

# Learning Programs & Services 2026



**WE CAN** *help.*

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# Welcome

**ComPsych® workshops** provide valuable learning for employees and increase visibility and utilization of the GuidanceResources benefit. Topics are designed and written by our internal staff of psychologists and adult learning experts.

These 45-60 minute programs are informative and engaging. A minimum of 30 days is requested for scheduling sessions to ensure the training date is available and to secure the most qualified facilitator for the selected topic.





# Welcome

## **Our Facilitators: A Vetted Network of Experts**

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





# Welcome

## Plan Your Session with These Simple Guidelines

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

## Training Methods That Fit Your Lifestyle

- On-site/face-to-face
- Live, interactive webinars
- Many titles available on-demand at [www.guidanceresources.com](http://www.guidanceresources.com)





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Build new workplace skills for supporting your team, as well as your own health and well-being.



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### Communication Skills

Being an effective communicator is the key to success in today's fast-paced workplaces.



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### Parenting

There may be no such thing as a perfect parent, but we can all aim to become the best parents we can possibly be.



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### Older Adult Care

Caring for a loved one while building a career can be stressful. Learn how you both can thrive.



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### Personal Development

Improve confidence, creativity, passion, communication skills, and more with these supportive sessions.



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### Resilience

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### Legal & Financial

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### Behavioral Health & Wellness

Mental and emotional health are like muscles. You must work on them regularly to make them stronger.



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### Family & Relationships

All families, like all relationships, have ups and downs. Learn how to maximize the ups and limit the downs.





# Management *Support*





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**THE IMPACTS OF  
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## MANAGEMENT SUPPORT

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# Addressing Employee Performance Issues in a Supportive Way



## Overview/ Description:

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



## TARGET AUDIENCE:

MANAGEMENT  
AND SUPERVISORY  
EMPLOYEES



## EXPECTED DURATION:

45–60 MINUTES

## Workshop Objectives:

**By the end of this workshop, you will:**

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



# Coaching vs. Directing: A Guide for Leaders



## Overview/Description:

For many leaders, the pressure to have all the answers can be overwhelming. What if you could shift from simply giving directives to empowering your employees to find solutions on their own? By mastering a coaching approach, you'll learn how to ask the right questions that encourage problem-solving, enhance team productivity, and foster a sense of ownership and growth among your employees. This transformation leads to a more engaged and autonomous team, allowing you to lead with greater impact and less stress.

## Workshop Objectives:

### This training will help you:

- Distinguish between coaching and directive leadership approaches
- Understand how different leadership styles impact employee development
- Learn key questions to foster effective coaching conversations
- Explore communication strategies that enhance trust within the organization



### TARGET AUDIENCE:

CURRENT OR  
ASPIRING LEADERS



### EXPECTED DURATION:

45-60 MINUTES



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when and where *you need it.*





# Creating Psychological Safety in the Workplace



## Overview/Description:

Psychological safety is the belief that it's OK to take interpersonal risks without fear of undue consequences. In a psychologically safe environment, people are more likely to speak up when they see their team or organization heading down the wrong path. They're more likely to brainstorm and experiment in ways that help teams innovate, and they're less likely to go along with risky behaviors that create an unsafe workplace. Psychological safety allows a person to be themselves, which strengthens morale, sense of belonging, and employee retention. In this session, we'll discuss how leaders can foster a psychologically safe environment, and explore why people may feel psychologically unsafe.

## Workshop Objectives:

### This training will help you:

- Define the elements of psychological safety and why it is so important in the workplace
- Assess how psychologically safe (or unsafe) your team or organization is today
- Describe tangible actions you can take to foster a psychologically safe environment



### TARGET AUDIENCE:

LEADERS THAT WANT EMPLOYEES WHO TAKE APPROPRIATE RISKS, SPEAK UP WHEN IT'S CALLED FOR, AND CONTRIBUTE TO POSITIVE WORKPLACE MORALE



### EXPECTED DURATION:

45-60 MINUTES





# From “Me” to “We”: Build High-Performing Teams by Strengthening Relationships



## Overview/Description:

What would change if your team had stronger relationships, made sure more voices in the room were heard, worked better across departments, and kept improving each week? How would you do it? In a global, increasingly digital workplace with different time zones, cultures, and work styles, talk sets the direction, but follow-through delivers results. Leaders take the focus off themselves and meet each team member where they are. In this session, leaders learn how strong and high-performing teams shift from “me” to “we” by building consistent communication, safety to speak up, clear agreements and responsibilities, and inviting a wider range of voices to shape the work.

## Workshop Objectives:

**This training will help you:**

- Define what strong, high-performing teams do day to day
- Recognize how connection and inclusion improve business results
- Apply principles of trust, psychological safety, and inclusive leadership
- Spot common gaps and barriers in team collaboration
- Practice tools that strengthen trust and follow-through



### TARGET AUDIENCE:

LEADERS IN LOCAL OR GLOBAL TEAMS, INCLUDING SUPERVISORS, MANAGERS, PROJECT LEADS, AND EXECUTIVES



### EXPECTED DURATION:

45–60 MINUTES





### Overview/Description:

When an employee's behavior directly affects service or safety, leaders need to act immediately. This session equips leaders with practical tools to deliver feedback in the moment while teams are serving customers, assisting patients, or handling high-stakes interactions. Participants will learn how to build accountability without conflict and inspire immediate improvement. Highly relevant for leaders in fast-paced environments such as retail, healthcare, and manufacturing, this session shows how timely feedback can elevate team performance, engagement, and trust.

### Workshop Objectives:

**This training will help you:**

- Recognize situations where immediate feedback is critical to performance, safety, or service
- Develop confidence in delivering on-the-spot feedback that is clear, constructive, and actionable
- Apply practical frameworks and techniques to provide feedback in real time
- Strengthen your ability to maintain respect, trust, and engagement while holding others accountable



#### TARGET AUDIENCE:

LEADERS, SUPERVISORS AND TEAM LEADS IN DYNAMIC ENVIRONMENTS



#### EXPECTED DURATION:

45-60 MINUTES

# High-Impact Feedback: On the Spot, On the Floor





# The Impacts of Job Insecurity on Employee Engagement & Well-Being



## Overview/Description:

Fears about job security have always had a negative impact on workplaces. Recent advancements in AI have accelerated and amplified those fears. This session will explore how leaders can mitigate the negative effects of job insecurity on employee engagement and well-being.

## Workshop Objectives:

### This training will help you:

- Describe how fears about job security can impact employee well-being
- Describe how fears about job security can impact employee engagement
- Take steps as a leader to counter the negative impacts of job insecurity on the workforce



### TARGET AUDIENCE:

LEADERS SEEKING TO SUPPORT EMPLOYEE WELL-BEING AND KEEP EMPLOYEES ENGAGED WHEN FEARS ABOUT JOB SECURITY ARE PRESENT IN THE WORKPLACE



### EXPECTED DURATION:

45-60 MINUTES







# Leadership in High-Pressure Situations



## Overview/ Description:

Under pressure, stress pulls leaders out of their roles and into managing mode, reacting to problems, controlling tasks, and just trying to get through the day. This session explores what happens in the brain during high-pressure moments and why that makes it harder to lead with clarity. We will look at how pressure pushes leaders toward managing instead of leading, and why that matters for your team's growth and resilience. Most importantly, you will leave with a simple, practical tool to help you slow down, refocus, and lead in a way that aligns with your values, even when the stakes are high.

## Workshop Objectives:

**This training will help you:**

- Explain how stress impacts the brain and leadership behavior
- Identify your default leadership lane under pressure
- Shift from managing the crisis to leading through it



### TARGET AUDIENCE:

NEW AND EXPERIENCED LEADERS, FROM SUPERVISORS TO EXECUTIVES, LEADING LOCAL, REMOTE, OR GLOBAL TEAMS



### EXPECTED DURATION:

45–60 MINUTES



# Leading with Authenticity



## Overview/Description:

Authentic leaders are great leaders — are you one? Regardless of who you are or who you lead authenticity is vital to cultivating work environments that are safe and supportive. Employees are seeking leaders who are ethical, firm in their beliefs and true to themselves. This training will examine the components of authentic leadership: self-awareness, internalized moral perspective, balanced processing, and relational transparency. By understanding these components every leader can discover their personal strengths and weaknesses so that they can better serve and support their employees in their personal and professional development.



