

EAP PRESENTATIONS

The EAP takes a proactive approach to teaching self help skills to individuals and teams or departments. We encourage you to read through our course descriptions and invite us in to your facilities to present topics of interest. When you call to discuss building skill sets among employees, please remember we like to consult with the supervisor, via phone or appointment, first. This allows us time to evaluate the appropriateness of the topic, gain insight into the team's strengths and needs, and gear the presentation specifically to your team.

New and added presentations listed below for 2013:

Assertiveness in the Workplace and Home:

Defining assertiveness, reviewing the "Assertiveness Bill of Rights" and exploring how to instill the skills to be assertive. Along with the presentation is a fun game of jeopardy for the team on assertiveness.

Blended Family: The Key to Building a Successful Family:

This presentation explores different dynamics of a blended family and gives information on realistic expectations one should have when blending families, how to gain support from new members in the family, and a dialogue based on co-parenting.

Crucial Habits of Successful Relationships:

Here, staff will learn:

- How EAP counsels couples.
- How successful relationships can increase productivity.
- 10 crucial habits of successful relationships.

WORKGROUP PRESENTATIONS (60 MINUTES)

HEALTHY RELATIONSHIPS PRESENTATIONS:

Crucial Habits of Successful Relationships
Communication 101
Conflict Resolution

FAMILY TOPICS:

Eldercare

The Sandwich Generation: "Parents to the left of me, Children to the right. Here I am"

Blended Family: The Key to Building a Successful Family

PERSONALITY DIFFERENCES AND STEPS ON HOW TO GET ALONG TOPICS:

DISC-Communication that works

Tips, Tricks, and Strategies to Dealing with Conflict

Practicing Emotional Intelligence in the Workplace

HARASSMENT:

Sexual Harassment: What Every Employee Needs to Know

Sexual Harassment and Harassment

SUCCESS IN THE WORKPLACE AND HOME

Anger Management

Assertiveness in the Workplace

Assertiveness in the Workplace and Home w/Jeopardy game

Balancing Act

Building Blocks and Effective Teams

Becoming a Stress Master

IPE (Increasing Personal Effectiveness)

MANAGERIAL TRAININGS:

Domestic Violence in the Workplace: What Supervisors Need to Know

Balancing Support and Accountability

Building Blocks of Effective Teams

Change in the Workplace

Policy Guidelines for Dealing with Critical Incidents in the Workplace

Reasonable Suspicion Alcohol and Drug Training for Supervisor

Sexual Harassment: What Every Employee Needs to Know

Sexual Harassment and Harassment

Anger Management

From defining anger and its positive aspects to applying techniques that work, this presentation outlines proven strategies to recognizing, coping with, and managing the feelings, thoughts, and behaviors associated with anger.

Assertiveness in the Workplace and Home

Defining assertiveness, reviewing the “Assertiveness Bill of Rights” and exploring how to skills to be assertive. Along with the presentation is a fun game of Jeopardy for the team on assertiveness.

Balancing Act

In this presentation, the EAP counselor presents a values-based discussion and 3 step questionnaire aimed at helping individuals identify their specific goals for balancing work and life.

Becoming a Stress Master

This presentation defines stress and its sources in the workplace, gives practical tips on how to control stress and specifically addresses perceptions of stress and negative thinking.

Blended Family: The Key to Building a Successful Family

This presentation explores different dynamics of a blended family and gives information on realistic expectations one should have when blending families, how to gain support from new members in the family, and a dialogue based on co-parenting.

Change in the Workplace

This presentation discusses the inevitability, feelings, phases and strategies to cope with change in your workgroup.

Communication 101

Participants are asked define their natural style of communicating and their personal goals for better communication on their work teams. Discussions center on assertiveness, identifying contributions to conflict, and the specific skills that help us communicate more efficiently. *

Crucial Habits of Successful Relationships:

Here, staff will learn:

- How EAP counsels couples.
- How successful relationships can increase productivity.
- 10 crucial habits of successful relationships.

