



2021 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 library with over 150 topics to offer to your employees. These seminars have been researched and developed by experts in their field. Our seminar presenters are licensed clinicians and/or professional speakers with extensive experience in the field of employee assistance and counseling.

Our wellness seminars are generally an hour in length, and our management seminars are one to two hours. Most include a combination of lecture, discussion, experiential exercises and handouts.

PLANNING A SEMINAR

How to make a request

To request a seminar for your employees, please **call 603-836-5031 ext 315 or email jdalton@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

PRE-SEMINAR TO-DO LIST

6 weeks or more prior to a seminar or training

- Review training needs at least twice a year
- Review annual training schedule to determine open dates and times for seminars
- Check to see if company approval is needed before scheduling a seminar

4-6 weeks prior

- Call 603-836-5031 ext 315 or email jdalton@schoolcare.org to seminar request(s)
- Identify your internal promotional channels: newsletters, intranet, email, staff meetings, etc.

3-4 weeks prior

- Book conference room
- Schedule equipment and tech support availability - site is responsible for providing laptop and projector
- Promotional communications will be provided by your Employer Service Coordinator
- Send out a seminar announcement via previously identified communication channels

2 weeks prior

- Important: If there is a need to cancel, change or reschedule a seminar, **please call 603-836-5031 ext 315** at least five business days in advance of the seminar date.
- Confirm date/time with seminar presenter, and discuss any special concerns you have about the seminar or audience
- Send reminder notice through identified communication channels
- Check sign-up sheet to estimate the number of participants
- Order refreshments if desired

1 week prior

- Send reminder notices through identified communication channels
- Touch base with seminar presenter to confirm date, time, directions, security procedures, room setup and estimated number of participants
- Place your Cigna EAP seminar promotional posters in high traffic areas as a reminder

1 day prior

- Confirm equipment/tech support
- Alert security and/or front desk that presenter will be coming to the site

Day of seminar

- Place Cigna EAP seminar promotional poster on room door
- Work with presenter and/or tech support to ensure that equipment is functioning properly
- Be available for any problems
- After the seminar, complete HR seminar evaluation form and return via email to jdalton@schoolcare.org or fax to 603-782-4079 This feedback helps us improve the quality of future seminars



WHAT'S NEW FOR 2021

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 603-836-5031 ext. 315 or email jdalton@schoolcare.org

WHAT'S NEW FOR 2021

New Seminars for Employees

Stress and Your Child

- Understand a child's relationship with stress
- Review signs that stress is growing unmanageable
- Explore how you can help your child manage stress and build resilience
- Discuss stress strategies specific to COVID-19 pandemic

The Power of Gratitude

- Discover what science tells us about the benefits of gratitude
- Learn strategies for seeing the positive in spite of challenges
- Explore simple ways to incorporate gratitude into our everyday routines

The Power of Purpose

- Discuss the definition of purpose
- Learn what the research says about the benefits of having purpose
- Discover ways to identify and live by your purpose
- Explore strategies for establishing purpose at work

Thriving Through Uncertainty

- Discuss situations that may lead to feelings of uncertainty
- Examine the range of possible reactions to uncertainty
- Learn strategies for managing your reactions in the moment
- Explore ways to take action in uncertain situations

Understanding Addictive Behaviors

- Discuss the impact of addictive behaviors
- Understand factors that play a role in the behaviors
- Clarify what effective support looks like and resources that can help
- Review self-care strategies for friends and family

New Management Trainings

Leading in Complexity

- Discuss the ways in which the modern workplace is complex
- Learn how to distinguish between obvious, complicated, and complex situations
- Discover tools to navigate complexity to arrive at new, creative solutions
- Explore strategies to make management decisions when the outcome is unclear

Whole Person Wellness: A Guide for Leaders

- Understand the concept of holistic health and value in prioritizing it
- Discuss stress indicators and sources for leaders
- Explore whole person stress management strategies
- Review ways to become more resilient in the face of stress

New for 2021: Specialty Topics

Current events have spun up unprecedented levels of stress and worry across the country. Cigna EAP is now offering a variety of seminars that address the emotional challenges and offer strategies for healthy coping.

Coronavirus concerns

These new seminars explore pandemic-related issues, such as living, working, and "schooling" at home, managing feelings of anxiety, grief, and loss, and how to respond with resilience. We also have assorted trainings to help managers support employees during trying times.

Impact of racial injustice

In addition, we have several seminars developed specifically to address the emotional impact of racial injustice.

[Listings start on page 15](#)

WHAT'S NEW FOR 2021

Now Available as 30-Minute Seminars

A Fresh Look at Healthy Eating

- Examine how habits and patterns impact healthy eating
- Look at choices for creating a balanced meal
- Discuss healthy recipes and eating behaviors

Managing Financial Stress

- Identify signs and potential effects of financial stress
- Learn strategies for addressing financial issues
- Discuss techniques for managing stress related to financial challenges

Why We Worry and What to Do About It

- Learn about worry and its impact on everyday life
- Recognize when worry becomes too much
- Explore strategies for coping with everyday worry

New Spanish Seminars

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

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

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

Presenting Your Best Professional Image

- Discover what makes up your professional image
- Understand the importance of workplace appearance
- Learn tips to be more professional in your communication
- Discuss how your work ethic shapes your image
- Explore how personal brand and virtual image have an impact

Unique You: Personality Styles at Work

- Learn why understanding personality styles can be 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

Managing Anxiety: Coronavirus Fears & Concerns - 30-minute

- Explore unique aspects and impact of the coronavirus disease
- Review normal reactions and strategies for coping with anxiety

Legal and Financial

Many of our most popular legal and financial topics are now offered in a 30-minute format. See page 53 for listings.