## Workshop Objectives:

**This training will help you:**

- Embrace balanced processing by learning how to avoid impulsive decision making
- Practice relational transparency by communicating clearly and consistently to set and maintain boundaries
- Strengthen your internalized moral perspective by understanding the importance of compassion and people centered leadership
- Develop self-awareness by identifying how your passion and purpose can carry you through times of negativity, conflict and challenge



### TARGET AUDIENCE:

LEADERS ASPIRING TO GROW THEIR LEADERSHIP TOOL BELT AND FOSTER A POSITIVE WORKPLACE CULTURE



### EXPECTED DURATION:

45-60 MINUTES





# Managing Remote (or Hybrid) Employees



24/7

## LIVE ASSISTANCE

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## Overview/Description:

As organizations make remote and flexible arrangements a permanent part of the work environment, some leaders worry: “How do I know if my employees are really working?” This training will cover new dynamics of leadership in this changing environment, and discuss whether the question above is really the best one for you to be asking yourself (hint, it’s not). This session will discuss common concerns in the remote environment including miscommunication, inefficient meetings and the value of trust. Key skills include managing communications, establishing meeting guidelines and identifying workplace behaviors that build, sustain, or break trust.

## Workshop Objectives:

### This training will help you:

- Identify the best ways to manage remote and hybrid employees
- Recognize common mistakes that lead to miscommunication
- Understand how to increase meeting efficiency
- Recognize how trust in the remote workplace affects business results
- Identify workplace behaviors that build, sustain or break trust



### TARGET AUDIENCE:

LEADERS WHO WISH TO UNDERSTAND HOW TO EFFECTIVELY MANAGE REMOTE OR HYBRID EMPLOYEES WITH GOOD COMMUNICATION, MEETING EFFICIENCY AND TRUST BUILDING BEHAVIORS.



### EXPECTED DURATION:

45–60 MINUTES



### Overview/Description:

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

### Workshop Objectives:

**By the end of this workshop, you will:**

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



#### TARGET AUDIENCE:

ALL LEVELS OF MANAGEMENT



#### EXPECTED DURATION:

45-60 MINUTES

# Managing Staff Through Stressful Situations







# Managing the Emotions Surrounding Layoff Conversations



## Overview/Description:

Delivering layoff messages generates a range of emotions for both the manager delivering the message and the employee receiving it. As a manager, you may feel guilt over having to be the bearer of such bad news. You may feel fear from many sources: fear about your own job security, fear about the impact the announcement will have on others, and fear about how the employee might react during the conversation.

Some managers also feel anger, which could be directed toward senior leadership or others responsible for putting managers and the company in this difficult position. All of these emotions are normal and expected. This training helps you better understand these emotions so that you can stay in control of the situation and do your best, instead of allowing the emotions to take over and negatively impact the conversation and your own well-being.



## Workshop Objectives:

**By the end of this workshop, you will:**

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



### TARGET AUDIENCE:

MANAGERS, SUPERVISORY STAFF AND HR PROFESSIONALS WHO WILL DELIVER WORKFORCE REDUCTION ANNOUNCEMENTS



### EXPECTED DURATION:

45–60 MINUTES



# Mental Health Awareness for Leaders



## Overview/Description:

Managing individuals who may be struggling with stress, anxiety, depression and other mental health concerns can be a difficult balancing act. Your role is to manage performance and to bring out the best in your workforce, but accomplishing this often requires you to express concern and support when employees struggle emotionally. Managers often feel uncomfortable in this aspect of their role and may lack the important skills of “emotional management.” This course covers ways employees may present their distress and offers insights and strategies on forging supportive empathic alliances within the role of manager. The session also identifies common mistakes managers make in responding to employees in distress and explains communication skills that express support and convey positive expectancy. Participants are also given information on how to refer employees to the Employee Assistance Program.

## Workshop Objectives:

**By the end of this workshop, you will:**

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



### TARGET AUDIENCE:

MANAGERS, SUPERVISORY STAFF AND HR PROFESSIONALS



### EXPECTED DURATION:

45-60 MINUTES



# Preventing Employee Burnout



## Overview/ Description:

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

## Workshop Objectives:

**This training will help you:**

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



### TARGET AUDIENCE:

LEADERS WHO ARE  
CONCERNED ABOUT  
EMPLOYEE BURNOUT



### EXPECTED DURATION:

45-60 MINUTES



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# Psychological Pressures of Middle Management



## Overview/ Description:

Have you ever felt yourself being pulled in multiple directions at work while trying to meet the expectations of others? Middle managers face unique challenges in multi-directional leadership up to their boss, down to employees, and across to peers. Wearing multiple hats as a manager can cause frustration and confusion that lead you to wonder, “what is my role?” This training will discuss keys to navigating the psychological pressure of leading from the middle by considering the importance of influence, roles, and expectations.



## Workshop Objectives:

**This training will help you:**

- Describe the different roles of a middle manager and identify the unique benefits and challenges in middle management
- Reflect on the roles you play when facing conflicting agendas at work
- Practice the skills of active listening, setting boundaries, and managing expectations with your boss and coworkers



**TARGET AUDIENCE:**  
CURRENT OR ASPIRING  
MIDDLE MANAGERS



**EXPECTED DURATION:**  
45–60 MINUTES



# Self-Care Tips for Managers



## Overview/ Description:

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



## TARGET AUDIENCE:

ORGANIZATIONAL  
MANAGERS AND  
LEADERS IMPACTED  
BY STRESS



## EXPECTED DURATION:

45-60 MINUTES



## Workshop Objectives:

**This training will help you:**

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



### Overview/Description:

How do you get people not just to understand your vision—but to believe in it? Great leaders use storytelling to bridge the gap between strategy and emotion. This session teaches leaders how to craft and deliver compelling stories that bring goals to life, build connection, and inspire genuine buy-in. Learn how to communicate with authenticity and purpose so others feel motivated to act, not just informed—making every presentation, team update, and strategy conversation more engaging, memorable, and persuasive.

### Workshop Objectives:

**This training will help you:**

- Recognize how storytelling strengthens leadership communication and influence
- Explore the connection between storytelling, vision, and employee engagement
- Identify opportunities to use storytelling in leadership conversations, presentations, and change efforts
- Develop greater confidence in crafting and sharing authentic stories that inspire action



#### TARGET AUDIENCE:

CURRENT & EMERGING LEADERS



#### EXPECTED DURATION:

45–60 MINUTES

# Storytelling for Leaders: Turning Vision into Buy-In







# Supporting Employee Well-Being: What Can You Do as a Manager?



## Overview/ Description:

Organizations are investing in benefits to improve employee well-being and taking on initiatives to foster a culture of well-being in the workplace. However, many employees still feel that their job is an obstacle to their well-being rather than a help. What can you do as a manager to shift that perception? This session will discuss practical ways to show employees that you and your organization support their well-being.



### TARGET AUDIENCE:

LEADERS LOOKING TO DEMONSTRATE THAT THE WELL-BEING OF THEIR EMPLOYEES IS A PRIORITY



### EXPECTED DURATION:

45-60 MINUTES

## Workshop Objectives:

**This training will help you:**

- Describe ways in which a manager can promote employee well-being
- Become an advocate for well-being resources available to your employees
- Have productive conversations with employees to address concerns that work is negatively impacting their well-being
- Lead by example in demonstrating that you place a high priority on your own well-being

A photograph of four people in a modern office setting. A man in a maroon shirt is speaking and gesturing with his hands. A woman in a light grey top is listening and holding a folder. Two other people, a man in a plaid shirt and a woman in a striped shirt, are standing and listening. The background shows office furniture and large windows.

# Communication *Skills*





**MOTIVATING  
CHANGE  
IN OTHERS**  
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# Asking for Help



## Overview/Description:

Seeking help for emotional distress seems like a good, rational choice when someone is struggling with persistent negative feelings or engaging in behaviors that feel out of control. But why is it so difficult to do? Why do most people avoid getting help and how can a person overcome this reluctance? How might you encourage someone you care about to get help?

This course addresses the common fears associated with “getting help” and ways to overcome those obstacles to accessing the resources needed to resolve distress. The course begins with a discussion of what constitutes good mental health and why avoiding help is so common. The course includes ways to encourage others to seek professional help and how you can become a “helper” for others.



