



# 2018 EMPLOYEE ASSISTANCE PROGRAM

EAP Wellness Seminars and Management Trainings Catalog

Together, all the way.®

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# WE CAN HELP YOU WITH THAT

**Wellness seminars and management trainings are an important part of the Employee Assistance Program (EAP) benefit.**

Cigna EAP offers a broad range of seminars to help your employees and managers reduce stress, stay healthy and perform at their best – which helps your organization perform at its best, too.

Our seminars help employees optimize their total health – physical, emotional and social – so they can come to work focused, positive and ready to perform at their full potential.

For these reasons we have developed a wellness seminar and management training catalog with over 150 topics to offer to your employees. These seminars have been researched and developed in consultation with experts in their field. Our seminar presenters are licensed clinicians and professional speakers with extensive experience in the field of employee assistance and counseling.

Our wellness seminars are one hour in length with some topics available as 30-minute options. Management trainings are one to one and a half hours.

Wellness seminars include a combination of lecture, discussion, experiential exercises and handouts.

# PLANNING A SEMINAR

## How to make a request

To coordinate a seminar, please call 1-800-562-5254 ext. 302 or email [jcampo@schoolcare.org](mailto:jcampo@schoolcare.org)

## Employer Service Hours

Please be aware of your organization's policy governing the use of Employer Service Hours (ESH).

- Is there a pre-approval protocol?
- How many ESHs are you authorized to use?
- How many ESHs remain in your plan year?

The seminar times listed are approximate. If a seminar/training exceeds the time frame, Employer Service Hours will be deducted for the overage. Please discuss any time concerns you have with the Employer Service Coordinator team.

## Webinar/Virtual Formats

Seminar topics are also available to be presented in a webinar format. This is an excellent way to meet training needs for remote employees. **Your organization is responsible for all technology to support webinar delivery.**

These are scheduled in the same manner as our in-person trainings. They are facilitated by a specialized group of presenters who are experts in remote delivery of our wellness seminars.

**Cigna seminar materials are copyrighted and cannot be recorded, modified or reproduced.**

# PRE-SEMINAR TO-DO LIST

## Plan ahead

**Please allow at least 4 weeks notice (6 to 8 weeks notice for legal or financial seminars)** to allow enough time to organize an effective seminar for your organization.

Organizing a successful seminar or training event takes about six weeks of planning – from selecting a topic and confirming the date to communicating the details and coordinating necessary rooms and equipment.

The following page offers a suggested six-week to-do list which begins with an annual review of your training needs and ends with a completed seminar evaluation.

As you review your organization's training needs, it's important to consider:

- Offering orientations to the EAP to better understand the benefit
- Mandatory training needs
- New hire and/or new supervisor trainings
- Recurring issues in the workforce that a seminar might address (e.g., parenting or senior care problems, diversity, stress management)
- Review EAP utilization data for trends at site(s); contact your EAP account manager for assistance





# WHAT'S NEW FOR 2018

## **We hear you.**

Your feedback is very important to us. So each year we create a variety of new seminars for you to offer to your employees. We also update our existing seminars with the latest content. In addition, we offer 30-minute seminars of some of our most popular topics for those who can't spare a whole hour. If you would like to learn more about our new seminars, you may

call 1-800-562-5254 ext. 302 or email [jcampo@schoolcare.org](mailto:jcampo@schoolcare.org)

# WHAT'S NEW FOR 2018

## **Blueprint for Emotional Wellness**

- Explore the components of emotional wellness
- Increase your self-awareness
- Learn the basics of emotional intelligence
- Discover ways to manage your emotions effectively
- Understand how to enhance your support system

## **Bridging Divides: Beyond Agree to Disagree**

- Understanding the value and challenge of diverse interactions
- Recognize the influence of brain wiring and bias
- Discover what happens when we reach across divides
- Practice connecting in authentic ways

## **Finding Your Resilience After a Disaster**

- Discuss what it means to be resilient after a disaster
- Explore factors that influence your ability to be resilient
- Identify the ways in which you are already resilient
- Learn strategies to build up your personal resilience

## **Life with Cancer**

- Talk about the impact of a cancer diagnosis
- Discuss how to navigate the challenges that become part of day-to-day life
- Explore common emotions and how to respond to them
- Review strategies for maximizing quality of life

## **Make Peace with Time**

- Explore your personal relationship with time
- Discuss factors that impact time management
- Review strategies that can improve your relationship with time
- Create an action plan for change

## **Manager's Guide: Civility and Respect at Work**

- Discuss how incivility and disrespect impact a workplace
- Understand factors involved in disrespect, harassment, bullying
- Explore effective response strategies
- Review ways to actively build a positive work environment

## **Mental Health: Recognition and Response for Managers**

- Discuss stigma and why it's hard to talk about mental health concerns
- Review prominent signs indicating the need for intervention
- Explore how to approach difficult conversations and situations
- Learn how the EAP and other resources can help you address concerns

## **Relocation: Navigating a Move**

- Discuss the challenges of relocation and how to manage them
- Learn how you can help your family make the transition
- Explore strategies for acclimating to your new environment
- Review challenges specific to an international relocation

## **Stress and the First Responder**

- Discuss factors unique to the first responder role and culture
- Explore reactions to trauma work
- Review strategies to manage emotional stress
- Outline a personal stress management action plan

# WHAT'S NEW FOR 2018

## Teens: Risky Behaviors and Good Choices

- Review areas of concern for parents of teens
- Explore the impact of development on behavior and decision-making
- Discuss strategies to teach teens how to make good choices
- Talk about the positive role you can play as a parent

## The Opioid Crisis and You

- Understand the history and reasons for the opioid epidemic in U.S.
- Review what opioids are and how they impact the body and brain
- Discuss the dangers of opioid use
- Learn how to respond to concerns and get help

## Legal and Financial Seminars

### A Prescription to Relieve Financial Stress\*

*\*Available Second Quarter*

- Start with a positive attitude
- You can't expect what you don't inspect – write goals and follow a spending plan
- Communicate and collaborate
- Let time be your friend

### Estate Planning: Financial Basics\*

*\*Available Second Quarter*

- Help ensure you and your affairs will be properly taken care of
- Defuse potential family conflicts over your assets
- Specify who will care for your minor children
- Minimize estate and other transfer taxes

## Family Finances: From Toddler to Teen

- Baby-proofing your life, day care and pre-school
- Activities, clothes, and car expectations
- High school, prep, and private vs public
- Setting them up with good money habits

## The Financial Wellness Playbook

- How to write and prioritize goals
- Avoid debt, prioritize spending and keep good credit
- Start and never stop saving for your long term goals
- Protect and share your assets – make a difference

## Your Debt-Free Game Plan\*

*\*Available Second Quarter*

- Recognizing spending habits and a willingness to change
- Disciplines for saving rather than spending
- Consider and adopt a debt reduction strategy
- Conquering a life-long challenge



# WHAT'S NEW FOR 2018

## 30-Minute Seminars

### Caring for the Caregiver

- Explore the signs of caregiver stress and burnout
- Learn strategies for healthy caregiving and self-care
- Identify ways to deal with family dynamics
- Discuss how to stay resilient in the face of caregiving stress

### Finding Your Drive

- Discuss why self-control can be so difficult
- Explore factors that influence willpower, motivation, perseverance
- Discover strategies to build up self-control

### Healthy Life Tips for Men

- Become aware of the health risks facing men today
- Learn about lifestyle choices that can reduce risk factors and improve health
- Understand the importance of preventive care and recommended screening tests
- Learn about resources available to support healthy choices

### Healthy Life Tips for Women

- Become aware of the health risks facing women today
- Learn about lifestyle choices that can reduce risk factors and improve health
- Understand the importance of preventive care and recommended screening tests
- Learn about resources available to support healthy choices

### Make the Choice to Be Healthy

- Become aware of the health risks facing us today
- Learn about lifestyle choices that can reduce risk factors and improve health
- Understand preventive care and recommended screening tests
- Learn about resources available to support healthy choices

### Mental Health: Let's Talk About It

- Explore the history of mental health treatment
- Learn how the stigma of mental illness can stand in the way of getting help
- Discuss how to approach the topic with someone and how to offer support
- Get tips on self-care to maintain good mental health

