning to Relax (Page 153)
- Connecting Mind and Body for Healthy Living (Page 136)
- Counseling and Therapy, Demystified (Page 139)
- Healthy Lifestyle: Changing the Way You Think About Diet and Exercise (Page 147)

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Experiential Relaxation

Overview of Our Approach

At work and at home, we all encounter situations that induce pressure and stress. Prolonged stress like this—if it's not managed well—can have a significant impact on overall well-being. Research has demonstrated that simple tools such as deep breathing and visualization can help us relax and gain control of the stress, helping us feel happier and perform better. That said, time pressure often makes us feel as if there just aren't enough opportunities during the day to cool down and decompress. That's why we have created this "Relaxation Break" experience, which provides a hands-on way to learn relaxation techniques that are easy to implement, all in just a few minutes.

The relaxation specialist will be stationed in a break room, conference room, or other convenient location, to provide one-on-one coaching in 10 minute appointments. The first several minutes of each session will be used to teach a relaxation technique. To demonstrate the mind-body connection in real time, and demonstrate the power of the technique, the relaxation specialist will use a biofeedback device, which measures heart rate variability, while the participant engages in the relaxation technique. The participant will leave feeling better with tools they can use on their own when they need to cool down from high-stress situations. Here's an example of a possible schedule:

Relaxation Program Schedule

9:00 a.m.	Participant 1	10:40 a.m.	Participant 10
9:10 a.m.	Participant 2	10:50 a.m.	Participant 11
9:20 a.m.	Participant 3	11:00 a.m.	Participant 12
9:30 a.m.	Participant 4	11:10 a.m.	Participant 13
9:40 a.m.	Participant 5	11:20 a.m.	Participant 14
9:50 a.m.	Participant 6	11:30 a.m.	Participant 15
10:00 a.m.	Participant 7	11:40 a.m.	Participant 16
10:10 a.m.	Participant 8	11:50 a.m.	**BREAK**
10:20 a.m.	**BREAK**	Noon – 1:00 p.m. Walk-ins Welcome	
10:30 a.m.	Participant 9		

Process

The relaxation specialist is typically onsite for about half a day, 3-5 hours. In advance, a schedule with appointments as well as time for walk-ins should be created. The relaxation specialist typically sees 8 people back-to-back with a ten minute "break" after each set. The break provides a buffer for those who may have been late to their appointment. After each session, the participants will receive both a handout with step-by-step instructions of the technique as well as a feedback form. Approximately one half to two thirds of the time slots should be appointments, the others, walk-ins.

Handout

At the end of the session, participants will receive an attractive postcard with instructions on how to practice the technique on their own.

Requirements

The only requirement is that there is a private room within a quiet area of the building to help eliminate distractions. An outlet to charge the computer is also necessary.

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