REVISED SEMINARS FOR 2021

Revised Seminars for Employees

Domestic Violence Awareness

- Increase awareness of domestic violence
- Explore the impact of the pandemic on domestic violence
- Review potential warning signs of an abusive relationship
- Understand barriers that can stop a person from leaving an abusive relationship
- Find out what to do if you or someone you know is experiencing violence at home

Effective Communication Strategies

- Learn strategies to become a more engaging communicator
- Discuss the benefits of an assertive approach
- Explore strategies to help develop assertiveness

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

- Review terms commonly used to describe gender and sexual identity
- Understand core concepts of the transition from one gender to another
- Discuss common questions
- Know workplace expectations related to your coworker's transition

Healthy Life Tips for Men

- Review the concept of holistic health and key health concerns for men
- Understand the importance of preventive care and recommended screenings
- Explore lifestyle choices that can reduce risk factors and improve health
- Learn about resources available to support healthy choices

Healthy Life Tips for Women

- Review the concept of holistic health and key health concerns for women
- Understand the importance of preventive care and recommended screenings
- Explore lifestyle choices that can reduce risk factors and improve health
- Learn about resources available to support healthy choices

Holiday Happiness: Don't Let the Humbugs Bite

- Discuss how the holiday season can affect our emotions
- Understand how the "holiday blues" differ from depression
- Review factors that contribute to or trigger holiday blues
- Learn self-care strategies that can help during the holidays

Spread Too Thin: Life in the Sandwich Generation

- Review elements that define the sandwich generation
- Discuss the unique challenges of being in "the sandwich"
- Learn strategies to manage these challenges effectively
- Explore ways to take care of yourself and embrace the positives

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

To coordinate a seminar, please call 603-836-5031 x.315 or email jdalton@schoolcare.org

REVISED SEMINARS FOR 2021

Revised 30-Minute Seminars

Effective Communication Strategies

- Learn strategies to become a more engaging communicator
- Explore strategies to help develop assertiveness

Holiday Happiness: Don't Let the Humbugs Bite

- Discuss how the holiday season can affect our emotions
- Understand how the "holiday blues" differ from depression
- Review common triggers
- Learn self-care strategies that can help during the holidays

Revised Spanish Seminars

Stress and Our Perceptions

- Explore the relationship between stress and perception
- Understand how our perceived control over situations can add to stress
- Identify common thought distortions
- Learn strategies for combating negative thought patterns

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

Revised Management Trainings

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 possible indicators of alcohol or drug use
- Discuss the decision process for making a referral for drug/alcohol testing
- Learn ways to discuss the referral process with an employee
- Review how to make a DOT referral to your EAP

Effective Leadership Communication

- Understand the role of communication in leadership
- Identify the foundation of effective communication
- Discuss how to use emotional intelligence to make connections
- Explore best practices for creating connection and clarity

Manager's Guide: Coaching in the Workplace

- Understand the definition of coaching
- Learn the factors that make someone a good candidate for coaching
- Discover a model for structuring coaching sessions
- Practice skills for effective coaching

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

- Review terms commonly used to describe gender and sexual identity
- Understand core concepts of the transition from one gender to another
- Outline steps to effectively support the transition
- Build competency needed to manage the workplace response

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

To coordinate a seminar, please call 603-836-5031 x.315 or email jdalton@schoolcare.org



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 603-836-5031 ext. 315 or email jdalton@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

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: Critical Incidents and the Workplace – 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'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

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

To coordinate a seminar, please call 603-836-5031 x.315 or email jdalton@schoolcare.org



SEMINAR SUGGESTIONS

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 15.

To schedule a series that meets your needs, please call 603-836-5 ext. 315 or email jdalton@schoolcare.org

SUGGESTED SEMINARS

Dealing with Change

- Endings and Opportunities: The Power of Acceptance
- Managing Change
- Resilience in Challenging Times
- Thriving Through Uncertainty

Emotional Well-Being

- Life @ Home: Managing the Stressors
- Living Lonely: The Power of Connection
- Mental Health: Let's Talk About It
- Understanding Addictive Behaviors
- Understanding Anxiety
- Understanding Depression

Experiencing Mindfulness

- Experiencing Mindfulness: 3 part series
- Mindfulness: Release the Stress

Family Matters

- Family Conflict: Keeping the Peace
- Revitalize Your Relationship
- Stress and Your Child
- Teens: Risky Behavior and Good Choices

Health and Wellness

- A Fresh look at Healthy Eating
- Dreaming of a Good Night's Sleep
- Healthy Life Tips for Men
- Healthy Life Tips for Women
- Wellness One Notes: Micro Moves for Better Health
- What's For Dinner? Healthy Meal Planning

Maximizing Brain, Body, and Mind

- Blueprint for Emotional Wellness
- Boosting Your Brain Health
- Healthy Eating in a Hurry-Up World
- Staying Active
- Stress Relief: Train Your Brain

Personal Development

- Bridging Divides: Beyond Agree to Disagree
- Effective Communication Strategies
- Embracing Optimism
- Finding Your Drive

Self-Empowerment

- The Power of Authenticity
- The Power of Compassion
- The Power of Gratitude
- The Power of Purpose

Skills for Success

- Achieving Success: Using Goals to Get There
- Channeling Your Inner Winner
- EQ and You: Connect for Success
- The Power of Initiative

Stress Management

- Beating Burnout
- Not all Stress is Created Equal
- Refresh, Refocus, Relax: Techniques that Work
- Stealth Stressors: Life in the Digital Age
- Stress in Customer Service Roles
- Stress Less: Mind and Body Strategies

Working Well Together

- Bridging the Gaps: Generations Working Together
- Civility and Respect at Work
- Creating a Positive Work Environment
- Managing the Return to Work
- Work @ Home: Keys to Success
- Working Together: Diversity in the Workplace



SPECIALTY TOPICS

Offer support and resources for top-of-mind topics.

When pressing, topical issues start to feel overwhelming, it can be helpful to have a way to gain insights and share thoughts.

In this new category of seminars, we address the wide-ranging stressors of the COVID-19 pandemic, as well as the emotional impact of racial injustice. The seminars give employees and managers an opportunity to learn healthy coping and response strategies. Many offerings in this category are designed to be delivered in 30 minutes, leaving plenty of time for questions and discussion in a traditional 60-minute presentation time frame.