## Spanish Seminars

### The Power of Authenticity

- Understand what it means to be an authentic person
- Discover the benefits of being authentic
- Discuss how to recognize your authentic self
- Learn how to become more true to yourself

### Stress Relief: Train Your Brain

- Understand how your body and brain react to stress
- Discover how relaxation techniques can make a difference
- Learn how you can “rewire” your brain to change your stress response
- Practice relaxation techniques to rewire and use in day-to-day life

*30-minute seminars are charged a full Employer Service Hour (ESH)*

# REVISED SEMINARS FOR 2018

## **Bridging the Gaps: Generations at Work**

- Understand the value of bridging generation gaps
- Explore the factors that shape each generation
- Expand your understanding of generational styles at work
- Gain insight on how to work well with other generations

## **Manager's Guide: Communication Tool Kit**

- Understand how communication relates to a manager's role
- Identify communication strategies associated with each role
- Discuss communication disconnects that can occur
- Practice applying communication techniques in management situations

## **Manager's Guide: Depression in the Workplace**

- Build an understanding of depression and the impact it can have
- Become aware of how depression might present in the workplace
- Review manager's response to an employee who may be depressed
- Discuss threat of suicide and how to respond

## **Manager's Guide: Managing Workplace Conflict**

- Discuss impact of unproductive and productive conflict
- Understand how to identify and evaluate signs of conflict
- Learn conflict resolution processes, techniques and support sources
- Review strategies to reduce conflict going forward

## **Managing Change**

- Understand the process of change
- Recognize common reactions to change
- Learn strategies for managing a transition
- Develop a personal plan for managing and moving through change

## **Partner Violence and the Workplace: A Manager's Role**

- Increase awareness of partner violence
- Recognize the impact of partner violence in the work setting
- Identify potential warning signs at the work site and learn how you can help
- Address the challenge for supervisors

## **Stress Management 101**

- Learn the definition, dangers, and symptoms of stress
- Examine the sources of stress in your life
- Discover strategies for managing stress in a healthy way

## **The Power of Initiative**

- Understand what it means to take initiative
- Explore roadblocks that may stop you from taking control
- Discover how to "re-frame" self-defeating thoughts
- Discuss the power of purpose and other motivating strategies
- Review strategies for taking initiative in the workplace

# REVISED SEMINARS FOR 2018

## **Work and Personal Life: The Balancing Act**

- Discuss what work/life balance might look like in our own lives
- Examine how our values can impact our sense of balance
- Learn strategies for managing demands more efficiently

## **Working Together: Diversity in the Workplace**

- Define cultural diversity
- Understand the benefits of an inclusive work environment
- Discuss skills that are important for promoting diversity and inclusion
- Identify ways to promote inclusivity in your workplace

## **30-Minute Seminars**

### **Work and Personal Life: The Balancing Act**

- Discuss what work/life balance might look like in our own lives
- Examine how our values can impact our sense of balance
- Learn strategies for managing demands more efficiently

*30-minute seminars are charged a full Employer Service Hour (ESH)*

## **Spanish Seminars**

### **Dealing with Difficult People**

- Learn how to differentiate between “difficult people” and “difficult situations”
- Understand why a person might be considered difficult
- Know how to take control of the one person you *can* control—*yourself*
- Discover techniques for dealing with difficult behaviors

### **Make the Choice to Be Healthy**

- Become aware of the health risks facing men and women today
- Learn about lifestyle choices that can reduce risk factors and improve health
- Understand preventive care and recommended screening tests
- Learn about resources available to support healthy choices

### **Sexual Harassment Awareness for Employees**

- Define sexual harassment
- Identify different types of harassment
- Understand what behaviors can be considered sexual harassment
- Learn ways to respond if you think you're being harassed



# ORIENTATION TO THE EAP SEMINARS

## **Together all the way.**

Help is here. Cigna EAP offers access to a broad range of services to help your employees and managers reduce stress, stay healthy and perform at their best – which helps your organization perform at its best, too. To help your managers and employees learn more about EAP and what it can do for them, we have EAP orientation seminars:

- Employees will understand how to more effectively use the EAP
- Managers and supervisors will learn how to use the EAP as an effective management tool and resource for employees

To learn more about orientation seminars, please call 1-800-562-5254 ext. 302 or email [jcampo@schoolcare.org](mailto:jcampo@schoolcare.org)

# ORIENTATION TO THE EAP SEMINARS

## Employee Orientation

### Employee Orientation to the EAP

- Know more about your Employee Assistance Program (EAP)
- Find out who can use the EAP
- Learn about the wide range of EAP services and how they can help you
- Find out how to access the EAP

## 30-Minute Seminars

### Employee Orientation to the EAP – 30-minute

- Know more about your Employee Assistance Program (EAP)
- Find out who can use the EAP
- Learn about the wide range of EAP services and how they can help you
- Find out how to access the EAP

### Manager's Guide to the EAP – 30-minute

- Understand the benefits of the Employee Assistance Program (EAP)
- Learn how to use the EAP as a management tool
- Learn the steps to successfully refer employees to the EAP

*30-minute seminars are charged a full Employer Service Hour (ESH)*

## Manager Orientations

### Manager's Guide to the EAP

- Understand the benefits of the Employee Assistance Program (EAP)
- Learn how to use the EAP as a management tool
- Learn the steps to successfully refer employees to the EAP

### Manager's Guide to Critical Incidents – 1 to 1.5 hours

- Understand the basics of how humans respond to traumatic events
- Become familiar with Cigna protocols for providing critical incident response services
- Learn how you and your organization can best assist your employees to recover after a critical incident

### Manager's Guide: Making a Management Referral

- Learn how you can use the Employee Assistance Program (EAP) as a management tool
- Learn how a management consultation with an Employee Assistance Consultant (EAC) can help you in your role as a manager

### Manager's Return-to-Work Guide

- Increase your awareness of the needs and challenges faced by employees returning to work after a leave of absence
- Learn how to help employees readjust after a leave
- Understand how to respond to employees returning from different types of leave



# SUGGESTED SEMINAR SERIES

## **May we suggest a series?**

Is there a certain topic you would like to focus on with your employees? If so, you may want to consider a seminar series.

Take us up on one of our suggested series on the following page, or an ESC can help you create one of your own from our catalog selection. A complete list of all our seminars starts on page 17.

To schedule a series that meets your needs please call 1-800-562-5254 ext. 302 or email [jcampo@schoolcare.org](mailto:jcampo@schoolcare.org)



# SUGGESTED SEMINAR SERIES

## Change Management

- Changes and Challenges: Developing Your Personal Resilience
- Endings and Opportunities: The Power of Acceptance
- Managing Change

## Experiencing Mindfulness

- Part 1: An Introduction
- Part 2: How Can It Help?
- Part 3: Positive Impacts

## Family Matters

- Family Conflict: Keeping the Peace
- Family Life: The Juggling Act
- Revitalize Your Relationship
- Teens: Risky Behaviors and Good Choices

## Healthy Living

- Alternative Approaches to Wellness: An Introduction
- Dreaming of a Good Night's Sleep
- Make the Choice to Be Healthy
- Pain: When It Impacts Your Life
- Taking Charge of Your Health Care

## Personal Development

- Blueprint for Emotional Wellness
- Bridging the Divide: Beyond Agree to Disagree
- Finding Your Drive
- The Power of Initiative

## Stress Management

- Stress Less: Mind and Body Strategies
- Stress Management 101
- Stress Relief: Train Your Brain
- Under Pressure: Managing Workplace Stress

## Wellness

- A Fresh Look at Healthy Eating
- Healthy Eating in a Hurry Up World
- Know Your Numbers
- Staying Active

## Workplace Topics

- Civility and Respect at Work
- Creating a Positive Work Environment
- Make Peace with Time
- Working Together: Diversity in the Workplace

## Your Emotional Well-Being

- Conquering the Winter Blues
- Mental Health: Let's Talk About It
- Secrets of Happiness
- Suicide Awareness for Employees
- Why We Worry and What to do About it



# SEMINARS FOR EMPLOYEES

## **Help keep your employees performing at their best.**

From achieving success to repairing a relationship. From beating stress to parenting. Whatever issues your employees face – BIG or small – Cigna’s Employee Assistance Program offers seminars that can help.