## Workshop Objectives:

**This training will help you:**

- Understand why asking for help is both difficult and understandable
- Recognize how getting help is often a necessary ingredient in resolving problems
- Change the way you think about “getting help” in order to move beyond common fears of judgement
- Identify practical approaches to helping others access help and/or becoming a helpful resource



### TARGET AUDIENCE:

ANYONE WHO WISHES TO UNDERSTAND AND OVERCOME THEIR RELUCTANCE TO RECEIVE HELP OR TO HELP OTHERS



### EXPECTED DURATION:

45–60 MINUTES



# Becoming a Better Listener

## Workshop Objectives:

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

### Describe what it means to be a good listener

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

### Describe the barriers to effective listening

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

### Identify the four levels of listening

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



#### TARGET AUDIENCE:

ANYONE WHO WANTS TO IMPROVE THEIR LISTENING SKILLS BOTH AT HOME AND AT WORK



#### EXPECTED DURATION:

45–60 MINUTES



## Overview/Description:

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



24/7

#### LIVE ASSISTANCE

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# Bringing Out the Best in Others



## Overview/Description:

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

## Workshop Objectives:

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

### **Describe what motivates people**

- Identify the factors that influence peoples' motivation level

### **Identify how your attitude can be contagious**

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

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

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



### **TARGET AUDIENCE:**

ANYONE LOOKING FOR TIPS ABOUT HOW TO SUPPORT AND ENCOURAGE FRIENDS, FAMILY MEMBERS AND COLLEAGUES



### **EXPECTED DURATION:**

45-60 MINUTES



# Building Respectful Relationships



## Overview/Description:

In respectful relationships, people are more likely to engage in discussions, share thoughts, and collaborate with others. There can be increased creativity and improved problem-solving skills. When conflicts occur, respectful people are more likely to listen to one another's perspectives, seek common ground, and find mutually beneficial solutions. This training can help anyone build these respectful relationships at work and at home.

## Workshop Objectives:

**This training will help participants:**

- Understand what respectful relationships look like, professionally and personally.
- Appreciate the benefits of respectful relationships.
- Recognize obstacles to giving and receiving respect.
- Use techniques that build respect.



### TARGET AUDIENCE:

ANYONE WHO WANTS TO REDUCE HOSTILITY, PROMOTE UNDERSTANDING, AND STRENGTHEN RELATIONSHIPS



### EXPECTED DURATION:

45-60 MINUTES





# Civility in the Workplace



## Overview/Description:

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

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

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ALL EMPLOYEES OF  
AN ORGANIZATION



### EXPECTED DURATION:

45-60 MINUTES





# Communication Skills for a Global Team



## Overview/ Description:

Would you like to make sure the next update you give at your global team meeting is a home run? If attendees are from countries where baseball isn't a big part of the culture, you might want to start by choosing a phrase other than "home run" to describe your objective. This document starts with an attempt at humor. Will it be understood that way across cultures? Maybe, but maybe not! This training will address word choice, use of humor, and other factors that can help you communicate effectively on a global team.



## Workshop Objectives:

**This training will help you:**

- Choose clear words and phrases that are most likely to resonate in other countries
- Avoid country-specific jargon
- Use humor effectively (but carefully!) when communicating across cultures
- Recognize how perceived power imbalances can hinder communication on a global team
- Harness the power of empathy in global communications



### TARGET AUDIENCE:

ANYONE LOOKING TO IMPROVE  
INTERACTIONS WITH COLLEAGUES  
IN OTHER COUNTRIES



### EXPECTED DURATION:

45-60 MINUTES



# Deescalating Potentially Violent Situations



## Overview/Description:

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



### TARGET AUDIENCE:

ANYONE CONCERNED ABOUT ENCOUNTERING POTENTIALLY VIOLENT SITUATIONS



### EXPECTED DURATION:

45–60 MINUTES



## Workshop Objectives:

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

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



# Difficult Conversations During Times of Unrest



## Overview/Description:

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

## Agenda:

### How to Discuss Polarizing Issues Without Hurting Your Relationships:

- Benefits of discussing polarizing topics
- Clarifying your intent
- Separating the issue from the person
- Using the "3 P's" to find common ground

### What to Say to Children:

- Shaping core beliefs
- Putting threats in perspective
- Limiting exposure without hiding from the subject



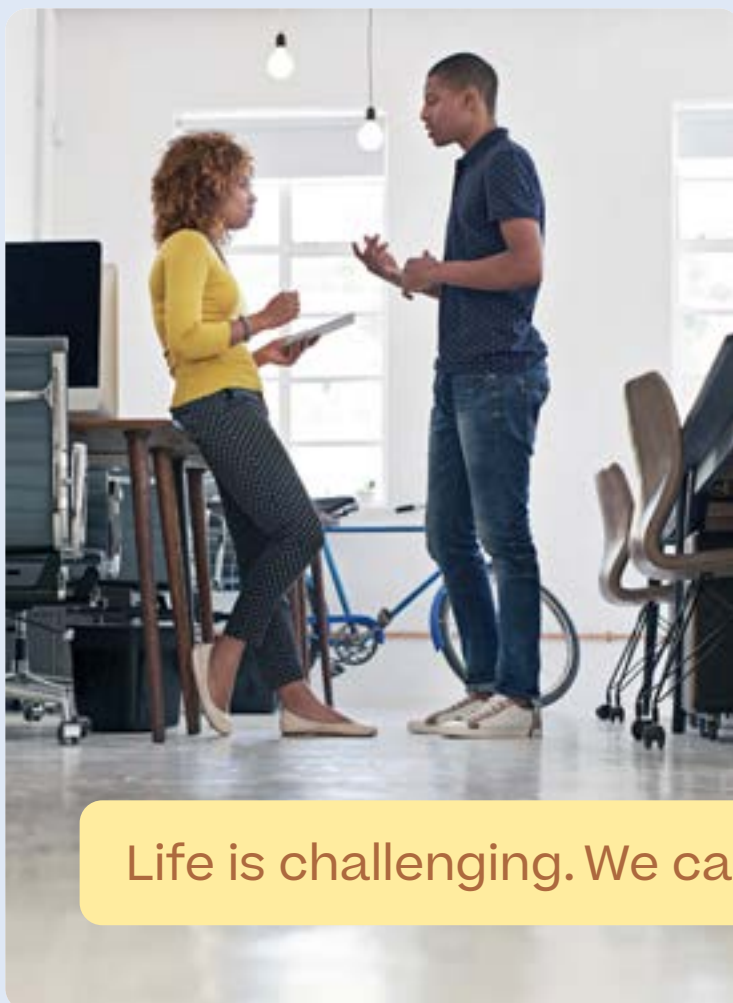
### TARGET AUDIENCE:

PEOPLE WHO ARE TRYING TO HAVE HELPFUL CONVERSATIONS WITH CHILDREN, CO-WORKERS AND OTHERS THEY CARE ABOUT DURING TIMES OF UNREST



### EXPECTED DURATION:

45-60 MINUTES



Life is challenging. We can help.





# Effective Communication



## Overview/Description:

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



### TARGET AUDIENCE:

ANYONE WHO WANTS  
TO IMPROVE THEIR  
COMMUNICATIONS SKILLS



### EXPECTED DURATION:

45-60 MINUTES

## Workshop Objectives:

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

### Identify the characteristics of poor communication

- Describe your experience with people who do not communicate well

### Identify the characteristics of effective communication

- Describe your experience with people you consider excellent communicators

### Describe the importance of listening

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

### Describe the importance of communicating with whole messages

- Describe the dangers of contaminated messages and partial messages





# Friendly Persuasion: How to Get the Things You Want



## Overview/Description:

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



## Workshop Objectives:

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

### **Describe how to assess your own persuasive abilities**

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

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

- Identify techniques that can help you get what you want
- Describe ways to make sure that you get feedback during a persuasive dialogue
- Create a personal action plan to improve your persuasive abilities
- Identify the steps you will take upon completing this session