To learn more about Employee Seminars, please call 603-836-5031 ext. 315 or email jdalton@schoolcare.org

SPECIALTY TOPICS

The Impact of Coronavirus - Employees

Health Care Workers: Self-Care in Stressful Times - 30-minute

- Talk about the impact of COVID-19 pandemic on health care workers
- Review concrete moves you can make to address the stress
- Discuss techniques for reclaiming emotional balance
- Explore strategies for prioritizing self-care

Kids, Teens, and Coronavirus Stress - 30-minute

- Understand the impact of the pandemic on families
- Discuss what children and teens need and what you can do to help
- Know when a child might benefit from professional help
- Recognize the shape and limits of your parenting role

Life @ Home: Managing the Stressors - 60-minute

- Understand the stressors of life at home
- Explore mind, body, and spirit stress inoculators
- Discuss specific strategies for work at home, living alone, families, caregivers
- Know when to seek help for escalating issues

Living with Grief and Loss - 30-minute

- Discuss the experience of grief in these challenging times
- Understand common reactions to grief
- Share strategies for coping with grief
- Explore how to offer comfort when someone suffers a loss

Managing Anxiety: Coronavirus Fears and Concerns - 30-minute

- Explore unique aspects and impact of the coronavirus disease
- Learn about recommended responses
- Review normal reactions and strategies for coping with anxiety

Managing Change During COVID-19 - 60-minute

- 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 the Return to Work - 30-minute

- Explore the unique challenges of returning to work after a pandemic
- Review possible emotional reactions to this change
- Learn strategies for coping with this new transition

Navigating Back-to-School Challenges - 30-minute

- Discuss impact of the pandemic on the back-to-school transition
- Get tips that can help you and your child navigate with resilience
- Review strategies for managing various learning scenarios
- Understand how stress affects children and when to get more help

SPECIALTY TOPICS

The Impact of Coronavirus - Employees (*continued*)

Resilience in Challenging Times - 30 and 60-minute

- Review the factors that make the coronavirus disease especially challenging
- Discuss what it means to be resilient during stressful times
- Explore the ways in which you are already resilient
- Learn strategies to tap into your resilience as you meet this challenge

Work @ Home: Keys to Success - 30 and 60-minute

- Review factors that support a successful transition to virtual work
- Evaluate your work practices and environment to maximize success
- Discuss ways to stay connected with your team, manager, and career goals
- Explore how to maintain well-being and balance as a virtual worker

The Impact of Coronavirus - Managers

Managing a Virtual Team - 60-minute

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

Supporting Employees: Returning to Work - 60-minute

- Explore the unique challenges of returning to work after a pandemic
- Review recommended responses for managing the return to the workplace
- Understand normal reactions you may observe in employees
- Discuss how you and your organization can best assist employees in coping with their reactions

SPECIALTY TOPICS

The Impact of Racial Injustice - Employees

Coping with the Impact of Racial Injustice - 30-minute

- Understand the psychological impact and common reactions to events
- Explore strategies that can help you process and respond to feelings
- Discuss ways to manage the emotional stress
- Review tips for talking about the events with children

Coping with Racial Trauma - 30-minute

- Understand the psychological trauma and common reactions to events
- Explore strategies that can help you process and respond to feelings
- Discuss ways to manage the emotional stress
- Review tips for talking about the events with children

The Impact of Racial Injustice - Managers

The Impact of Racial Injustice: Supporting Employees - 60-minute

- Understand range of normal physical, behavioral, emotional and cognitive reactions
- Review the impact that events of racial injustice can have on the workforce
- Learn strategies for supporting employees through these significant challenges
- Explore ways to take care of yourself



SEMINARS FOR EMPLOYEES

Help keep your employees performing at their best.

From achieving success to repairing a relationship. From beating stress to single 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 603-836-5031 ext. 315 or email jdalton@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 causes of caregiver stress and signs of 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

Domestic Violence Awareness

- Increase awareness of domestic violence
- Explore the impact of the pandemic on domestic violence
- Review potential warning signs of an abusive relationship
- Understand barriers that can stop a person from leaving an abusive relationship
- Find out what to do if you or someone you know is experiencing violence at home

Family Conflict: Keeping the Peace

- Understand how family roles and styles impact conflict
- Explore the idea of fighting fairly
- Learn how partner violence differs from conflict and how to get help
- Discuss strategies for addressing conflicts in various family relationships

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
- Explore how to discuss digital use and safety with children and teens
- Understand cyberbullying and online threats and how to respond
- Discuss strategies for teaching your children to unplug from technology

SEMINARS FOR EMPLOYEES

Family Matters Seminars *(continued)*

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

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 and joys of becoming a parent
- Discuss new parent stress and the impact on relationships
- Learn emotional wellness strategies for transitioning to parenthood
- 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

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
- Know how to 'fight fair' and have productive conflict with your partner
- Explore ways to give (and get) forgiveness
- Rediscover the keys to a lasting relationship

Spread Too Thin: Life in the Sandwich Generation

- Review elements that define the sandwich generation
- Discuss the unique challenges of being in "the sandwich"
- Learn strategies to manage these challenges effectively
- Explore ways to take care of yourself and embrace the positives

SEMINARS FOR EMPLOYEES

Family Matters Seminars *(continued)*

Sticks and Stones...

Understanding Childhood Bullying

- 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
- Explore the dangers of cyberbullying
- Learn strategies for responding to bullying

Stress and Your Child

- Understand a child's relationship with stress
- Review signs that stress is growing unmanageable
- Explore how you can help your child manage stress and build resilience
- Discuss stress strategies specific to COVID-19 pandemic

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 Behavior 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: 30-Minute 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 changes that may occur with aging
- Review how to enhance health, relationships, and purpose at 50+
- Understand the role a resilient mindset can play in healthy aging

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

Channeling Your Inner Winner

- Understand mindsets that stand in the way of success
- Explore strategies for addressing internal barriers
- Create a personal plan to identify and reduce your roadblocks

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

- Learn strategies to become a more engaging communicator
- Discuss the benefits of an assertive approach
- Explore strategies to help develop assertiveness

Effective Time Management

- Identify barriers to effective time management
- Discover your time management “style”
- Learn techniques for managing personal and professional time more effectively

EQ and You: Connect for Success

- Learn the science behind our emotions
- Define emotional intelligence (EQ) and its relationship to your work
- Learn strategies to improve your EQ and develop personally and professionally

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

SEMINARS FOR EMPLOYEES

Personal Development Seminars *(continued)*

Giving to Yourself

- Examine the obstacles that stand in the way of giving to yourself
- Understand the personal benefits of giving to yourself
- Explore the relationship between giving to yourself and giving to others
- Discover new ways to give to yourself

Less Is More: Simplifying Your Life

- Learn why we get caught in the trap of “too much”
- Understand how less can be more
- Explore the personal benefits that can result from simplifying
- Discuss tips to get started 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 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

The Power of Compassion

- Learn about the biology and benefits of compassion
- Understand the role of self-compassion in well-being
- Discuss barriers that can get in the way of being compassionate
- Explore ways to develop a more compassionate mindset

The Power of Gratitude

- Discover what science tells us about the benefits of gratitude
- Learn strategies for seeing the positive in spite of challenges
- Explore simple ways to incorporate gratitude into our everyday routines