To learn more about Employee Seminars, please call 1-800-562-5254 ext. 302 or email [jcampo@schoolcare.org](mailto:jcampo@schoolcare.org)

### **Quick links for digital use**

[Family Matters Seminars](#)

[Bring Your Child to Work Day Seminars](#)

[Personal Development Seminars](#)

[Stress Management Seminars](#)

[Workplace Topics Seminars](#)

[Emotional Well-Being Seminars](#)

[Wellness Seminars](#)

# SEMINARS FOR EMPLOYEES

## Family Matters Seminars

### Caring for the Caregiver

- Explore the signs of caregiver stress and burnout
- Learn strategies for healthy caregiving and self-care
- Identify ways to deal with family dynamics
- Discuss how to stay resilient in the face of caregiving stress

### Family Conflict: Keeping the Peace

- Identify sources of family conflict
- Understand how family roles and styles impact conflict
- Review 12 rules for fighting fairly
- Discover strategies for addressing conflicts within the family

### Family Life: The Juggling Act

- Review the pressures modern families face
- Understand the stressful impact of these pressures
- Explore strategies to reduce the stress and focus on priorities
- Gain tips to manage ongoing commitments more effectively

### Grandparenting: What's Great About Being Grand?

- Discuss the role of the grandparent today
- Explore joys, changes, and challenges that may impact all family members
- Review healthy grandparenting "do's and don'ts"
- Discover ideas for building a meaningful relationship with a grandchild

### Healthy Eating for Kids

- Learn what is a healthy weight for your child
- Identify habits that can be unhealthy for your child
- Recognize your role as a parent in your child's eating habits
- Discover strategies to healthier eating habits for your child

### Helping Children Cope with Traumatic Events

- Understand how children may respond to a traumatic event
- Discuss what children need and what you can do to help
- Learn how to respond to your child's questions and concerns
- Know when a child might benefit from professional help

### Keeping Up with the iKids

- Learn about trends in child and teen technology use
- Discuss tips about using cell phones and smartphones with children
- Explore what children and teens face on social media
- Discover strategies for teaching your children to unplug from technology
- Understand cyberbullying and online threats and know how to respond

### Life as a Single Parent

- Explore the rewards and challenges of single parenting
- Discuss how to improve your experience as a single parent
- Learn co-parenting strategies
- Review healthy self-care habits

# SEMINARS FOR EMPLOYEES

## **Family Matters Seminars** *(continued)*

### **Navigating Eldercare: A Compass for Caregivers**

- Review tips for determining your elder's needs
- Explore different approaches to living arrangements
- Learn how to plan legally, medically and financially
- Discuss the importance of connection
- Recognize your needs as a caregiver

### **New Parents: Off to a Good Start**

- Examine the emotional challenges of becoming a parent
- Discuss new parent stress and the impact on relationships
- Learn useful coping mechanisms
- Review key early years cares and concerns
- Explore how to create a positive parenting path for the early years and beyond

### **Parent Prep for a Super Summer**

- Identify strategies for effective summer planning
- Discuss options for managing summer child care challenges
- Explore ideas for summer fun and enrichment
- Get tips for easing the back-to-school transition

### **Partner Violence Awareness**

- Increase awareness of partner violence
- Learn potential warning signs of an abusive person
- Understand barriers that can stop a person from leaving an abusive relationship
- Find out what to do if you or someone you know is in a violent relationship
- Explore possible personal and workplace safety measures

### **Positive Parenting: Managing Behavior**

- Discuss the components of positive parenting
- Understand how your child's developmental stage impacts behavior
- Review strategies for shaping your child's behavior
- Learn how to manage challenging behaviors

### **Relocation: Navigating a Move**

- Discuss the challenges of relocation and how to manage them
- Learn how you can help your family make the transition
- Explore strategies for acclimating to your new environment
- Review challenges specific to an international relocation

### **Revitalize Your Relationship**

- Identify common stressors in committed relationships
- Explore the roles we play when dealing with conflict
- Learn how to resolve disagreements with your partner
- Discuss keys to a lasting relationship
- Review tips to revitalize your relationship

# SEMINARS FOR EMPLOYEES

## Family Matters Seminars *(continued)*

### Spread Too Thin: Life in the Sandwich Generation

- Explore elements that define the “sandwich” generation
- Understand unique challenges of this role
- Learn strategies to reduce negative impact
- Identify importance and methods of self-care
- Develop positive attitudes and approaches

### Sticks and Stones... Understanding Bullying Today

- Understand what bullying is and the different forms it takes
- Identify risk factors for becoming a target or becoming a bully
- Recognize possible warning signs of bullying
- Learn strategies for responding to bullying
- Explore the role of the bystander

### Surviving Your Child’s Teen Years

- Learn about adolescent development and impact on teen behavior
- Review some of the common challenges of the teen years
- Explore approaches for interacting effectively with your teen
- Learn effective communication and parenting techniques
- Identify warning signs for at-risk teens

### Talking to Children About Death

- Learn the importance of talking about death with children
- Gain an understanding of how to approach various death-related situations
- Understand how children react, grieve and cope
- Identify when more support is needed and how to find resources

### Taming the Back-to-School Transition

- Understand emotional reactions to the transition for both child and parent
- Learn tips to better manage the back-to-school transition
- Discuss what you can do now to address learning, social and safety concerns
- Review keys to year-round success

### Teens: Risky Behaviors and Good Choices

- Review areas of concern for parents of teens
- Explore the impact of development on behavior and decision-making
- Discuss strategies to teach teens how to make good choices
- Talk about the positive role you can play as a parent

### Bring Your Child to Work Day: Seminars for Children Ages 8-15

#### Go Green!

- Understand the need to take care of the environment
- Learn some tips to benefit your environment
- Discover how you can make a difference!

#### Mindfulness for Kids

- Learn what it means to be mindful
- Try out some mindfulness practices
- Explore how mindfulness can help tame stress in daily life

#### The Power of Positive Thinking

- Learn how viewpoint and attitude can shape how we feel
- Discuss strategies for changing negative thoughts
- Discover how to jump-start the power of positive thinking

# SEMINARS FOR EMPLOYEES

## Personal Development Seminars

### Achieving Success: Using Goals to Get There

- Recognize areas where you want to grow and succeed
- Learn how to make S.M.A.R.T. goals
- Identify obstacles to accomplishing your goals
- Discuss how to evaluate your options and make an action plan
- Explore ways to stay motivated

### Age Is Just a Number: 50 and Beyond

- Explore what it means to grow older in today's world
- Discuss the changes that may occur with aging and how to manage them
- Discover how to embrace purpose and passion in the mid-years and beyond
- Learn how to face change with resiliency

### Bridging Divides: Beyond Agree to Disagree

- Understanding the value and challenge of diverse interactions
- Recognize the influence of brain wiring and bias
- Discover what happens when we reach across divides
- Practice connecting in authentic ways

### Effective Communication Skills

- Identify basic elements of communication
- Review verbal and non-verbal communication skills
- Learn skills to practice active listening
- Explore practical tips for improving communication skills

### Effective Communication Strategies

- Identify different approaches to communication
- Discuss the benefits of an assertive approach
- Learn strategies to help you be a more engaging communicator
- Understand how to adjust your communication style to the situation

### Effective Time Management

- Identify barriers to effective time management
- Understand the consequences of how we allocate our time and learn to prioritize
- Discuss techniques for managing personal and professional time more effectively

### Finding Your Drive

- Discuss why self-control can be so difficult
- Explore factors that influence willpower, motivation, perseverance
- Understand mental traps that can derail good intentions and goals
- Discover strategies to build up self-control

### Frugal but Fun: Making the Most of Your Money

- Explore the concept of seeking good values at low cost and what can get in the way
- Understand the benefits of a frugal lifestyle
- Review budget basics
- Learn frugal living money-saving methods
- Discuss low-cost destinations and activities

### Giving to Yourself

- Examine the obstacles to giving to yourself
- Understand the benefits of giving to yourself
- Explore the relationship between giving to yourself and giving to others
- Discover new ways to give to yourself



# SEMINARS FOR EMPLOYEES

## Personal Development Seminars *(continued)*

### Go Green!

- Understand the benefits of taking care of the environment
- Discover how one person can make a difference
- Learn some practical ideas to go green at work, at home, and in your community

### Less Is More: Simplifying Your Life

- Understand the concept of how less can be more
- Learn why we get caught in the trap of “too much”
- Discover the benefits of simplifying your life
- Find out how to identify what is important to you
- Discuss how to start and stick with simplifying

### Life After Work: Envisioning Retirement

- Explore what retirement looks like to you
- Review steps you can take to prepare for a successful retirement
- Discover tips to finding meaning in your retirement years
- Learn how to manage the transition to retirement

### Make Peace with Time

- Explore your personal relationship with time
- Discuss factors that impact time management
- Review strategies that can improve your relationship with time
- Create an action plan for change

### Pay It Forward: A Guide to Giving Back

- Learn what “pay it forward” means and recognize its value
- Explore simple ways to do good for others
- Discover reasons to volunteer and engage in your community
- Review how to make giving back part of your daily life

### Personal Safety

- Learn how to become a “tough target” for criminals
- Discover ways to increase awareness of potentially dangerous situations
- Discuss strategies for minimizing risk at home, work, while traveling, and more
- Know what to do if an attack is unavoidable

### The Power of Humor

- Talk about different kinds of humor
- Connect with your sense of humor
- Find positive ways to use humor in the workplace
- Laugh a little (hopefully!)