### **TARGET AUDIENCE:**

EMPLOYEES LOOKING TO IMPROVE THEIR SKILLS IN PERSUASION



### **EXPECTED DURATION:**

45-60 MINUTES



# Giving Effective Feedback in Personal or Work Situations



## Overview/ Description:

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



## Workshop Objectives:

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

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



### TARGET AUDIENCE:

THIS WORKSHOP IS FOR ANYONE WHO WISHES TO IMPROVE THEIR DELIVERY OF FEEDBACK



### EXPECTED DURATION:

45-60 MINUTES





## Overview/ Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

### **Identify the most common “difficult” behaviors**

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

### **Identify appropriate strategies for dealing with difficult behaviors**

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

### **Describe five methods for resolving conflict**

- Identify your favoured style
- Identify tips for improving communication

# How to Deal With a Difficult Person



### **TARGET AUDIENCE:**

ANYONE WISHING TO  
IMPROVE THEIR ABILITY TO  
COMMUNICATE WITH OTHERS



### **EXPECTED DURATION:**

45-60 MINUTES



# Initiating Difficult Conversations



## Overview/ Description:

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



## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WISHING TO  
IMPROVE THEIR ABILITY  
TO INITIATE A DIFFICULT  
CONVERSATION



### EXPECTED DURATION:

45-60 MINUTES



# Learning to Say “No”



## Overview/Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WISHING TO IMPROVE THEIR ABILITY TO SAY “NO” IN A PRODUCTIVE, RESPECTFUL MANNER



### EXPECTED DURATION:

45–60 MINUTES



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when and where  
*you need it.*





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



## Overview/ Description:

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



### TARGET AUDIENCE:

ANYONE WHO WANTS  
THEIR RELATIONSHIPS  
TO FLOURISH DESPITE  
POLITICAL DIFFERENCES



### EXPECTED DURATION:

45–60 MINUTES

## Workshop Objectives:

**By the end of this workshop, you will:**

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



# Motivating Change in Others



## Overview/Description:

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

## Workshop Objectives:

**This training will help you:**

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



### TARGET AUDIENCE:

ANYONE WHO WISHES TO RESPECTFULLY ENGAGE OTHERS TO ASSIST IN HELPING THEM MOVE FORWARD WITH DIFFICULT DECISIONS AND LIFE CHANGES



### EXPECTED DURATION:

45-60 MINUTES





# Practicing Assertiveness



## Overview/Description:

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



## Workshop Objectives:

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

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



### TARGET AUDIENCE:

THIS WORKSHOP IS FOR ANYONE WHO WOULD LIKE DEVELOP THEIR ASSERTIVENESS SKILLS



### EXPECTED DURATION:

45-60 MINUTES





## Overview/ Description:

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

## Workshop Objectives:

**This training will help you:**

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

# Providing Customer Service to Bereaved Callers



### TARGET AUDIENCE:

ANYONE WHOSE POSITION REQUIRES  
SPEAKING WITH PEOPLE WHO HAVE  
SUFFERED A LOSS AND ARE GRIEVING



### EXPECTED DURATION:

45–60 MINUTES



# Responding to Behavior that Makes You Feel Uncomfortable



## Overview/Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WISHING TO BECOME BETTER EQUIPPED TO RESPOND TO UNWELCOME BEHAVIORS.



### EXPECTED DURATION:

45-60 MINUTES



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



## Overview/ Description:

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

## Workshop Objectives:

**This training will help you to:**

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



### TARGET AUDIENCE:

ANYONE CONCERNED ABOUT RECONNECTING WITH PEOPLE SOCIALLY, OR ANYONE WANTING TO FEEL MORE CONFIDENT HAVING CONVERSATIONS



### EXPECTED DURATION:

45-60 MINUTES







# The Power of Storytelling



## Overview/Description:

Storytelling is at the heart of human connection. If you want to improve your personal relationships, professional presentations, interviews, pitch meetings, customer relationships, or simply connect with others through a well-told story, this session is for you! Participants will learn the brain science behind what makes a great story, how to avoid common storytelling mistakes, and how to leave people with a memorable view of you and your skills.

## Workshop Objectives:

**This training will help you:**

- Understand the four components of a compelling story
- Learn how the brain processes and interprets memorable stories
- Review how to avoid common storytelling mistakes



### TARGET AUDIENCE:

ANYONE INTERESTED IN DEVELOPING OR ENHANCING THEIR STORYTELLING SKILLS TO BENEFIT IN THEIR PERSONAL OR PROFESSIONAL LIVES



### EXPECTED DURATION:

45-60 MINUTES



Life is challenging.  
We can help.



# Using Reason to Resolve Conflict

**TARGET AUDIENCE:**

ANYONE LOOKING FOR WAYS TO RESOLVE CONFLICT IN PRODUCTIVE RATHER THAN DESTRUCTIVE WAYS

**EXPECTED DURATION:**

45-60 MINUTES



## Overview/ Description:

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

## Workshop Objectives:

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

**Identify the potential outcomes of conflict**

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

**Identify your conflict management style**

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

**Describe the most effective methods for handling conflict**

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



# What to Say When You Don't Know What to Say



## Overview/Description:

We have all found ourselves at a loss for words in certain situations. Whether it's someone making an inappropriate joke in the professional setting, a friend shares the loss of a close loved one, or a colleague reveals a personal struggle, knowing what to say in those critical moments can be a challenge. This interactive session will detail ways to help you process these tough moments, respond to a wide variety of scenarios in a compassionate and empathy-focused manner in order to begin to know what to say in impossible situations.

## Workshop Objectives:

### This training will help you:

- Understand the elements of empathy
- Learn the tenets of active listening
- Distinguish between reacting and responding to challenging situations
- Identify practical approaches to address awkward or uncomfortable moments



### TARGET AUDIENCE:

ANYONE HOPING TO STRENGTHEN THEIR ABILITY TO QUICKLY AND EMPATHETICALLY RESPOND TO CHALLENGING OR AWKWARD SITUATIONS WITH COLLEAGUES, FAMILY OR FRIENDS



### EXPECTED DURATION:

45–60 MINUTES





# *Parenting*



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THE  
SUCCESSFUL  
SINGLE  
PARENT

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# Building Strong Relationships with Your Adult Children



## Overview/Description:

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

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

## Workshop Objectives:

**By the end of this workshop, you will:**

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

- Personal relationships
- Questions financières
- Their marriage and their children

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

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



### TARGET AUDIENCE:

ANYONE INTERESTED IN LEARNING HOW TO HAVE A BETTER RELATIONSHIP WITH THEIR ADULT CHILDREN



### EXPECTED DURATION:

45–60 MINUTES



# Building Your Child's Self-Esteem



## Overview/Description:

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



## Workshop Objectives:

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

### **Describe the characteristics of self-esteem**

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

### **Describe methods for enhancing childhood self-esteem**

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



### **TARGET AUDIENCE:**

ANYONE WITH THE RESPONSIBILITY OF RAISING CHILDREN OR WITH SIGNIFICANT PROFESSIONAL INFLUENCE ON CHILDREN



### **EXPECTED DURATION:**

45-60 MINUTES



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



## Overview/Description:

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

## Workshop Objectives:

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

### **Identify the attributes of a healthy parent/teen relationship**

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

### **Identify what factors contribute to teen pregnancy and drug abuse**

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

### **Identify strategies for addressing difficult subjects with your child/teen**

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



### **TARGET AUDIENCE:**

PARENTS OR ANYONE  
INTERESTED IN LEARNING  
HOW COMMUNICATE  
DIFFICULT SUBJECT  
MATTER TO TEENS



### **EXPECTED DURATION:**

45–60 MINUTES





# Discipline That Works



## Overview/ Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

PARENTS AND ANYONE WHO IS IN A CHILD CARETAKER ROLE



### EXPECTED DURATION:

45-60 MINUTES



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# The Emotionally Healthy Teen: Dealing with Issues of Substance Abuse, Depression, Suicide & Eating Disorders



## Overview/Description:

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



## Workshop Objectives:

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

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

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

### **Identify the warning signs and symptoms of these problems**

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

### **Describe how to respond when your teen has symptoms**

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



### **TARGET AUDIENCE:**

ANYONE WITH THE RESPONSIBILITY OF RAISING OR WITH SIGNIFICANT INFLUENCE ON TEENS



### **EXPECTED DURATION:**

45-60 MINUTES



# Encouraging Kids to Be Active



## Overview/ Description:

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



### TARGET AUDIENCE:

PARENTS OR GUARDIANS  
WISHING TO ENCOURAGE  
THEIR CHILDREN TO BE  
PHYSICALLY ACTIVE



### EXPECTED DURATION:

45-60 MINUTES

## Workshop Objectives:

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

### **Describe the benefits of keeping children physically active:**

- Identify physical benefits
- Identify emotional benefits

### **Identify the barriers that stand of keeping kids active:**

- Describe tips for overcoming those barriers

### **Describe the factors that motivate children to be physically active:**

- Identify the effects of fun
- Describe the effects of mandates and punishments

### **Identify age-appropriate activities for keeping children physically active:**

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





# Engaging in Creative Play With Children



## Overview/Description:

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

## Workshop Objectives:

At the end of this workshop, you will:

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



### TARGET AUDIENCE:

THIS WORKSHOP IS FOR ANYONE WHO WOULD LIKE TO UNDERSTAND THE IMPORTANCE AND BENEFITS OF CREATIVE PLAY



### EXPECTED DURATION:

45-60 MINUTES



Life is challenging.  
We can help.