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

SEMINARS FOR EMPLOYEES

Personal Development Seminars *(continued)*

The Power of Purpose

- Discuss the definition of purpose
- Learn what the research says about the benefits of having purpose
- Discover ways to identify and live by your purpose
- Explore strategies for establishing purpose at work

Try It! Exploring New Things

- Recognize signs of falling into ruts and routines
- Understand the value of trying new things and what gets in the way
- 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

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

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

SEMINARS FOR EMPLOYEES

Stress Management Seminars *(continued)*

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

Not All Stress Is Created Equal

- Review universal and personal factors involved in the experience of stress
- Discuss how and why stress triggers and responses differ
- Explore targeted stress management strategies
- Identify your personal stress "style" and coping strategies

Refresh, Refocus, Relax: Techniques that Work

- Understand the relaxation response and how to initiate it
- Explore the positive effects of focused breathing
- Practice shifting mental focus to positively impact stress
- Learn to use progressive relaxation to reduce tension

Stealth Stressors: Life in the Digital Age

- Recognize the impact of digital connectivity on health, well-being, relationships
- Discuss strategies to manage technology-related stressors
- Review tips specific to children and teens
- Explore ways to offset digital stress

Stress and Our Perceptions

- Explore the relationship between stress and perception
- Understand how perceived control over situations can add to stress
- Identify common thought distortions
- Learn strategies for combatting negative thought patterns.

Stress Less: Mind and Body Strategies

- Learn the scientific meaning of stress
- Understand how stress affects our bodies and our health
- Discover how our thoughts can cause or worsen stress
- Practice 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

SEMINARS FOR EMPLOYEES

Workplace Topics Seminars

After a Robbery

- Review guidelines that can help reduce risk of harm during a robbery
- Understand the impact of a robbery on all employees at the workplace
- Learn what “secondary victimization” is and how to reduce it
- Discuss how to care for yourself and others after a 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 Working Together

- 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

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 how challenging styles can trigger your emotions and behaviors
- Explore strategies for changing how you think about difficult people
- Discover techniques to help you communicate with others effectively

SEMINARS FOR EMPLOYEES

Workplace Topics Seminars *(continued)*

Effective Teamwork: Strategies for Working Together - 1 to 1.5 hours

- Understand the barriers to constructive teamwork
- Learn what factors make up an effective team
- Discover strategies to working well together
- Learn skills for productive conflict resolution

EQ and You: Customer Service with Care

- Define emotional intelligence (EQ) and its relationship to customer service
- Explore strategies to incorporate your emotional intelligence into creating relationships with customers
- Learn how to partner with customers using empathy and communication skills

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 and the Workplace: A Guide for Coworkers - 1 to 1.5 hours

- Review terms commonly used to describe gender and sexual identity
- Understand core concepts of the transition from one gender to another
- Discuss common questions
- Know workplace expectations related to your coworker's transition

Life on the Road: Business Travel Tips

- Explore the impact and challenges of business travel
- Get tips for maintaining a healthy lifestyle while traveling
- Share strategies for staying connected to those at home
- Discuss how to address stress proactively and in the moment

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 Loss (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

Part 1: 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

SEMINARS FOR EMPLOYEES

Workplace Topics Seminars *(continued)*

Part 2: 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

Part 3: Exploring Risk of Suicide and PTSD

- Review the suicide risk for service members
- 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

Presenting Your Best Professional Image

- Discover what makes up your professional image
- Understand the importance of workplace appearance
- Learn tips to be more professional in your communication
- Discuss how your work ethic shapes your image
- Explore how your personal brand and virtual image have an impact

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

Shift Work Strategies

- Discuss the unique challenges of shift work
- Review strategies for managing your sleep cycle
- Explore impact of food choices and meal timing
- Get ideas for lifestyle best practices that can reduce negative effects

Stress and the First Responder

- Understand stress reactions and the impact of stress
- Review strategies to manage emotional stress
- Explore productive stress response techniques

Stress in Customer Service Roles

- Explore the sources of customer service stress
- Understand how emotional reactions impact stress
- Explore strategies for managing stress in a customer service role
- Practice stress relief techniques

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
- Know what to do if you notice “yellow flags” in the workplace
- Learn to identify warning signs of potential violence
- 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

SEMINARS FOR EMPLOYEES

Workplace Topics Seminars *(continued)*

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

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

SEMINARS FOR EMPLOYEES

Emotional Well-Being Seminars *(continued)*

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

Holiday Happiness: Don't Let the Humbugs Bite

- Discuss how the holiday season can affect our emotions
- Understand how the "holiday blues" differ from depression
- Review factors that contribute to or trigger holiday blues
- Learn self-care strategies that can help during the holidays

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 Lonely: The Power of Connection

- Understand how loneliness is triggered and the impact it can have
- Discover mindset shifts that can make it easier to connect
- Discuss what a meaningful connection looks like
- Explore how to make meaningful connections

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

Mental Health: You Can Make a Difference

- Explore how to notice and respond to stress to support mental wellness
- Improve your understanding of mental health issues
- Discuss the actions you can take to provide support to others

SEMINARS FOR EMPLOYEES

Emotional Well-Being Seminars *(continued)*

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

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

Thriving Through Uncertainty

- Discuss situations that may lead to feelings of uncertainty
- Examine the range of possible reactions to uncertainty
- Learn strategies for managing your reactions in the moment
- Explore ways to take action in uncertain situations

Understanding Addictive Behaviors

- Discuss the impact of addictive behaviors
- Understand factors that play a role in the behaviors
- Clarify what effective support looks like and resources that can help
- Review self-care strategies for friends and family

Understanding Anxiety

- Explore the differences between worry and anxiety
- Learn about contributing factors and treatment approaches
- Review strategies for calming an anxious response
- Discuss how you can help and support a person with anxiety

Understanding Depression

- Review depression basics, including contributing factors and symptoms
- Understand approaches to treatment and barriers that get in the way of seeking it
- Explore how lifestyle choices can positively impact the management of depression
- Discuss how you can help and support a person with depression

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

SEMINARS FOR EMPLOYEES

Wellness Seminars

A Fresh Look at Healthy Eating

- Examine how habits and patterns impact healthy eating
- Look at choices for creating a balanced meal
- Discuss healthy recipes and 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

Boosting Your Brain Health

- Learn how the brain changes as you age
- Explore how challenging your brain can make a difference
- Understand the connection between your physical and brain health
- Review how improving overall health and well-being can impact brain function