### The Power of Initiative

- Understand what it means to take initiative
- Explore roadblocks that may stop you from taking control
- Discover how to “re-frame” self-defeating thoughts
- Discuss the power of purpose and other motivating strategies
- Review strategies for taking initiative in the workplace

### Try It! Exploring New Things

- Recognize signs of falling into ruts and routines
- Understand the value of trying new things and what stops us
- Discuss strategies for gaining a fresh perspective
- Learn how to get started and stay motivated
- Identify a variety of new things you could explore

### Unique You: Personality Styles at Work

- Learn why understanding styles is valuable
- Discover characteristics, strengths and challenges of different styles
- Understand the relationship between personality type and work style
- Explore strategies to improve style compatibility and team dynamics

# SEMINARS FOR EMPLOYEES

## Stress Management Seminars

### Experiencing Mindfulness Series

#### Part 1: An Introduction

- Learn about the evolution of mindful practice
- Understand what it means to be mindful
- Discuss the potential benefits of mindfulness
- Explore mindfulness with guided practice

#### Part 2: How Can It Help?

- Review the impact of living with stress
- Discuss how mindfulness can help reduce stress
- Learn how the practice of mindfulness can affect well-being
- Explore mindfulness with guided practice

#### Part 3: Positive Impacts

- Understand how mindfulness can enrich life experiences
- Learn how mindfulness can build optimism, resilience, compassion
- Explore mindfulness with guided practice

### Holiday Stress: Putting “Happy” Back in the Holidays

- Identify the main sources of holiday stress
- Learn ways to create a healthy and happy holiday
- Develop a personal holiday self-care plan

### How Stress Affects Our Eating

- Learn how to recognize stress eating
- Understand the cues that trigger stress eating
- Discuss better approaches to eating when stressed
- Discover strategies to prep for success

### Managing Financial Stress

- Identify signs and potential effects of financial stress
- Learn strategies for addressing financial issues
- Know what you can do if the financial stress of others is affecting you
- Discuss personal stress management strategies and helpful resources

### Mindfulness: Release the Stress

- Gain an understanding of what mindfulness is and how it's practiced
- Discover how it can impact well-being and reduce stress levels
- Explore several mindfulness techniques
- Learn how you can use mindfulness in your daily life

### Stress and Our Perceptions

- Explore the relationship between stress and perception
- Determine whether your perception of control is more internal or external
- Realize you have the ability to change your perception of control
- Identify self-defeating thoughts
- Gain skills to change negative thought patterns

### Stress in Customer Service Roles

- Explore the sources of customer service stress
- Identify signs of too much stress
- Discuss different stress coping strategies
- Learn tips for managing stress in a customer service role

# SEMINARS FOR EMPLOYEES

## Stress Management Seminars *(continued)*

### Stress Less: Mind and Body Strategies

- Learn the scientific meaning of stress
- Understand the “fight-or-flight response”
- Learn how stress affects our bodies and our health
- Understand how our thoughts can cause or worsen stress
- Learn scientifically-proven methods for reducing stress

### Stress Management 101

- Learn the definition, dangers, and symptoms of stress
- Examine the sources of stress in your life
- Discover strategies for managing stress in a healthy way

### Stress Relief: Train Your Brain

- Understand how your body and brain react to stress
- Discover how relaxation techniques can make a difference
- Learn how you can “rewire” your brain to change your stress response
- Practice relaxation techniques to rewire and use in day-to-day life

### Under Pressure: Managing Workplace Stress

- Explore sources of work stress
- Learn to identify which stressors are within your control
- Recognize the importance of balance in your work and personal life
- Discuss effective coping strategies for reducing stress

## Workplace Topics Seminars

### After a Robbery

- Learn what to do during a robbery
  - Understand how robbery affects the victims
  - Identify “secondary victimization”
  - Know how to take care of yourself after a robbery
- Know how to help coworkers who are victims of robbery

### Beating Burnout

- Understand the difference between stress and burnout
- Learn potential causes of job burnout
- Recognize warning signs of burnout
- Discuss some ways to prevent burnout and manage stress

### Bridging the Gaps: Generations at Work

- Understand the value of bridging generation gaps
- Explore the factors that shape each generation
- Expand your understanding of generational styles at work
- Gain insight on how to work well with other generations

### Business Travel Tips

- Learn to be a tough target for criminals while traveling
- Get tips for maintaining a healthy diet and getting exercise while traveling
- Identify simple ways to stay connected to your loved ones when you travel

# SEMINARS FOR EMPLOYEES

## Workplace Topics Seminars *(continued)*

### Civility and Respect at Work – 1 to 1.5 hours

- Discuss disrespect and how it impacts a workplace
- Understand factors involved in disrespect
- Explore response strategies to restore respectful working relationships
- Discover ways to actively build a positive work environment

### Coming Home: Returning from a Disaster Assignment

- Understand the challenges of returning home
- Review the stress responses that may be experienced
- Learn self-care strategies to help manage the stress
- Explore issues related to reconnecting with family, friends and the workplace

### Conquering Compassion Fatigue

- Define compassion fatigue
- Identify signs of compassion fatigue and factors that contribute to its occurrence
- Discuss the added impact of trauma exposure
- Learn techniques to prevent and recover from compassion fatigue
- Explore ways to support yourself and others suffering from compassion fatigue

### Creating a Positive Work Environment

- Explore how attitudes and bias influence the work environment
- Learn skills for healthy and positive communication
- Discuss how group dynamics affect positivity in the workplace
- Discover ways to actively build a positive work environment

### Dealing with Difficult People

- Learn how to differentiate between “difficult people” and “difficult situations”
- Understand why a person might be considered difficult
- Know how to take control of the one person you *can* control—*yourself*
- Discover techniques for dealing with difficult behaviors

### Drug and Alcohol Awareness for Employees

- Understand the problems associated with substance use
- Review groups of drugs that are commonly misused
- Explore the effects of drug and alcohol use in the workplace and in our personal lives
- Know how to get help for yourself and others when drug or alcohol use is a problem

### Effective Teamwork: Strategies for Working Together

- Understand the barriers to constructive teamwork
- Learn skills for productive communication and conflict resolution
- Explore the factors that make up an effective team
- Discover ways that you can contribute to making your team better

# SEMINARS FOR EMPLOYEES

## Workplace Topics Seminars *(continued)*

### Exceptional Customer Service

- Explore the meaning of exceptional customer service
- Learn how to make the customer's experience exceptional
- Discuss strategies for what to do when there's a problem
- Review tips for managing stress and preventing burnout

### Gender Transition in the Workplace: A Guide for Coworkers - 1 to 1.5 hours

- Learn terms commonly used to describe gender and sexual identity
- Understand core concepts of the transition from one gender to another
- Discuss common questions, reactions and concerns in the workplace
- Know what is expected of coworkers in the transition process

### Managing Change

- Understand the process of change
- Recognize common reactions to change
- Learn strategies for managing a transition
- Develop a personal plan for managing and moving through change

### Managing Change: Downsizing Job Elimination (Seminar Add-On)

- Identify feelings that follow a job elimination
- Learn actions you can take to cope with job elimination