# Establishing Bedtime Routines That Work

**TARGET AUDIENCE:**

PARENTS WITH PRESCHOOLERS OR CHILDREN NEW TO ATTENDING SCHOOL

**EXPECTED DURATION:**

45–60 MINUTES



## Overview/Description:

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

## Workshop Objectives:

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

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

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

**Identify practical ways to get young children to establish bedtimes**

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

**Describe methods of establishing and maintaining family rules**

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



# Extracurricular Activities: How Much Is Too Much



## Overview/Description:

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

## Workshop Objectives:

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

### **Identify the positive and potential negatives of extracurricular involvement**

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

### **Identify ways to finding the right balance**

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

### **Describe the symptoms of the over-scheduled child**

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



### **TARGET AUDIENCE:**

PARENTS LOOKING TO HELP THEIR CHILDREN BALANCE THEIR ACTIVITIES



### **EXPECTED DURATION:**

45-60 MINUTES





# Getting Through the Stages of Pregnancy



## Overview/Description:

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

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



### LIVE ASSISTANCE

APP: GUIDANCENOW®

ONLINE: GUIDANCERESOURCES.COM

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

EXPECTANT PARENTS



### EXPECTED DURATION:

45-60 MINUTES



### Overview/Description:

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

### Workshop Objectives:

**By the end of this workshop, you will:**

#### **Describe the grieving process for children**

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

#### **Describe useful interventions for helping a child cope with grief**

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

# Helping Children Cope with Grief



#### **TARGET AUDIENCE:**

PARENTS OR ANYONE HELPING  
A CHILD COPE WITH GRIEF



#### **EXPECTED DURATION:**

45-60 MINUTES



# Helping Children Develop Strong Ethics and Values



## Overview/ Description:

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



## Workshop Objectives:

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

### **Define values, ethics, morals and character**

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

### **Identify how you teach values to your children**

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

### **Describe the role of relationships in value formation**

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



### **TARGET AUDIENCE:**

ANYONE RAISING  
CHILDREN OR  
WITH SIGNIFICANT  
PROFESSIONAL  
INFLUENCE ON  
CHILDREN



### **EXPECTED DURATION:**

45-60 MINUTES





# Helping Your Child Set Goals for the Future



## Overview/Description:

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



## Workshop Objectives:

**By the end of this workshop, you will:**

### **Identify ways to develop your child's interests**

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

### **Identify ways to avoid interfering in the process**

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

### **Describe ways to motivate your child**

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



### **TARGET AUDIENCE:**

PARENTS WITH SCHOOL AGED CHILDREN AND THOSE WORKING PROFESSIONALLY WITH CHILDREN



### **EXPECTED DURATION:**

45-60 MINUTES



# Kids & the Internet: Becoming a Cyber-Savvy Parent (Webinar)

**TARGET AUDIENCE:**

PARENTS INTERESTED IN LEARNING ABOUT MANAGING THE RISKS AND ENHANCING THE BENEFITS OF COMPUTERS IN THE HOME

**EXPECTED DURATION:**

45–60 MINUTES

**Overview/Description:**

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

**Workshop Objectives:**

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

**Identify the benefits associated children/teen computer usage**

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

**Identify the dangers associated children/teen computer usage**

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

**Describe the importance of appropriate limit setting on computer use**

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



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



## Overview/Description:

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



## Workshop Objectives:

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

### **Describe recent research findings on children's nutrition**

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

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

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



### **TARGET AUDIENCE:**

ANYONE INVOLVED  
IN RAISING  
CHILDREN



### **EXPECTED DURATION:**

45-60 MINUTES





# No Such Thing as a 'Perfect Parent'



## Overview/Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WITH RESPONSIBILITY FOR RAISING A CHILD



### EXPECTED DURATION:

45-60 MINUTES



# The Parent as a Role Model

**TARGET AUDIENCE:**

ANYONE INTERESTED IN BECOMING A BETTER PARENT OR CONCERNED ABOUT THE DEVELOPMENT OF CHILDREN

**EXPECTED DURATION:**

45–60 MINUTES



## Overview/Description:

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

## Workshop Objectives:

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

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

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

**Identify the six core parental modelling areas consisting of:**

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

**Describe strategies to improve your behavior in the six core areas**

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



# Parental Burnout: How to Overcome Challenges & Thrive Through Parenthood



## Overview/Description:

Parental burnout is a growing concern impacting countless families today. Parental burnout is a state of physical, emotional, and mental exhaustion caused by prolonged and overwhelming parenting stress. Recognizing and addressing parental burnout is essential for parents in their caregiving roles to ensure the well-being of the next generation. This training will address the signs and risk factors associated with parental burnout and provide practical strategies to thrive through parenthood.

## Workshop Objectives:

### This training will help you:

- Understand parental burnout, including causes, signs, and symptoms
- Understand the importance of self-care for physical and emotional well-being and the best strategies for implementing self-care
- Build resilience and coping strategies
- Describe how to support others effectively and empathetically



### TARGET AUDIENCE:

ANYONE RESPONSIBLE  
FOR CHILDREN AND IS  
CONCERNED ABOUT  
PARENTAL BURNOUT



### EXPECTED DURATION:

45-60 MINUTES

Confidential  
24/7 support,  
when and where  
*you need it.*







### Overview/Description:

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

### Workshop Objectives:

**By the end of this workshop, you will:**

**Identify techniques that will help you “come to grips” with your child’s disability:**

- Change your expectations
- Seek counseling
- Accept your child

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

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

**Identify coping tips that will work for you:**

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

**Know where to find resources and support:**

- School
- Healthcare provider
- Community
- GuidanceResources Online

# Parenting a Child With Special Needs



#### TARGET AUDIENCE:

PARENTS OF CHILDREN WITH SPECIAL NEEDS, AS WELL AS OTHER FAMILY MEMBERS AND FRIENDS WHO COULD PROVIDE SUPPORT TO THESE PARENTS



#### EXPECTED DURATION:

45-60 MINUTES



# Parenting College-Age ‘Kids’



## Overview/Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

### **Identify the important areas of growth and development of “adult” children**

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

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

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

### **Describe strategies for when your adult child returns home**

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



### **TARGET AUDIENCE:**

PARENTS OF  
CHILDREN 18  
YEARS OR OLDER



### **EXPECTED DURATION:**

45–60 MINUTES



# Parenting Toddlers



## Overview/Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

- Describe the ways in which a child grows during the toddler years: physical growth, cognitive growth and emotional growth

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

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

**Describe methods for dealing with temper tantrums**

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

**Describe ways of taking care of yourself during these years**

- Maintaining emotional control
- Taking care of yourself physically



### TARGET AUDIENCE:

PARENTS OR CAREGIVERS WITH TODDLERS, OR PARENTS OR CAREGIVERS WHO WILL SOON BE CARING FOR TODDLERS



### EXPECTED DURATION:

45–60 MINUTES





# Protecting Children from Sexual Abuse



## Overview/ Description:

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



## TARGET AUDIENCE:

ANYONE IN A CAREGIVING ROLE WHO WISH TO PROTECT CHILDREN FROM SEXUAL ASSAULT



## EXPECTED DURATION:

45-60 MINUTES

## Workshop Objectives:

**By the end of this workshop, you will:**

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



### Overview/Description:

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

### Workshop Objectives:

**By the end of this workshop, you will:**

#### **Identify opportunities and challenges associated with summer time**

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

#### **Identify summer safety plans**

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



#### **TARGET AUDIENCE:**

PARENTS AND ANYONE INVOLVED  
IN RAISING CHILDREN



#### **EXPECTED DURATION:**

45-60 MINUTES

# School's Out: Getting Everyone Through the Summer



Life is challenging.  
We can help.