Dreaming of a Good Night's Sleep

- Review 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

Drug and Alcohol Awareness

- Discuss misconceptions and realities of substance use
- Review groups of drugs that are commonly misused
- Discuss the impact of drug and alcohol use on an individual, family, friends, and the community
- Know how to get help for yourself and others when drug or alcohol use is a problem

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

- Review the concept of holistic health and key health concerns for men
- Understand the importance of preventive care and recommended screenings
- Explore lifestyle choices that can reduce risk factors and improve health
- Learn about resources available to support healthy choices

SEMINARS FOR EMPLOYEES

Wellness Seminars *(continued)*

Healthy Life Tips for Women

- Review the concept of holistic health and key health concerns for women
- Understand the importance of preventive care and recommended screenings
- Explore lifestyle choices that can reduce risk factors and improve health
- 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

Living with a Chronic Condition

- Discuss impact of living with a chronic condition on individuals and others
- Understand the role of resilience in managing a chronic illness
- Review strategies for navigating challenges and maximizing quality of life
- Explore ideas related to communicating limits and needs

Make the Choice to Be Healthy

- Become aware of 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

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

SEMINARS FOR EMPLOYEES

Wellness Seminars *(continued)*

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

Wellness One Notes: Micro Moves for Better Health

- Understand the concept of holistic health
- Learn how willpower works
- Discuss the advantages of taking small steps toward change
- Explore wellness “micro moves” that may be helpful for you

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 Mood Meets Food: Strategies for Stress Eaters

- Learn to recognize stress eating and how it differs from physical hunger
- Understand your triggers for stress eating
- Review common styles of stress eating
- Discover healthy alternatives to adjust your style



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 some of our most popular topics.

Please note that 30-minute seminars still use a full Employer Service Hour (ESH) per request.

To learn more about Employee Seminars, please call 603-836-5031 ext. 315 or email jdalton@schoolcare.org

30-MINUTE SEMINARS

A Fresh Look at Healthy Eating

- Examine how habits and patterns impact healthy eating
- Look at choices for creating a balanced meal
- Discuss healthy recipes and eating behaviors

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

Blueprint for Emotional Wellness

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

Caring for the Caregiver

- Explore causes of caregiver stress and signs of 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”
- Understand how challenging styles can trigger your emotions and behaviors
- Discover techniques to help you communicate with others effectively

Dreaming of a Good Night’s Sleep

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

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- Learn strategies to become a more engaging communicator
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- Identify barriers to effective time management
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- 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

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

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30-MINUTE SEMINARS

Finding Your Resilience

- Discuss what it means to be resilient
- Explore factors that influence your ability to be resilient
- Learn strategies to build up your personal resilience

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

Frugal but Fun: Making the Most of Your Money

- Explore the value of frugal living and mindsets that can get in the way
- Review money management basics
- Identify frugal living money saving methods
- Discuss ideas for low-cost destinations, activities, goods, and services

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
- 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
- Learn about resources available to support healthy choices

Holiday Happiness: Don't Let the Humbugs Bite

- Discuss how the holiday season can affect our emotions
- Understand how the “holiday blues” differ from depression
- Review common triggers
- Learn self-care strategies that can help during the holidays

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

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- 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”
- Understand how less can be more
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- Understand how loneliness is triggered and the impact it can have
- Discover mindset shifts that can make it easier to connect
- Explore how to make meaningful connections

Make the Choice to Be Healthy

- 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

Managing Financial Stress

- Identify signs and potential effects of financial stress
- Learn strategies for addressing financial issues
- Discuss techniques for manage stress related to financial challenges

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

Mental Health: You Can Make a Difference

- Improve your understanding of mental health issues
- Discuss the actions you can take to provide support to others

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

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

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

To coordinate a seminar, please call 603-836-5031 x.315 or email jdalton@schoolcare.org

30-MINUTE SEMINARS

Stress and the First Responder

- Understand reactions to cumulative stress and trauma work
- Review strategies to manage emotional stress
- Explore productive stress response techniques

Stress in Customer Service Roles

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

Stress Management 101

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

Stress Relief: Train Your Brain

- Understand how your body and brain react to stress
- Learn how you can “rewire” your brain to change your stress response
- Experience a guided relaxation practice

Suicide Awareness

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

Suicide Awareness for Managers

- Review suicide statistics and workplace impact
- Learn suicide risk factors and warning signs
- Discuss how to respond if you notice warning signs

The Power of Initiative

- Understand what it means to take initiative
- Explore roadblocks and how to reclaim control
- Discuss the power of purpose, goals, and other motivating strategies
- Review strategies for taking initiative at work

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

Wellness One Notes: Micro Moves for Better Health

- Understand the concept of holistic health
- Discuss the advantages of taking small steps toward change
- Explore wellness “micro moves” that may be helpful for you

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

Why We Worry and What to Do About It

- Learn about worry and its impact on everyday life
- 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 looks like
- Examine how values impact 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

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

To coordinate a seminar, please call 603-836-5031 x.315 or email jdalton@schoolcare.org



WORKSHOPS

Taking a deeper dive.

From personal and professional development to workplace stress points, when a topic is particularly important to your workforce, you may want to schedule a seminar that goes into more depth. Our two-hour workshops are designed to be a highly interactive experience for attendees.

Please note that two-hour workshops are charged two Employer Service Hours (ESHs).

To learn more, please call 603-836-5031 ext. 315 or email jdalton@schoolcare.org

WORKSHOPS

For Managers

Leading Generations at Work

When workforces span Boomers to Gen Z, understanding the influence of generational traits can be a valuable asset in bringing out the best in employees. Join us to explore factors that helped shape the generations and how these can play out in preferences and styles at work. Learn what drives generational disconnects and investigate strategies that can not only reduce friction, but also maximize the assets of your team.

Workshop goals

- Understand the value and limitations of the generational lens
- Explore the factors that shape each generation
- Expand your understanding of generational styles at work
- Gain insight on how to work well with multiple generations

Leading with Emotional Intelligence - 2 to 2.5 hours

Emotional intelligence – being aware of emotions and how they affect and shape interactions with others – has been identified as a key leadership trait. In this workshop, we'll take an in-depth look at the role of emotions in the workplace. We'll learn what emotional intelligence looks like in a management role, and practice “hands-on” strategies for using it to inspire, build relationships, and manage conflict effectively.