### Managing Change: Surviving Transitions (Seminar Add-On)

- Managing the impact of downsizing
- Actions that can help you cope with downsizing

### Military Cultural Awareness Series

#### Military Cultural Awareness: Exploring Risk of Suicide and PTSD

- Review the suicide risk for service members and family
- Understand how to respond when someone is a suicide risk
- Learn what contributes to PTSD and become aware of current treatments
- Explore how to respond when someone exhibits PTSD symptoms

#### Military Cultural Awareness: Introduction to Military Culture

- Become familiar with common military terms and concepts
- Gain a greater understanding of the challenges of modern warfare
- Review the short- and long-term effects of deployment
- Explore communication "do's" and "don'ts" when talking with a veteran

#### Military Cultural Awareness: Understanding the Deployment Cycle

- Explore the emotional and social effects of deployment on family systems
- Review common readjustment issues
- Learn strategies for a successful deployment and return
- Identify resources for more information and support

### Presenting Your Best Professional Image

- Discover what makes up your professional image
- Learn tips to be more professional in your communication
- Discuss how your work ethic shapes your image
- Understand the importance of workplace appearance

# SEMINARS FOR EMPLOYEES

## Workplace Topics Seminars *(continued)*

### Sexual Harassment Awareness for Employees

- Define sexual harassment
- Identify different types of harassment
- Understand what behaviors can be considered sexual harassment
- Learn ways to respond if you think you're being harassed

### Stress and the First Responder

- Discuss factors unique to the first responder role and culture
- Explore reactions to trauma work
- Review strategies to manage emotional stress
- Outline a personal stress management action plan

### Uncharted Territory: Preparing for a Disaster Assignment

- Prepare for the challenges of a disaster assignment
- Review the stressors you are likely to experience before you go, while you are gone and when you return
- Learn self-care strategies to manage the effects of these stressors

### Violence in the Workplace for Employees

- Understand the scope of workplace violence
- Learn to identify “red flags” or warning signs of potential violence
- Know what to do when you observe such behaviors
- Explore ways to increase your sense of safety at work

### Work @ Home: Keys to Success

- Identify how to achieve a successful transition to work-at-home
- Evaluate your work-at-home work practices and environment to maximize success
- Discuss ways to stay connected in a virtual environment
- Explore how to create a positive work/life balance plan

### Working Together: Diversity in the Workplace

- Define cultural diversity
- Understand the benefits of an inclusive work environment
- Discuss skills that are important for promoting diversity and inclusion
- Identify ways to promote inclusivity in your workplace

### Workplace Bullying

- Recognize what workplace bullying behavior looks like
- Understand the impact of bullying in the workplace
- Review response strategies and coping skills
- Explore the role of the bystander and the bully

### Workplace Conflict: Strategies and Solutions

- Discuss conflict and how it happens in the workplace
- Explore different approaches to conflict resolution and when they can be used
- Learn strategies for conflict resolution
- Discover benefits of constructive conflict



# SEMINARS FOR EMPLOYEES

## Emotional Well-Being Seminars

### Blueprint for Emotional Wellness

- Explore the components of emotional wellness
- Increase your self-awareness
- Learn the basics of emotional intelligence
- Discover ways to manage your emotions effectively
- Understand how to enhance your support system

### Change & Challenges: Developing Your Personal Resilience

- Recognize the characteristics of a resilient person
- Discover your own skills and strengths
- Learn tactics and techniques for developing resilience
- Know how to stay strong and resilient during change

### Conquering the Winter Blues

- Discuss the nature of the winter blues
- Learn about Seasonal Affective Disorder (SAD)
- Review treatments available for SAD
- Identify ways to beat the winter blues

### Conversations About End of Life

- Talk about the discomfort we have with the subject of death
- Understand how candid conversations can add quality at the end of life
- Learn approaches to end-of-life conversations and issues
- Consider topics that might be helpful to explore
- Discuss how to manage your own emotions and get support

### Embracing Optimism

- Explore what influences a person to be more optimistic or pessimistic
- Understand self-defeating thoughts and how to respond to them
- Learn about mindfulness and how it relates to optimism
- Develop strategies to embrace optimism

### Endings and Opportunities: The Power of Acceptance

- Understand what acceptance is
- Identify what you can and can't control in life
- Discuss how to move from endings to beginnings
- Discover the next step(s) to take toward acceptance

### Finding Your Resilience

- Discuss what it means to be resilient
- Explore factors that influence your ability to be resilient
- Identify the role that resilience plays in your life
- Learn strategies to build up your personal resilience

### Finding Your Resilience After a Disaster

- Discuss what it means to be resilient after a disaster
- Explore factors that influence your ability to be resilient
- Identify the ways in which you are already resilient
- Learn strategies to build up your personal resilience

# SEMINARS FOR EMPLOYEES

## Emotional Well-Being Seminars *(continued)*

### Life with Cancer

- Talk about the impact of a cancer diagnosis on individual and loved ones
- Discuss how to navigate the challenges that become part of day-to-day life
- Explore common emotions and how to respond to them
- Review strategies for maximizing quality of life in a difficult time

### Living with Grief

- Identify common reactions to grief
- Discuss how the experience of grief unfolds
- Review strategies for coping with grief
- Recognize when more help might be needed

### Living with the Threat of Violent Attacks

- Explore the unique impact of terrorism and violent attacks
- Review mental, emotional, and active coping strategies
- Learn recommended responses in the event of an attack
- Discuss how to help children cope with fear after a violent attack

### Mental Health: Let's Talk About It

- Explore the history of mental health treatment
- Learn how the stigma of mental illness can stand in the way of getting help
- Discuss how to approach the topic with someone and how to offer support
- Review types of services for mental health
- Get tips on self-care to maintain good mental health

### No More Humbugs: Having an Emotionally Healthy Holiday

- Understand how the holiday season can affect our emotions
- Discuss the signs of the “holiday blues”
- Learn self-care strategies to help during the holidays
- Discover ways to see the joys of the holiday season

### Responsible Gambling

- Distinguish between healthy and problem gambling
- Learn guidelines for gambling responsibly
- Know how to get help for yourself or others for problem gambling

### Secrets of Happiness

- Explore what it means to be happy
- Learn about factors that can influence happiness
- Discuss practices that can lead to greater happiness
- Learn what happiness means to you and how to get more of it in your life

### Suicide Awareness for Employees

- Discuss common myths about suicide
- Review suicide statistics
- Understand suicide risk factors and warning signs
- Explore the relationship between depression and suicide
- Learn steps to take when someone is a potential suicide risk

*Presenters are licensed mental health practitioners and not fitness, medical or nutrition experts*

To coordinate a seminar, please call 1-800-562-5254 ext. 302 or email [jcampo@schoolcare.org](mailto:jcampo@schoolcare.org)

# SEMINARS FOR EMPLOYEES

## **Emotional Well-Being Seminars** *(continued)*

### **The Power of Authenticity**

- Understand what it means to be an authentic person
- Discover the benefits of being authentic
- Recognize your authentic self
- Learn how to become more true to yourself

### **Why We Get Angry and What to Do About It**

- Define anger and identify how you respond
- Review the different factors that impact anger
- Develop skills for effective personal anger management
- Learn ways to defuse an angry situation

### **Why We Worry and What to Do About It**

- Learn about worry and its impact on everyday life
- Discuss the physical and emotional reactions associated with worry
- Recognize when worry becomes too much
- Explore strategies for coping with everyday worry

### **Work and Personal Life: The Balancing Act**

- Discuss what work/life balance might look like in our own lives
- Examine how our values can impact our sense of balance
- Learn strategies for managing demands more efficiently

## **Wellness Seminars**

### **A Fresh Look at Healthy Eating**

- Examine how habits and patterns impact healthy eating
- Discuss what healthy eating is NOT
- Look at choices for creating a balanced meal
- Explore how you can develop healthier eating behaviors

### **Alternative Approaches to Wellness: An Introduction**

- Build familiarity with alternative approaches to wellness
- Explore why one might consider alternative approaches to wellness
- Learn about different types of alternative approaches and their benefits
- Gain resources to further explore alternative approaches to wellness

### **Dreaming of a Good Night's Sleep**

- Review common myths and statistics about sleep
- Discover how sleep works
- Recognize the symptoms and consequences of sleep deprivation
- Understand the factors that can disrupt sleep, including sleep disorders
- Gain tips for sleeping well