Depression or the Blues?

We will provide an educational presentation which discusses the symptoms of depression, tips for self assessment, treatment options and coping strategies.

EAP Orientation (General Employee Population)

Typically a 30 minute presentation, your account representative will discuss the function of EAP, overview benefit information, and answer any questions your employees may have about their EAP services.

Eldercare

This presentation outlines the unique challenges we face as we care for our elder loved ones. Specifically, we will review role reversal, feelings, finances, end-of-life issues and living arrangements.

Sexual Harassment: What Every Employee Needs to Know

This educational training session defines harassment, quid pro quo, and hostile working environment with a focus on prevention, policy and the role of management.

Stress Management: If I Don't Do It, Who Will?

Here we explore delegation and time management, providing information on effective goal-setting in our personal and professional lives.

The Sandwich Generation: "Parents to the left of me, Children to the right. Here I am"

Are you caught in the "Sandwich Generation"? Are you in the middle of caring for your parents and your children? This presentation focuses on the stressors of such a role as well as how prevalent this role is becoming. It also identifies coping skills and resources for families experiencing this scenario.

Tips, Tricks & Strategies to Dealing with Conflict

Taking a more specific look at conflict, we will outline the 8 causes of conflict in the workplace and discuss various tips and strategies for constructive conflict resolution with co-workers.

WORKSHOPS (60-90 MINUTES)

Balancing Support & Accountability: Four Key Communication Skills for Managers & HR Professionals

In response to a request from local managers on communication, conflict resolution, and how to handle tough economic times, EAP developed this training which highlights four key skills for managers: Predictability, Understanding, Control and Compassion.

Building Blocks of Effective Teams

In this 60-90 minute round table, the counselor will explore the 5 building blocks of effective teams: communication, stress management, conflict resolution, respect and appreciating differences. The discussion ends with a review of and commitment to a "Team Promise".

DiSC - Communication that Works!

We all have favored communication styles. This interactive seminar introduces a tool to identify each team member's preferred style, and how these styles interact. Recommendations for improved interactions based on these styles are offered. Fee involved.

Practicing Emotional Intelligence in the Workplace

In this 60-90 minute presentation, we explore the building blocks of Emotional Intelligence: Managing feelings, Integrity, Resilience and Self Control. We end with a discussion on how to promote emotional intelligence in the workplace with each employee through from the interview process to performance review.

Increasing Personal Effectiveness (IPE)

The IPE Model centers around three vital components for building personal effectiveness:

- 1) Your thinking process and the day to day behaviors that you show the world are choices that you make.
- 2) Your choices determine the results you get both for yourself as well as from others.
- 3) The results you get determine your perceived level of *effectiveness*. And, this perception impacts your thinking on growing and changing, achieving your goals and whether or not you feel successful.

SUPERVISOR/MANAGER TRAININGS (60 TO 90 MINUTES)

EAP Orientation (Supervisor, Manager, Team Lead)

Your EAP account manager will present to your management or supervisory team information on how to refer employees to EAP & how to best utilize EAP for employees with job performance issues.

Policy Guidelines for Dealing with Critical Incidents in the Workplace

A review of what constitutes a critical incident and how companies can best respond. The definitions of defusing and debriefing are also reviewed.

Reasonable Suspicion Alcohol and Drug Training for Supervisor

Knowing your company's Alcohol and Drug Policy is an important element of providing a safe and drug free work environment. This in-service will provide information regarding the behavioral, occupational, and attitudinal indicators of substance abuse, elements that constitute "Reasonable Suspicion", and how to intervene.

Conflict Resolution

This presentation explores the natural tendency for conflict to occur, identifies common causes of conflict, and offers information about personal styles of handling conflict such as: competing, accommodating, avoiding, compromising or collaborating. We offer guidelines on "coaching through conflict" and ask participants to look at their own strengths and growing edges

To schedule a presentation, please call 920-720-1090 or 1-800-894-9327.