Workshop goals

- Discuss why emotions are valuable to leadership
- Define emotional intelligence (EI) and its relationship to your role
- Learn the science behind our emotions
- Explore strategies to lead with emotional intelligence

Psychological Safety at Work

Research tells us that psychological safety plays a vital role in a healthy workplace. In this workshop, you'll learn how to empower employees to ask questions, use mistakes as learning opportunities, and innovate with new ideas. We'll explore key skills, such as open communication, giving and receiving feedback, and goal-setting in an interactive, real-world context.

Workshop goals

- Define the components of psychological safety
- Learn techniques to encourage open communication in work teams
- Discuss strategies for giving and receiving feedback effectively
- Examine the role of psychological safety in defining and achieving team goals

For Employees

EQ and You: Connect for Success

Being mindful of our emotions and how they impact those around us, otherwise known as emotional intelligence (EQ), is an important and often overlooked tool on the path to success. In this workshop, attendees will explore how to become more aware of emotions and their impact on work. We'll practice managing emotions thoughtfully, and apply these skills to managing relationships and conflict with others.

Workshop goals

- Learn the science behind our emotions
- Define emotional intelligence (EQ) and its relationship to your work
- Learn strategies to improve your EQ and develop personally and professionally

Two-hour workshops are charged two Employer Service Hours (ESHs).

To coordinate a seminar, please call 603-836-5031 x.315 or email jdalton@schoolcare.org



SPANISH SEMINARS

We speak your language.

We recognize that many of your employees will have a better understanding of our services if they participate in a seminar conducted in Spanish. This section contains an overview of the seminars we offer in Spanish.

To learn more about Employee Seminars, please call 603-836-5031 ext. 315 or email jdalton@schoolcare.org

SPANISH SEMINARS

A Fresh Look at Healthy Eating

- Examine how habits and patterns impact healthy eating
- Look at choices for creating a balanced meal
- Discuss healthy recipes and eating behaviors

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

- 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 our personal lives
- Know how to get help for yourself and others when drug or alcohol use is a problem

Drug and Alcohol Awareness for Managers

- 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

Effective Time Management

- Identify barriers to effective time management
- Discover your time management “style”
- Learn techniques for managing personal and professional time more effectively

Employee Orientation to the EAP

- Know more about your 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
- Review tips for managing stress and preventing burnout

Family Conflict: Keeping the Peace

- Understand how family roles and styles impact conflict
- Explore the idea of fighting fairly
- Learn how partner violence differs from conflict and how to get help
- Discuss strategies for addressing conflicts in various family relationships

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

SPANISH SEMINARS

Fitness Essentials

- Understand the benefits of exercise and healthy eating
- 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
- Develop a personal fitness action plan

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

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

Manager’s Guide: Sexual Harassment Awareness

- Understand what constitutes sexual harassment
- Learn strategies to respond to sexual harassment
- Explore a manager’s role in receiving and investigating a complaint
- Identify resources for support

Manager’s Guide to the EAP

- Understand the benefits of the EAP
- Learn how to use the EAP as a management tool

Managing Change (also available with seminar add-on “Downsizing Job Loss” or “Surviving Transitions”)

- 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

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

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

Presenting Your Best Professional Image

- Discover what makes up your professional image
- Understand the importance of workplace appearance
- Learn tips to be more professional in your communication
- Discuss how your work ethic shapes your image
- Explore how personal brand and virtual image have an impact

SPANISH SEMINARS

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

Staying Active

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

Stress and Our Perceptions

- Explore the relationship between stress and perception
- Understand how our perceived control over situations can add to stress
- Identify common thought distortions
- Learn strategies for combating 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

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

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

Tobacco Cessation

- Learn health consequences of 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

Under Pressure: Managing Workplace Stress

- Explore signs and sources of work stress
- Learn how to respond to stressors you can't control and those you can
- Recognize the importance of balance in your work and personal life
- Discuss effective strategies for reducing stress

SPANISH SEMINARS

Unique You: Personality Styles at Work

- Learn why understanding personality styles can be 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

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

Employee Orientation to the EAP

- Know more about your 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

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

Managing Anxiety: Coronavirus Fears & Concerns

- Explore unique aspects and impact of the coronavirus disease
- Review normal reactions and strategies for coping with anxiety

Stress Management 101

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

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)

To coordinate a seminar, please call 603-836-5031 x.315 or email jdalton@schoolcare.org



MANAGEMENT TRAININGS

Help your managers perform at their best.

From coaching to managing conflict and potential violence. From getting employees back to work to strengthening your 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 learn more please call
603-836-5031 ext. 315 or email jdalton@schoolcare.org

MANAGEMENT TRAININGS

Critical Incidents and the Workplace

After a Robbery

- Review guidelines that can help reduce risk of harm during a robbery
- Understand the impact of a robbery on all employees at the workplace
- Learn what “secondary victimization” is and how to reduce it
- Discuss how to care for yourself and others after a robbery

Manager’s Guide: Critical Incidents and the Workplace – 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’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 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 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 how to use emotional intelligence to make connections
- Explore best practices for creating connection and clarity

Leading in Complexity

- Discuss the ways in which the modern workplace is complex
- Learn how to distinguish between obvious, complicated, and complex situations
- Discover tools to navigate complexity to arrive at new, creative solutions
- Explore strategies to make management decisions when the outcome is unclear

Manager’s Guide: Coaching in the Workplace*

- Understand the definition of coaching
- Learn the factors that make someone a good candidate for coaching
- Discover a model for structuring coaching sessions
- Practice skills for effective coaching

**This seminar does not constitute how-to training for coaching.*

MANAGEMENT TRAININGS

Skill Building for Managers *(continued)*

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: 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 Performance Management – 1 to 1.5 hours

- Learn how to encourage the best possible performance from your employees
- Discuss how to ask for behavior change
- Explore how to manage resistance to feedback
- Review strategies for improving performance and progressive discipline

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

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

Whole Person Wellness: A Guide for Leaders

- Understand the concept of holistic health and value in prioritizing it
- Discuss stress indicators and sources for leaders
- Explore whole person stress management strategies
- Review ways to become more resilient in the face of 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 possible indicators of alcohol or drug use
- Discuss the decision process for making a referral for drug/alcohol testing
- Learn ways to discuss the referral process 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

- Review terms commonly used to describe gender and sexual identity
- Understand core concepts of the transition from one gender to another
- Outline steps to effectively support the transition
- Build competency needed to manage the workplace response