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# SEMINARS FOR EMPLOYEES

## Wellness Seminars *(continued)*

### Fitness Essentials

- Understand the benefits of physical activity and healthy eating
- Learn the type and frequency of exercise that leads to health benefits
- Review healthy approaches to nutrition and weight management
- Identify barriers to success and ways to overcome them
- Develop a personal fitness action plan

### Healthy Eating in a Hurry-Up World

- Explore how a fast-paced environment affects our relationship with food
- Understand the concept of mindful eating
- Discover tips to help you slow down and eat well
- Identify resources to support a healthy eating plan

### Healthy Life Tips for Men

- Become aware of the health risks facing men today
- Learn about lifestyle choices that can reduce risk factors and improve health
- Understand the importance of preventive care and recommended screening tests
- Learn about resources available to support healthy choices

### Healthy Life Tips for Women

- Become aware of the health risks facing women today
- Learn about lifestyle choices that can reduce risk factors and improve health
- Understand the importance of preventive care and recommended screening tests
- Learn about resources available to support healthy choices

### Know Your Numbers

- Learn about the major health indicators of blood pressure, body mass index (BMI), glucose and cholesterol
- Understand how to monitor and manage your “numbers”
- Explore strategies to build a healthy lifestyle

### Make the Choice to Be Healthy

- Become aware of the health risks facing us today
- Learn about lifestyle choices that can reduce risk factors and improve health
- Understand the importance of preventive care and recommended screening tests
- Learn about resources available to support healthy choices

### Pain: When it Impacts Your Life

- Develop a better understanding of pain
- Review the impact of living with pain
- Explore the range of possibilities for managing pain
- Discuss the challenges of being a caregiver for someone with pain

### Smokeless Tobacco Cessation (also available as a two-part or four-part series) – 1 hour each

- Learn health consequences of smokeless tobacco use
- Understand the process of addiction and tobacco use
- Become familiar with nicotine cessation assistance and methods
- Lay the groundwork to be tobacco-free

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# SEMINARS FOR EMPLOYEES

## Wellness Seminars *(continued)*

### Staying Active

- Discuss the benefits and importance of staying active
- Identify what keeps you from regular activity
- Explore simple ways to make activity part of your daily life
- Learn ways to stay active away from home
- Create a plan to be more active

### Taking Charge of Your Health Care

- Understand the growing trend of consumerism in health care
- Learn what to look for when choosing a doctor
- Discuss what options you have to make the most of your health care dollars
- Discover the benefits of preventive health care

### The Opioid Crisis and You

- Understand the history and reasons for the opioid epidemic in U.S.
- Review what opioids are and how they impact the body and brain
- Discuss the dangers of opioid use and misuse
- Learn how to respond to concerns and get help

### Tobacco Cessation (also available as a four-part series) – 1 hour each

- Learn health consequences of all types of tobacco use
- Understand the process of addiction and tobacco use
- Become familiar with tobacco cessation assistance and methods
- Lay the groundwork to be tobacco-free

### What's for Dinner? Healthy Meal Planning

- Explore the value of meal planning
- Understand what a healthy meal looks like
- Identify ways to plan a healthy meal
- Discuss strategies that can help you make healthy meals at home

### When Chronic or Terminal Illness Touches Your Life

- Increase your knowledge and sensitivity to those diagnosed with a chronic or terminal illness
- Learn about the emotional effects associated with a major illness and how it may affect the family, friends and/or coworkers
- Review the stages of acceptance and recovery
- Identify personal stressors and begin to develop successful strategies for coping



# 30-MINUTE SEMINARS

## **Time is on your side.**

Can't spare an hour? To meet the changing needs of today's fast-paced working world, we offer 30-minute versions of our most popular topics.

To coordinate a seminar, please call 1-800-562-5254 ext. 302 or email [jcampo@schoolcare.org](mailto:jcampo@schoolcare.org)



# 30-MINUTE SEMINARS

## Beating Burnout

- Understand the difference between stress and burnout
- Learn potential causes of job burnout
- Recognize warning signs of burnout
- Discuss some ways to prevent burnout and manage stress

## Caring for the Caregiver

- Explore the signs of caregiver stress and burnout
- Learn strategies for healthy caregiving and self-care
- Identify ways to deal with family dynamics
- Discuss how to stay resilient in the face of caregiving stress

## Dealing with Difficult People

- Learn how to differentiate between “difficult people” and “difficult situations”
- Take control of the one person you can control - yourself
- Learn techniques for dealing with difficult behaviors

## Dreaming of a Good Night’s Sleep

- Review how sleep works
- Understand the factors that can disrupt sleep
- Gain tips for sleeping well

## Effective Communication Strategies

- Discuss the benefits of an assertive approach to communication
- Learn strategies that can help you be a more engaging communicator

## Embracing Optimism

- Explore what influences a person to be more optimistic or pessimistic
- Understand self-defeating thoughts and how to respond to them
- Learn about mindfulness and how it relates to optimism
- Develop strategies to embrace optimism

## Employee Orientation to the EAP

- Know more about your Employee Assistance Program (EAP)
- Find out who can use the EAP
- Learn about the wide range of EAP services and how they can help you
- Find out how to access the EAP

## Exceptional Customer Service

- Explore the meaning of exceptional customer service
- Learn how to make the customer’s experience exceptional
- Discuss strategies for what to do when there’s a problem

## Finding Your Drive

- Discuss why self-control can be so difficult
- Explore factors that influence willpower, motivation, perseverance
- Discover strategies to build up self-control

## Fitness Essentials

- Understand the benefits of exercise
- Learn the type and frequency of exercise that leads to health benefits
- Learn weight management techniques and healthy eating guidelines
- Identify barriers to success and ways to overcome them

*30-minute seminars are charged a full Employer Service Hour (ESH)*

To coordinate a seminar, please call 1-800-562-5254 ext. 302 or email [jcampo@schoolcare.org](mailto:jcampo@schoolcare.org)

# 30-MINUTE SEMINARS

## Healthy Eating in a Hurry-Up World

- Explore the impact of a fast-paced relationship with food
- Understand the concept of mindful eating
- Review ways to turn healthy eating awareness into action

## Healthy Life Tips for Men

- Become aware of the health risks facing men today
- Learn about lifestyle choices that can reduce risk factors and improve health
- Understand the importance of preventive care and recommended screening tests
- Learn about resources available to support healthy choices

## Healthy Life Tips for Women

- Become aware of the health risks facing women today
- Learn about lifestyle choices that can reduce risk factors and improve health
- Understand the importance of preventive care and recommended screening tests
- Learn about resources available to support healthy choices

## Holiday Stress: Putting “Happy” Back in the Holidays

- Identify the main sources of holiday stress
- Learn ways to manage holiday stress
- Develop a personal holiday self-care plan

## Know Your Numbers

- Learn about the major health indicators of blood pressure, cholesterol, glucose, and Body Mass Index (BMI)
- Understand how to monitor and manage your “numbers”
- Explore strategies to build a healthy lifestyle

## Less Is More: Simplifying Your Life

- Learn why we get caught in the trap of “too much”
- Discover the benefits of simplifying your life
- Discuss tips to get started and stick with simplifying

## Make the Choice to Be Healthy

- Become aware of the health risks facing us today
- Learn about lifestyle choices that can reduce risk factors and improve health
- Understand preventive care and recommended screening tests
- Learn about resources available to support healthy choices

## Manager’s Guide to the EAP

- Understand the benefits of the Employee Assistance Program (EAP)
- Learn how to use the EAP as a management tool
- Learn the steps to successfully refer troubled employees to the EAP

## Mental Health: Let’s Talk About It

- Explore the history of mental health treatment
- Learn how the stigma of mental illness can stand in the way of getting help
- Discuss how to approach the topic with someone and how to offer support
- Get tips on self-care to maintain good mental health

## Mindfulness: Release the Stress

- Gain an understanding of what mindfulness is and how it’s practiced
- Discover how it can impact well-being and reduce stress levels
- Explore several mindfulness techniques
- Learn how you can use mindfulness in your daily life

*30-minute seminars are charged a full Employer Service Hour (ESH)*

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# 30-MINUTE SEMINARS

## Release, Refresh, Refocus: Breathwork

- Understand the positive effects of focused breathing
- Explore several different breathing techniques
- Learn how you can use breathing techniques in your daily life