# Sibling Rivalry



## Overview/Description:

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



## Workshop Objectives:

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

### **Define the nature of sibling rivalry**

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

### **Describe approaches to handling sibling rivalry**

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



### **TARGET AUDIENCE:**

PARENTS OR ANYONE WHO WOULD BE INTERESTED IN LEARNING MORE ABOUT SIBLING DYNAMICS AND EFFECTIVE PARENTING SKILLS



### **EXPECTED DURATION:**

45-60 MINUTES





# Standing Tall: Handling Bullies at School

**TARGET AUDIENCE:**

ANYONE WITH THE RESPONSIBILITY OF RAISING CHILDREN

**EXPECTED DURATION:**

45-60 MINUTES

**Overview/Description:**

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

**Workshop Objectives:**

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

**Identify the extent of bullying and school violence**

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

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

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

**Identify the school's role in responding to bullying**

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



# The Successful Single Parent



## Overview/Description:

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

## Workshop Objectives:

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

### Identify the myth of the “perfect parent”

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

### Identify your parenting style

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

### Identify a plan for life management as a single parent

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



### TARGET AUDIENCE:

ANYONE WITH THE SOLE RESPONSIBILITY FOR RAISING A CHILD



### EXPECTED DURATION:

45–60 MINUTES





# Talking to Kids About Violent Events With Widespread Media Coverage



## Overview/ Description:

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

## Workshop Objectives:

By the end of this workshop, you will:

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



### TARGET AUDIENCE:

ANYONE CONCERNED ABOUT HOW THEIR KIDS UNDERSTAND AND FEEL ABOUT VIOLENT EVENTS THEY SEE IN THE MEDIA



### EXPECTED DURATION:

45-60 MINUTES



Confidential 24/7 support,  
when and where *you need it.*





# Talking to Your Child About Tough Issues Affecting the Family



## Overview/Description:

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



## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE RAISING  
CHILDREN AND TEENS



### EXPECTED DURATION:

45-60 MINUTES



### Overview/Description:

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

### Workshop Objectives:

**By the end of this workshop, you will:**

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

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

**Describe age-appropriate strategies**

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



#### TARGET AUDIENCE:

PARENTS WHO WOULD LIKE TO INSTILL GOOD MONEY MANAGEMENT IN THEIR CHILDREN



#### EXPECTED DURATION:

45-60 MINUTES

# Teaching Your Kids How to Manage Money





# Teenage Rebellion



## Overview/ Description:

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



## TARGET AUDIENCE:

PARENTS OR CARE-  
TAKERS LOOKING FOR  
HELP COPING WITH  
TEENAGE REBELLION



## EXPECTED DURATION:

45–60 MINUTES



## Workshop Objectives:

**By the end of this workshop, you will:**

### **Describe the causes of teenage rebellion:**

- Identify causes that are healthy
- Identify causes that are unhealthy
- Describe the difference between “normal” rebellion and truly dangerous behavior

### **Identify “do’s” and “don’ts” for parents who are dealing with a rebellious teen:**

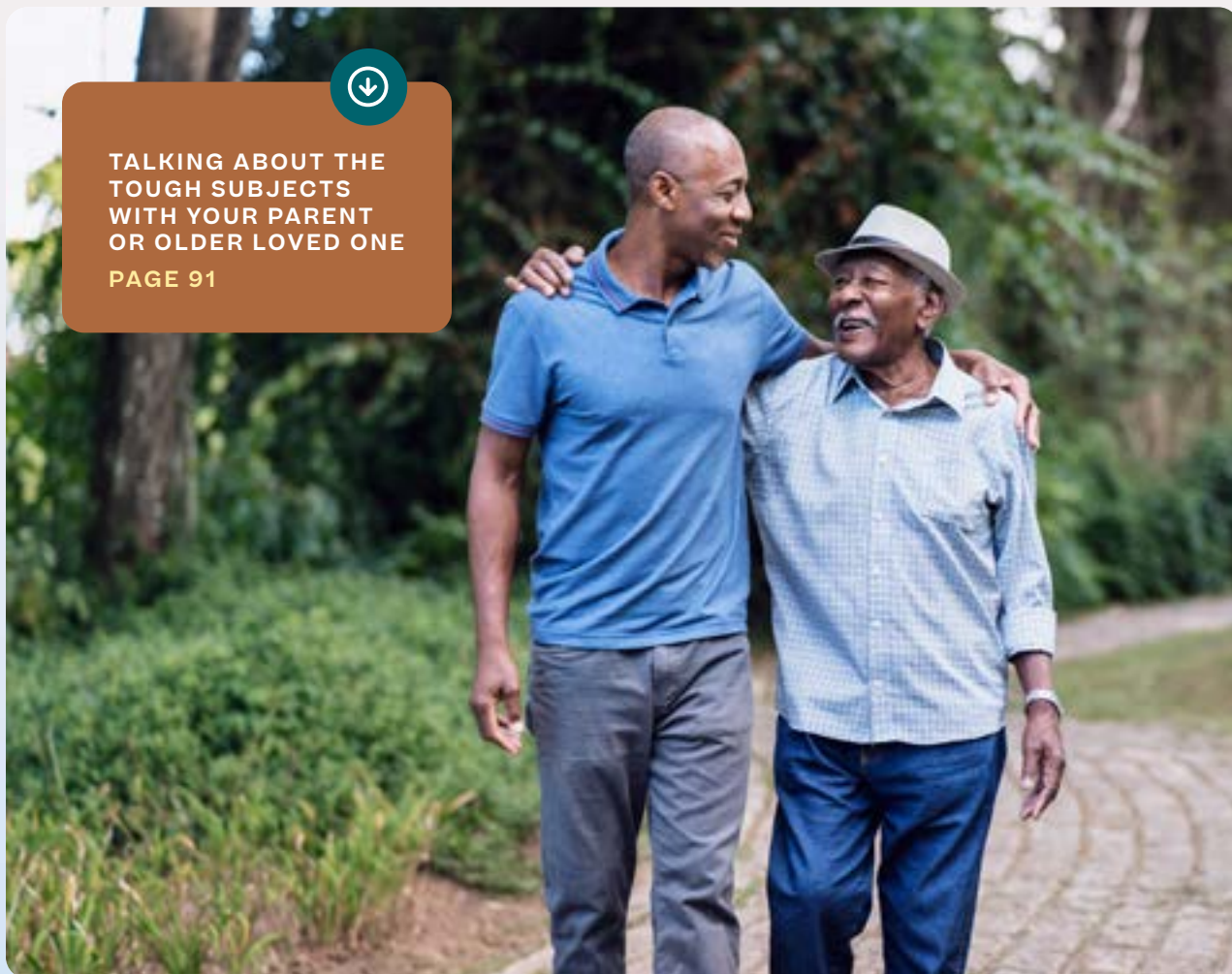
- Describe appropriate approaches to discipline
- Describe ways to become more involved so that you identify major problems early





# Older Adult *Care*





## OLDER ADULT CARE

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# Caring From a Distance



## Overview/Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

### **Identify the unique problems associated with caring from a distance**

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

### **Identify how to create a care giving plan**

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

### **Describe the available resources for elderly adults**

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



### **TARGET AUDIENCE:**

ANYONE INVOLVED  
IN CARING FOR AN  
OLDER ADULT



### **EXPECTED DURATION:**

45-60 MINUTES





# Helping Your Senior Loved One Be Independent and Safe (Webinar)



## Overview/Description:

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



## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE CARING FOR AN  
OLDER ADULT WHO IS  
LIVING INDEPENDENTLY



### EXPECTED DURATION:

45-60 MINUTES



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



## Overview/Description:

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

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

## Workshop Objectives:

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

### **Identify the challenges the sandwich generation face**

- Describe work-life balance challenges
- Describe emotional issues

### **Identify ways to cope with the stress of the sandwich generation**

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

### **Identify ways to ask for help**

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



### **TARGET AUDIENCE:**

ANYONE INVOLVED IN CARING FOR ELDERLY FAMILY MEMBERS



### **EXPECTED DURATION:**

45-60 MINUTES



# Supporting Others Through End of Life



24/7

**LIVE ASSISTANCE**

APP: GUIDANCENOW®

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**Overview/Description:**

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

**Workshop Objectives:**

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

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

**TARGET AUDIENCE:**

ANYONE WHO IS SUPPORTING A LOVED ONE THROUGH THE DYING PROCESS

**EXPECTED DURATION:**

45-60 MINUTES





# Talking About the Tough Subjects With Your Parent or Older Loved One (Webinar)



## Overview/Description:

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

## Workshop Objectives:

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

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

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

**Describe how to initiate conversations around difficult topics such as:**

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

**Recognize the emotional difficulty of role reversal and how to stay grounded with your parent:**

- Identify ways of involving siblings and/or health professionals



### TARGET AUDIENCE:

ANYONE INTERESTED IN COMMUNICATING MORE EFFECTIVELY WITH AN ELDERLY PARENT OR LOVED ONE



### EXPECTED DURATION:

45-60 MINUTES



# Understanding How Your Emotions Impact Interactions With Older Loved Ones



## Overview/ Description:

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



### TARGET AUDIENCE:

ANYONE TAKING  
CARE OF AN  
OLDER ADULT



### EXPECTED DURATION:

45-60 MINUTES

## Workshop Objectives:

**By the end of this workshop, you will:**

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



## Overview/Description:

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

## Workshop Objectives:

By the end of this workshop, you will:

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

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

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

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

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

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

# When Someone You Love Has Alzheimer's



### TARGET AUDIENCE:

ANYONE WITH A PARENT OR LOVED ONE WHO HAS ALZHEIMER'S DISEASE



### EXPECTED DURATION:

45-60 MINUTES





# Personal *Development*





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**BECOMING A  
TEAM PLAYER**

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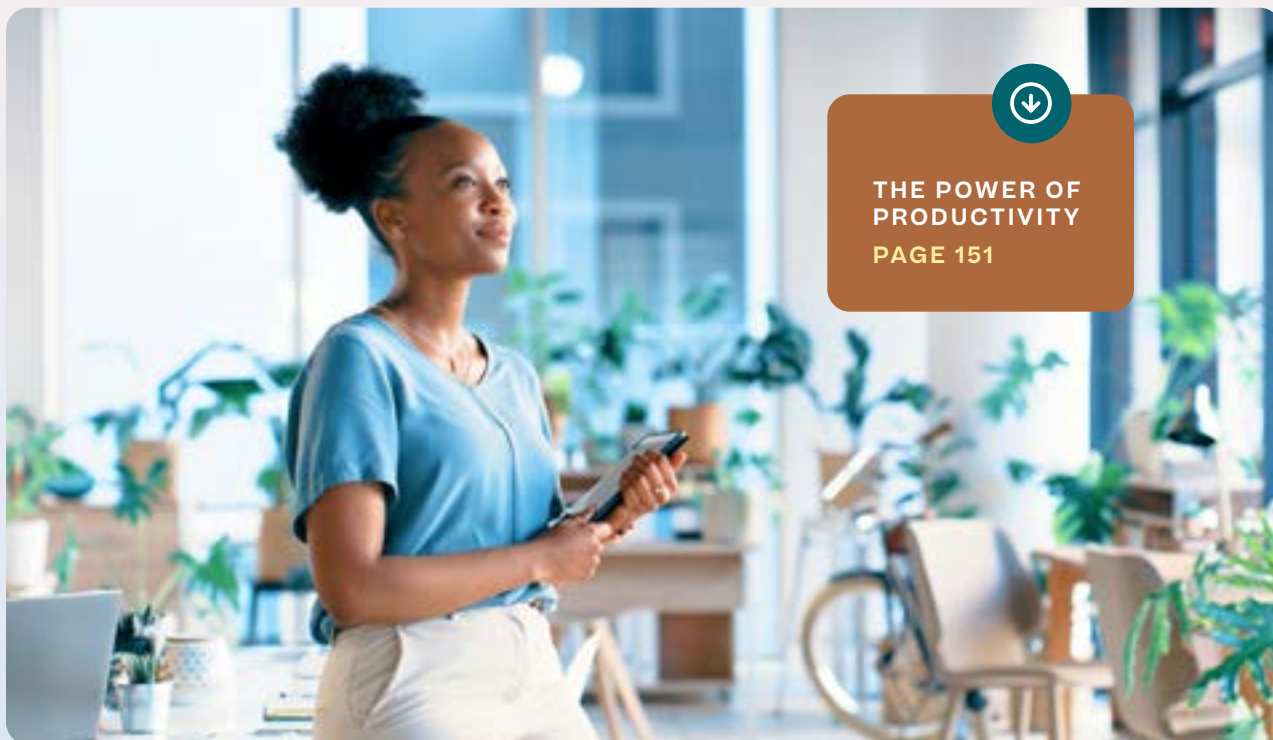




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WHERE ARE  
YOU GOING?  
GOAL-SETTING  
FOR PERSONAL  
& PROFESSIONAL  
SUCCESS  
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# Acceptance of Others



## Overview/ Description:

It's common to wish that other people were more like us, but this can lead to often-unproductive behaviors like resistance, anger, and fault-finding. Instead, we can practice accepting people, without agreeing with them or waiving our own rights, through a variety of techniques that will can be practiced and prioritized.



## TARGET AUDIENCE:

ANYONE WHO WISHES  
TO INTERACT WITH  
OTHERS EFFECTIVELY,  
EVEN WHEN THEY  
APPEAR TO HAVE VERY  
LITTLE IN COMMON



## EXPECTED DURATION:

45–60 MINUTES



## Workshop Objectives:

**This training will help you:**

- Avoid judgement and comparisons
- Practice assuming positive intent
- Build empathy
- Participate in articulating feelings



# The Art of Patience



## Overview/Description:

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

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

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

## Workshop Objectives:

**By the end of this workshop, you will:**

### **Identify the characteristics of impatience**

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

### **Identify methods to counter impatience**

- Describe and employ procedures to manage the symptoms of impatience

### **Engage in the "Art of Intelligent Waiting"**

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



### **TARGET AUDIENCE:**

ANYONE INTERESTED IN  
LEARNING HOW TO BECOME  
MORE PATIENT IN THEIR LIVES



### **EXPECTED DURATION:**

45-60 MINUTES



# Autonomy: Strengthening Your Ability to Work Independently



## Overview/ Description:

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

## Workshop Objectives:

By the end of this workshop, you will:

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



### TARGET AUDIENCE:

ANYONE WANTING TO LEARN  
HOW AUTONOMY IMPACTS  
SUCCESS AT WORK



### EXPECTED DURATION:

45-60 MINUTES

Life is challenging.  
We can help.