Manager's Guide: Grief and Loss at Work

- Discuss grief reactions and how the workplace may be affected by them
- Understand how empathy and communication soft skills can be useful
- Participate in interactive exercises to learn appropriate ways to share news
- Review actions that can be supportive in the aftermath of a loss

Manager's Guide: Leading Generations at Work – 1 to 1.5 hours

- Understand the value and limitations of the generational lens
- Explore the factors that shape each generation
- Expand your understanding of generational styles at work
- Gain insight on how to work well with multiple generations

MANAGEMENT TRAININGS

Workplace Topics for Managers *(continued)*

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

Manager's Guide: Mental Health at Work

- Understand stigma and why it's hard to talk about mental health concerns
- Review common mental health conditions and scenarios in the workplace
- Discuss your role and response strategies
- Explore how to approach difficult conversations and situations
- Learn how your EAP and other resources can help you address concerns

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
- Explore a manager's role in receiving and investigating a complaint

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

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. 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 learn more, please call
603-836-5031 ext. 315 or email jdalton@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 seminar request.**

LEGAL AND FINANCIAL SEMINARS

#Adulting: Money Matters **- 30 or 60-minute**

Heading out into the world, whether graduating high school or college, you may be faced with financial decisions you don't feel prepared to make. The purpose of this class is to review the most common and important financial decisions. You will learn the importance of budgeting, saving for goals and monitoring your credit, as well as the potential challenges of taking on too much debt. We'll also review the resources available to you (like apps) that can help you take control of your finances and your future.

A Holiday Planning Guide **- 30 or 60-minute**

Recommend scheduling in October

Is the holiday season bringing you stress and debt? In this presentation, we will share best practices for planning, saving and spending. Technology has become a bigger part of our holiday shopping and planning experience, so we will discuss online ideas and sites, as well as important dates to remember, to help you this time of year!

Avoiding Holiday Shopping Fraud

Huge sales, must-have gifts, and rushing for last minute items. When shopping between stores, we're often so focused on the activities of the holiday season that we can easily be distracted from financial and identity exposure. In this class, we discuss the fraudster targeted information, common fraudster tactics, best safety practices, and next steps when victimized.

Avoiding Tax Filing Fraud

W-2 documents, DOB and a Social Security number — tax filing can expose a substantial amount of personal information. During tax season, data thieves are looking to intercept tax refunds, and sell personally identifiable information (PII) on the dark web. In this class, we discuss the warning signs to recognize tax-related identity theft and the necessary steps to help prevent fraud.

Battling Unemployment Fraud

As a ramification of COVID-19, both employers and employees have struggled with falsified unemployment benefits, such as notifications of awarded benefits, payment details, or ATM cards. In this class, our Fraud Resolution Specialists will address the significance of unemployment fraud and provide the preventative steps necessary to minimize the risk of further damage.

Caring for the Elderly and Disabled

With a loved one who has any mental or physical condition limiting movement, senses, cognition or activities, we're often so focused on what we can do to help, that we need a reminder of what services are already legally available. In this class, our presenter will review the tools and programs that assist older/disabled family members, and how to best set-up loved ones for success.

Common Risks to Your Retirement Plan

The first steps of creating a retirement plan generally involve a focus on retirement savings and securing sources of income in retirement. We will review risks that could impact your plan before and during retirement so that you have a better chance of living your retirement dream.

Data Breach Education

A company data breach can take a toll on both the infrastructure and employee body. In this class, we discuss company data breach life cycles and the cost to its victims. We'll also share our preventative steps that employees and companies can take to reduce the chance of a breach.

Legal and financial seminars are two employer service hours (ESH) for each request.

To coordinate a seminar, please call 603-836-5031 x.315 or email jdalton@schoolcare.org

LEGAL AND FINANCIAL SEMINARS

Dreaming of Retirement

Many people can't wait for retirement, yet they haven't considered how they will sustain their ideal retirement lifestyle. To be confident in the amount of retirement income that you need, you should first estimate the difference in cost between your current lifestyle and the retirement lifestyle you dream about. In this class we provide tools to help you estimate that difference. We'll also offer a wide range of considerations to help you formalize a realistic retirement plan to help make your retirement dream a reality.

Estate Planning 101 - 30 or 60-minute

Estate planning is the process of preparing for end-of-life concerns and taking control of your legacy. Think about family, bank accounts, houses, stock portfolios, cherished possessions – and what will happen to them. The process can be complex and expensive. In this class, we discuss the necessary steps to create an estate plan, while offering attendees discounted access to personalized wills and trusts.

Estate Planning: Financial Basics

Many of us know we should have an estate plan, but we don't know how to get started – or when to get started. In this presentation, we discuss the common components of an estate plan and explain how your plan may change as you go through different stages of life. Lastly, we will cover the pros and cons of hiring an attorney, versus doing most of the work yourself.

Financial Setback? Regroup and Rebuild

Whether a financial setback catches you by surprise or is planned for, you can use this class to help you get through the difficult situation and take steps to be better prepared for any future challenge. We'll walk you through a process that includes assessing the setback and the impact on your finances, taking action, staying the course, and being prepared for any future difficulties.

Getting & Keeping Good Credit - 30 or 60-minute

Credit scores influence personal finances in more ways than most people realize. Whether it's your auto insurance premium or the interest rate on your mortgage, you want your credit score to be deemed "excellent". We'll discuss the criteria that determines a credit score, as well as how to establish new credit, how to recover from credit challenges, and best practices for maintaining an excellent credit score.

ID Theft Protection 101

Every two seconds someone becomes a victim of identity theft. Knowing how to protect our identities and who to contact when victimized can seem difficult and time-consuming, but we're here to show the easy-to-follow steps. In this class, our Fraud Resolution Specialists pull-back the curtain to reveal how fraudsters steal data and lure consumers. We'll also share tips on building the first line of defense against identity theft.

Investing: Education for Beginners

Get ready for several compelling reasons why investing can be a critical factor in achieving long-term goals. We will review different types of personal goals and how timeframes and investment accounts can play a key role in helping you reach your savings targets. Then build your knowledge as we review mutual funds, stocks, bonds and other investment considerations. We'll conclude with some action steps attendees can take to apply what they have learned.

Investing: Risks Considerations & Taxes* - 30 or 60-minute

This class reviews five types of investment risk and discusses how time frames might influence the type and amount of risk an investor is willing to take. We'll also cover tax implications of investing and conclude with examples of investing and possible risks.