## Release, Refresh, Refocus: Mindful Meditation

- Understand what mindfulness is and how it can reduce tension
- Explore several mindfulness techniques
- Learn how you can use mindfulness in your daily life

## Release, Refresh, Refocus: Progressive Relaxation

- Understand what progressive relaxation is and how it can reduce tension
- Explore a progressive relaxation exercise
- Learn how you can use progressive relaxation in your daily life

## Shift-Work Strategies

- Review the physical and social challenges of shift work
- Explore ideas to reduce the challenges and improve your well-being

## Staying Active

- Understand the importance of staying active
- Learn strategies for living an active lifestyle
- Set fitness goals and a path to achieving them

## Stress in Customer Service Roles

- Explore the sources of customer service stress
- Identify different stress coping strategies
- Learn tips for managing stress in a customer service role

## Stress Management 101

- Learn what stress is and what triggers it
- Discover strategies for managing stress in a healthy way

## Suicide Awareness for Employees

- Review suicide statistics and common myths
- Understand suicide risk factors and warning signs
- Discuss steps to take when someone is potentially at risk

## Under Pressure: Managing Workplace Stress

- Explore sources of work stress
- Learn to identify which stressors are within your control
- Recognize the importance of balance in your work and personal life
- Discuss effective coping strategies for reducing stress

## What's for Dinner? Healthy Meal Planning

- Explore the value of meal planning
- Understand what a healthy meal looks like
- Identify ways to plan and make healthy meals

## Work and Personal Life: The Balancing Act

- Discuss what work/life balance might look like in our own lives
- Examine how our values can impact our sense of balance
- Learn strategies for managing demands more efficiently

## Work @ Home: Keys to Success

- Identify how to achieve a successful transition to work-at-home (WAH)
- Evaluate your WAH practices and environment to maximize success
- Discuss ways to stay connected with your team
- Explore how to create a positive work/life balance at home



# MANAGEMENT TRAININGS

## **Help your managers perform at their best.**

From conflict to coaching. From getting employees back to work to strengthening the team, and everything in between. Your managers have a lot on their plates these days.

Cigna EAP has a variety of seminars to help your managers handle issues BIG and small to help keep your business running effectively.

To coordinate a seminar, please call 1-800-562-5254 ext. 302 or email [jcampo@schoolcare.org](mailto:jcampo@schoolcare.org)

# MANAGEMENT TRAININGS

## Critical Incidents in the Workplace

### After a Robbery

- Learn what to do during a robbery
- Understand how robbery affects the victims
- Identify “secondary victimization”
- Know how to take care of yourself after a robbery
- Know how to help coworkers who are victims of robbery

### Manager’s Guide: Supporting Employees after a Traumatic Event\*\* – 1 to 1.5 hours

- Discuss the workplace impact of traumatic events
- Review factors that affect responses to a traumatic event
- Understand the range of normal physical, behavioral, emotional and cognitive reactions
- Learn how you and your organization can best assist employees in coping with their reactions

\*\* Seminar can also be used as a preparedness training

### Manager’s Guide to Critical Incidents – 1 to 1.5 hours

- Understand the basics of how humans respond to traumatic events
- Become familiar with Cigna protocols for providing critical incident stress management services
- Learn how you and your organization can best assist your employees to recover after a critical incident

## Manager Orientations

### Manager’s Guide: Making a Management Referral

- Learn how you can use the Employee Assistance Program (EAP) as a management tool
- Learn how a management consultation with an Employee Assistance Consultant (EAC) can help you in your role as a manager

### Manager’s Return-to-Work Guide

- Increase your awareness of the needs and challenges faced by employees returning to work after a leave of absence
- Learn how to help employees readjust after a leave
- Understand how to respond to employees returning from different types of leave

### Manager’s Guide to the EAP

- Understand the benefits of the Employee Assistance Program (EAP)
- Learn how to use the EAP as a management tool
- Learn the steps to successfully refer employees to the EAP

## Skill Building for Managers

### Effective Leadership Communication

- Understand the role of communication in leadership
- Identify the foundation of effective communication
- Discuss strategic leadership communication traits
- Explore best practices for creating connection and clarity

### Manager’s Guide: Communication Tool Kit

- Understand how communication relates to a manager’s role
- Identify communication strategies associated with each role
- Discuss communication disconnects that can occur
- Practice applying communication techniques in management situations

# MANAGEMENT TRAININGS

## Skill Building for Managers *(continued)*

### Manager's Guide: Strengthening Your Team - 1 to 1.5 hours

- Identify the components that make up effective teams
- Discover how managers can shape the strength of a team
- Explore the challenges of managing different work styles on a team
- Develop an action plan to strengthen your team

### Manager's Guide to Coaching in the Workplace\*\*

- Understand the definition of coaching
- Identify situations where employees would benefit from coaching
- Learn the skills for effective coaching
- Discover a model for structuring coaching sessions

\*\* *This seminar does not constitute how-to training for coaching/mentoring*

### Managing a Virtual Team

- Review the factors that make this arrangement unique
- Explore how the virtual environment impacts your role
- Discuss strategies for managing virtual challenges
- Identify moves to boost trust and teamwork in a virtual setting
- Learn how your EAP can help you manage a virtual team

### Mindful Leadership

- Discuss what it means to be a mindful leader
- Discover the benefits of mindful leadership
- Explore the practice of mindfulness
- Learn ways to cultivate self-awareness, compassion, and authenticity

### Performance Management and Progressive Discipline - 1 to 1.5 hours

- Learn how to get the best possible performance from your employees
- Know how to ask for behavior change and deal with any resistance encountered
- Know the steps of progressive discipline
- Know how the EAP can help you with the performance management and progressive discipline processes

### Stress Management for Managers: Employee Stress

- Learn how to recognize signs of unhealthy stress
- Understand common sources of work stress and how to respond
- Discuss a manager's role in workplace stress management
- Explore how to proactively reduce stress and promote resilience

### Stress Management for Managers: Manager Stress

- Explore sources and indicators of work stress
- Discuss strategies for managing workplace stressors
- Learn how to build your natural resilience
- Review your role in helping employees manage stress

# MANAGEMENT TRAININGS

## Workplace Topics for Managers

### DOT Drug and Alcohol Supervisory Training - 2 hours

*This seminar is intended only for companies who have purchased DOT/SAP services through Cigna EAP.*

- Understand 2001 Omnibus Transportation Employee Testing Act testing requirements and employer responsibilities
- Identify behavioral, physical, speech, performance and paraphernalia indicators of possible alcohol or drug use
- Discuss case studies and the decision process for making a reasonable-suspicion referral for drug/alcohol testing
- Learn ways to discuss the decision to make a reasonable suspicion referral with an employee
- Review how to make a DOT referral to your EAP

*This above training will meet DOT requirements for a supervisory drug and alcohol training. It is not a comprehensive training on DOT regulations. Trainings are not specific to a modal agency, nor are they state-specific.*

### Drug and Alcohol Awareness for Managers - 1 to 1.5 hours

- Understand concepts associated with substance use
- Review groups of drugs that are commonly misused
- Learn signs of reasonable suspicion and ways to respond
- Discuss how to avoid communication mistakes
- Know how to use your EAP when you suspect substance use

### Manager's Guide: Civility and Respect at Work

- Discuss how incivility and disrespect impact a workplace
- Understand factors involved in disrespect, harassment, bullying
- Explore effective response strategies
- Review ways to actively build a positive work environment

### Manager's Guide: Depression in the Workplace

- Build an understanding of depression and the impact it can have
- Become aware of how depression might present in the workplace
- Review manager's response to an employee who may be depressed
- Discuss threat of suicide and how to respond

### Manager's Guide: Gender Transition and the Workplace - 1 to 1.5 hours

- Learn terms commonly used to describe gender and sexual identity
- Understand core concepts of the transition from one gender to another
- Build competency needed to manage the workplace response
- Outline steps for managers to effectively support the transition
- Discuss the importance of management's role throughout the transition

### Manager's Guide: Managing Workplace Conflict

- Discuss impact of unproductive and productive conflict
- Understand how to identify and evaluate signs of conflict
- Learn conflict resolution processes, techniques and support sources
- Review strategies to reduce conflict going forward