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

LEGAL AND FINANCIAL SEMINARS

Investing: Traditional vs. Online Services

This class reviews a few time-tested investment principles. We review the differences between online investing platforms versus the more traditional practice of meeting face-to-face with an investment advisor. We'll explain the importance of monitoring your investments and adjusting your portfolios over time.

It's My Budget, & I'm Sticking to It! - 30 or 60-minute

Creating and sticking to a budget is the foundation for great personal finances. Why? It gets you in the habit of reviewing and adjusting your spending so that the most important goals in your life get funded. This class will outline a process for creating a spending plan and will offer practical tips for sticking to it!

I Want to Buy a House

The dream of owning your home is attainable if you get your finances in order and learn as much as you can about the process. In this class, we'll help you get started by walking through the different mortgage loans available, reviewing what lenders look for in a borrower, and what costs you can expect during the process. We'll also talk about how to make sure you can afford your house so that you can enjoy it for years to come!

Making Tax Returns Less Taxing* - 30 or 60-minute

For most of us, the primary concern when filing our income tax returns is how to minimize our taxes. In this class we will discuss how income tax is calculated, types of adjustments/deductions, ways to reduce taxation and strategies to save. We will review some of the common tax law changes resulting from the Tax Cut Jobs Act of 2017. We'll also explore some common mistakes to avoid.

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

Money Basics: Let's Build a Plan - 30 or 60-minute

If you want to feel confident about your personal finances, you need to follow a plan that has four components: controlling spending, managing debt, prioritizing savings and maintaining excellent credit. If you lose focus on any of these disciplines, you risk adding stress to your life. This class explains the importance of each component of your plan and helps you get started.

New Year... New You! Financial Resolutions You Can Keep! - 30 or 60-minute

When January arrives, many of us want to start a new financial habit or break a bad one. The real challenge isn't getting started but sticking to the plan. As a financial coaching organization, we have worked with thousands of people to help them stick to their New Year's resolutions. We will share tips for setting realistic goals and making it to the finish line.

Planning for College 101

The costs of attending college continue to increase, so planning is imperative. This class will discuss different types of college savings accounts and review the FAFSA financial aid process. It's important to get funds from as many sources as possible, so we'll review scholarships, grants and loans. Get ready to leave this class better prepared to establish and fund your college savings goals.

Planning for Future Medical Decisions

By human nature, we tend to delay end-of-life decisions until it's too late. Whether personal end-of-life decisions or a loved one's, it's important to make smart end-of-life decisions that ensure a peaceful transition. In this class, we discuss the strategies for effective family communication, and the benefits of advance directives/power of attorney.

LEGAL AND FINANCIAL SEMINARS

Raising Money-Savvy Kids - 30 or 60-minute

We all want our children to become adults who are responsible with money. This class helps parents understand whether their child is naturally a spender, a saver, or somewhere in between, and then we provide a wide range of tools and guidelines for teaching children valuable money concepts. Whether you have a toddler or a teenager, you will receive valuable tips for making money a comfortable conversation topic.

Relationships & Money - 30 or 60-minute

We all have a relationship with our money; whether it's a good or bad relationship can depend on many things in our lives. Surveys tell us that stress about money can also have a big influence on our relationships with others. Join us as we explain how life experiences and emotions influence our finances, and then outline best practices to increase our awareness and improve our communications with friends and family.

Retirement Planning: Getting Started - 30 or 60-minute

When it comes to getting started on a retirement plan, we believe everyone will benefit from this class -whether you are at the beginning or near the end of your career. We will emphasize the importance of starting with a plan as early as possible in order to allow savings to grow. There are many competing needs or wants for the dollars you save, so we will talk about how you can use goal-setting strategies to stay on track with funding whatever lifestyle or timeline you envision for retirement.

Reviewing & Fixing Credit Reports

Your credit score is determined by the information in your credit reports, so if you want to build and maintain a great credit score, you have to pay attention to what's in your credit reports. The more you use credit, the more important it becomes to check them since errors and discrepancies are common. In this class, you will learn how your personal and financial data is organized within your credit reports and how to fix any inaccuracies you discover.

Sandwich Generation: Caught in the Middle - 30 or 60-minute

Navigating your personal finances can be a daunting task, but what if you are not only supporting your children but also caring for aging parents or grandparents? In this class we'll show you how to assess your financial capacity and set realistic boundaries to help you through this stage of life. We'll talk about how to handle setbacks and remain resilient. Lastly, we will provide resources and identify ways to help you manage your personal and financial goals.

Student Loan Repayment Strategies

For many employees, especially in the first half of their careers, student loan payments are a significant monthly expense. This class helps attendees consider repayment options that meet their individual goals. We discuss repayment options for both federal and private loans, which include how to lower monthly payments or pay off loans faster.

The Cost of Raising Kids

Some of the biggest expenses for families are the costs associated with raising children. Whether it's day care, extracurricular activities, food or health care, the expenses add up and can put tremendous pressure on any budget. This presentation will help you review and prepare your finances during different stages of a child's life.

The Financial Wellness Playbook

Learn from those who have gone before you! This class shares the ten habits most people practice when they have little financial stress in their lives. The MSA coaching staff has conducted over a million financial consultations, and the most experienced coaches were interviewed to develop this list of ten habits. The goal is for attendees to take pride in the habits they are practicing well, and to develop an action plan to address the habits they would like to improve.

LEGAL AND FINANCIAL SEMINARS

Tips for a Major Purchase - 30 or 60-minute

As consumers, all of us will have to make a large purchase at some point in our lives, whether it's a washer and dryer, living room furniture or a car. Many factors can come into play when deciding on a large purchase. In this class we will talk about buying now vs. later, saving vs. financing, and buying vs. leasing. We will explore credit and budget implications, as well as strategies for planning ahead and saving money in the long term.

When Pay Periods Change

Changes to the payroll process could be anything from adjusting the date or frequency of pay periods to adjusting how a bonus or commission structure works. But the changes, however small, can have a huge impact on your finances. This class is typically customized to outline the specific changes a company is implementing, followed by a wide range of recommendations and tips directed at helping you adjust to the change.

Your Debt-Free Game Plan

Debt is one of the biggest obstacles keeping Americans from reaching financial goals, so this class encourages you to prioritize debt management. But it doesn't stop there! We'll also go over specific debt reduction strategies and help you choose one that you can sustain. We will also review how to write and follow SMART goals, so you can leave this class motivated and empowered to reduce your debt.

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