# MANAGEMENT TRAININGS

## Workplace Topics for Managers *(continued)*

### Manager's Guide: Responsible Gambling

- Distinguish between healthy and problem gambling
- Gain a better understanding of problem gambling and its effects
- Review guidelines for gambling responsibly
- Discuss the impact of problem gambling in the workplace
- Learn how to identify performance problems

### Manager's Guide: Sexual Harassment Awareness – 1 to 1.5 hours

- Understand what constitutes sexual harassment
- Learn strategies to respond to sexual harassment
- Identify resources for support

### Manager's Guide: The Challenge of Organizational Change – 1 to 1.5 hours

- Explore the process of change in a work setting
- Understand your role as a change leader
- Learn strategies to reduce stress and maintain productivity during change
- Review tips to maintain your own equilibrium

### Manager's Guide: Violence in the Workplace – 1 to 1.5 hours

- Understand the scope of workplace violence
- Review workplace violence prevention and preparedness strategies
- Learn how to identify and respond to warning signs of potential violence
- Explore ways to reduce risk and increase your sense of safety at work

### Mental Health: Recognition and Response for Managers

- Discuss stigma and why it's hard to talk about mental health concerns
- Review signs indicating the need for intervention
- Explore how to approach difficult conversations and situations
- Learn how the EAP and other resources can help you address concerns

### Partner Violence and the Workplace: A Manager's Role

- Increase awareness of partner violence
- Recognize the impact of partner violence in the work setting
- Identify potential warning signs at the work site and learn how you can help
- Address the challenge for supervisors

### Suicide Awareness for Managers

- Review suicide statistics and impact on the workplace
- Explore common myths and misconceptions
- Learn suicide risk factors and warning signs
- Discuss steps managers can take if they notice warning signs

### Talking to Employees About Sensitive Subjects

- Define "sensitive" subjects
- Identify what can stand in the way of solutions
- Learn guidelines for talking to employees about sensitive subjects



# LEGAL AND FINANCIAL SEMINARS

## Keep your wallet healthy, too!

From planning holiday spending to paying for college or buying a house. From family law to estate planning. Financial and legal issues can be confusing and extremely stressful.

Cigna EAP can help your employees get and keep their finances in order. And we can help them cut through the “legal-speak” to understand their rights as they navigate the legal system.

To coordinate a seminar, please call 1-800-562-5254 ext. 302 or email [jcampo@schoolcare.org](mailto:jcampo@schoolcare.org)

Allow at least 6-8 weeks advance notice for legal or financial seminars. Please note: Legal and financial seminars are not available outside the United States. Legal and financial seminars are **two employer service hours for each onsite hour**.

# LEGAL AND FINANCIAL SEMINARS

## Adjusting to Your Adjustable Mortgage

- Understanding how and when payments adjust
- Knowing when to refinance
- Tips and help for unaffordable payments
- Common types of ARMs

## A Holiday Planning Guide

*Recommend scheduling in October*

- Planning and organizing
- Developing a spending plan
- Shopping and technology tips
- Enter the new year without post-holiday stress

## A Prescription to Relieve Financial Stress\*

*\*Available second quarter*

- Start with a positive attitude
- Write goals and follow a spending plan
- Communicate and collaborate
- Let time be your friend

## Children and Money

- Determining the right time to talk about money
- Exercises and activities
- Different financial responsibilities for different age groups

## Dealing with My Credit Cards

- Actions you can take
- Debt reduction strategies to consider
- Finding the right solution for you
- Strategies to reduce interest rates

## Dreaming of Retirement

- Retirement costs
- Estimated income needed
- Calculating savings to accomplish goals
- Options you need to consider

## Estate Planning: Financial Basics\*

*\*Available second quarter*

- Ensure your affairs will be properly taken care of
- Defuse potential family conflicts over your assets
- Specify who will care for your minor children
- Investment considerations

## Estate Planning, Wills and Trusts

- Learn the importance of estate planning
- How the process works
- Key assets to consider
- Definitions and strategies

## Family Finances: From Toddler to Teen

- Baby-proofing your life, day care and pre-school
- Activities, clothes, and car expectations
- High school, college prep, and private vs public
- Setting them up with good money habits

## Family Law: Divorce, Child Custody, Child and Spousal Support

- Community property law
- How marital property is divided with divorces
- How courts handle disputed custody cases
- Time for questions and answers

## Getting and Keeping Good Credit

- Best time to use credit
- How to manage credit
- Why your credit is so important
- Techniques for maintaining good credit

## Help! I Need More Income

- Identify income gap
- Common solutions
- Creative options
- Personal benefits

# LEGAL AND FINANCIAL SEMINARS

## Identity Theft: Prevention and Resolution

- The identity theft crisis
- Identity theft prevention tips
- The need for identity theft assistance
- What to do if you are a victim

## Investing: A Beginner's Guide

- Market based investment choices
- My retirement account and other investments
- Risk, time, and diversity
- Impact of budget on my investments

## Investing: An Intermediate Guide

- Assess your risk profile or tolerance for risk
- Implement risk management strategies
- Take taxes into consideration when investing
- Get professional help

## It's My Budget, and I'm Sticking to It!

- Income projections
- Tracking expenses
- Trouble spots and helpful hints
- Switching to maintenance

## I Want to Buy a House

- Benefits of home ownership
- How to get started
- Mortgage loan options
- Cost considerations

## Legal Issues for Older or Disabled Family Members

- What to expect
- Get a list of items to prepare
- How to proceed
- Learn about estate planning

## Making Tax Returns Less Taxing\*\*

- Selecting correct tax forms
- Determining filing status
- Deductions and adjustments
- Pictures and explanations of forms

*\*\* Please note this seminar has limited availability during tax preparation season*

## Managing Retirement Risks

- How to assess your ability to fund your ideal retirement lifestyle
- Identify risks
- How to take action

## Money Basics: Spending, Borrowing and Saving

- Creating a workable monthly budget
- Techniques for building savings
- Managing debt
- Reaching financial goals

## Navigating a Divorce

- Preparing for the process
- Assets, liabilities, custody and support
- The impact
- Rebuilding – a new beginning

## New Year... New You! 10 Financial Resolutions You Can Keep!

- Choose a resolution that is right for you
- Set priorities and follow a realistic action plan
- Consider accountability partners and mentors
- Tips for staying the course

## Planning for College 101

- Types of college savings accounts
- Financial aid process
- Scholarships, grants and loans
- Other aid and cost considerations

To coordinate a seminar, please call 1-800-562-5254 ext. 302 or email [jcampo@schoolcare.org](mailto:jcampo@schoolcare.org)

# LEGAL AND FINANCIAL SEMINARS

## **Powers of Attorney and Advance Directives**

- Learn the benefits of “Advanced Directives”
- Get strategies for communicating with family
- Learn the importance of and difference between a “Living Will” and a “Durable Power of Attorney”

## **Relationships and Money**

- Assess your personal history with money
- Best practices for marriage and money
- Teaching children about money
- Establishing ground rules with family

## **Reviewing and Fixing Credit Reports**

- Learn about the three major credit bureaus and how they manage your credit information
- How to fix errors
- How to handle omissions

## **Should I Refinance My Mortgage?**

- Understand your options
- Implications of refinancing
- Objectives for refinancing
- How to move forward

## **Student Loan Repayment Strategies**

- Assess your situation
- Learn about your options
- Tools and strategies
- Develop a repayment plan

## **Surviving a Personal Financial Cliff**

- How to analyze your situation
- Financial decisions, not emotional responses
- Using a spending plan
- Creating an action plan

## **The Financial Wellness Playbook**

- How to write and prioritize goals
- Avoid debt, prioritize spending and keep good credit
- Start and never stop saving
- Protect and share your assets – make a difference

## **When Mortgages Go Bad**

- Keeping the house vs. letting it go
- Credit implications
- Tax consequences
- How to move forward

## **When Pay Periods Change**

- Understanding the changes
- Using pay period calendars
- Scheduling debt and expense payments
- Savings and budgeting suggestions

## **Your Debt-Free Game Plan\***

*\*Available second quarter*

- Recognizing spending habits — be willing to change
- Disciplines for saving rather than spending
- Consider and adopt a debt reduction strategy
- Conquering a life-long challenge

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