## Overview/ Description:

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

## Workshop Objectives:

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

### **Identify your passions**

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

### **Identify ways to celebrate life!**

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

### **Describe the importance of challenge in life**

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

# Awakening the Passion in Your Life



### **TARGET AUDIENCE:**

ANYONE WHO WOULD  
LIKE TO BRING MORE  
EXCITEMENT AND PASSION  
INTO THEIR WORK AND LIFE



### **EXPECTED DURATION:**

45-60 MINUTES



# Becoming a Team Player



## Overview/Description:

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

## Workshop Objectives:

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

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

### **Describe 10 common team problems**

- Identify what you can do to avoid common team problems

### **Identify ways to work effectively with others**

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



### **TARGET AUDIENCE:**

ANYONE LOOKING FOR TIPS ON HOW TO WORK BETTER WITHIN THEIR TEAMS



### **EXPECTED DURATION:**

45-60 MINUTES





## Overview/ Description:

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

## Workshop Objectives:

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

### **Identify your current level of accountability**

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

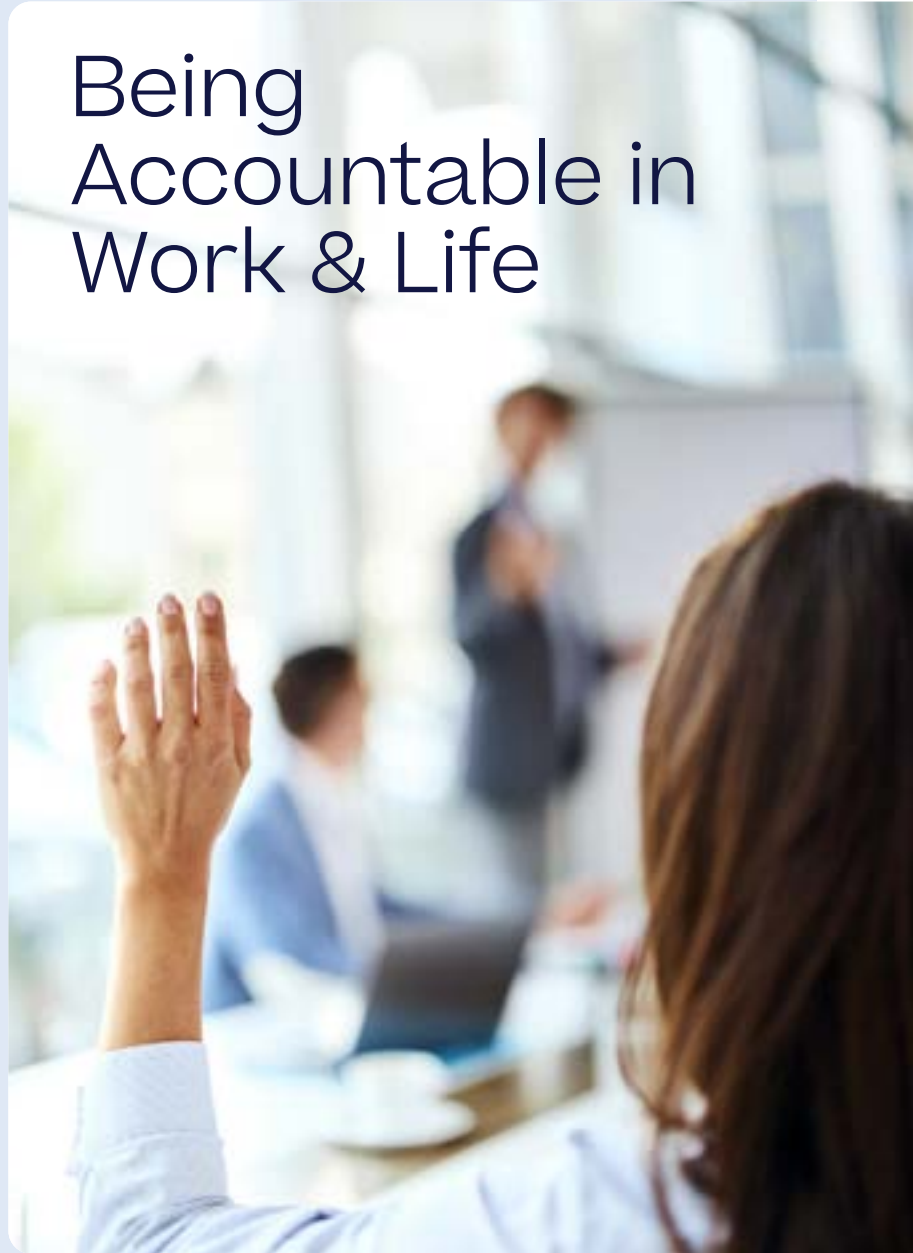
### **Describe common accountability issues**

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

### **Identify the “question behind the question”**

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

# Being Accountable in Work & Life



### **TARGET AUDIENCE:**

ANYONE WHO WOULD LIKE TO  
BUILD MORE ACCOUNTABILITY  
INTO THEIR LIVES



### **EXPECTED DURATION:**

45–60 MINUTES





# Being a Socially Responsible Person



## Overview/ Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE LOOKING  
TO INCREASE THEIR  
ENGAGEMENT IN SOCIALLY  
RESPONSIBLE ACTIVITIES



### EXPECTED DURATION:

45-60 MINUTES



# Being Part of a Multigenerational Team



## Overview/Description:

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

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



## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ALL EMPLOYEES OF AN ORGANIZATION



### EXPECTED DURATION:

45-60 MINUTES



# The Benefits of Saying “Yes”



## Overview/ Description:

Many of us have weak boundaries or over-commit, but many more of us could benefit from saying “yes” more frequently. This course will look at how we might benefit from saying yes, and ways we can say yes more comfortably.

## Workshop Objectives:

### This training will:

- Review the benefits of saying “yes”
- Consider the importance of finding balance
- Practice techniques for saying “yes”
- Discuss how saying “yes” will support our values



### TARGET AUDIENCE:

ANYONE WHO WISHES TO BUILD OPENNESS TO NEW EXPERIENCES AND ENCOURAGE POSITIVE SOCIAL CONNECTIONS



### EXPECTED DURATION:

45–60 MINUTES







### Overview/Description:

A growth mindset is something you practice, not just believe. The gap between knowing and doing is where habits connect values to action. This session helps you turn what you believe into what you consistently do by linking your values to simple, repeatable habits that drive growth. We use a growth mindset lens to turn values into habits and show how aspirational values keep you open to learning. Participants will leave with clear, doable steps they can use at work and in life.

### Workshop Objectives:

**This training will help you:**

- Clarify what a growth mindset looks like at work and in life
- Reframe identity labels as aspirational values
- Translate aspirational values into small, repeatable habits that build growth
- Apply habits in everyday work to strengthen follow-through



#### TARGET AUDIENCE:

ANYONE READY TO MOVE FROM MINDSET AWARENESS INTO HABITS THAT IMPROVE FOCUS, CONSISTENCY, AND FOLLOW-THROUGH AT WORK AND IN LIFE



#### EXPECTED DURATION:

45–60 MINUTES

# Building Habits That Support a Growth Mindset



Confidential  
24/7 support,  
when and where  
*you need it.*



# Building Trust



## Overview/ Description:

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



## TARGET AUDIENCE:

ANYONE LOOKING  
FOR WAYS TO MAKE  
SURE OTHERS  
VIEW THEM AS  
TRUSTWORTHY



## EXPECTED DURATION:

45–60 MINUTES

## Workshop Objectives:

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

### **Describe trust as a long-term strategy**

- Identify the difference between trust and persuasiveness

### **Identify the three components of earning trust**

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

### **Identify ways to overcome common trust barriers**

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



# Combat Boots to Business Shoes: Thriving After Service



## Overview/Description:

Transitioning out of the military isn't just about changing careers—it's about reshaping your identity in a new environment. This session explores practical tools and insights to help veterans adapt, connect, and thrive in the civilian professional world. Key skills addressed in this session include translating military skills into valuable civilian competencies, creating a strong professional brand, building resilience and managing the shift in identity.

## Workshop Objectives:

**This training will help you:**

- Build connections and navigate communication through social platforms
- Create your own daily structure to balance personal and professional free time effectively
- Understand the challenges veterans face during transition
- Demonstrate skills to adapt to new environments through resilience



### TARGET AUDIENCE:

MILITARY SERVICE MEMBERS READY TO APPLY THEIR UNIQUE SKILLS TO A NEW MISSION IN THE CIVILIAN WORKFORCE



### EXPECTED DURATION:

45-60 MINUTES







# Combating Imposter Syndrome



## Overview/ Description:

Have you ever thought to yourself, “I’m a fraud. People are going to find out that I’m not qualified for this role”? If so, you might be suffering from Imposter Syndrome! Imposter Syndrome is an insidious, internal voice that tells you that you aren’t good enough, you aren’t qualified enough, you somehow stumbled into this role, and you’ll be found out sooner rather than later. This session will detail the components of Imposter Syndrome as well as practical approaches to push past it to stand in your power!

## Workshop Objectives:

**This training will help you:**

- Identify the main components of Imposter Syndrome
- Describe ways Imposter Syndrome can manifest in your life and work
- Implement practical approaches to combat Imposter Syndrome



### TARGET AUDIENCE:

ANYONE WHO STRUGGLES WITH FEELING CONFIDENT OR COMPETENT IN THEIR ROLES BOTH WITHIN AND OUTSIDE OF THE WORKPLACE AND WANTS TO WORK TOWARDS MORE CONFIDENCE IN THEIR WORK OR LIFE



### EXPECTED DURATION:

45–60 MINUTES



# Communicating Effectively With Distressed Customers



## Overview/Description:

Do you argue or engage in debate when interacting with customers? Do you become frustrated when communications fail and complaints start rolling in? Every business has some angry, emotional or difficult customers. Even if most of your customers are happy, there will always be outliers. There are ways we can respectfully engage with customers and diffuse strong feelings.

This training will help you de-escalate a customer's volatile emotions by responding effectively to their distress. The key skills that will be addressed in this session include careful listening, understanding, making appropriate apologies and taking action. Key strategies will also involve affirming what customers need and providing them assurances.



## Workshop Objectives:

**This training will help you:**

- Identify the most common customer expectations and causes for strong emotions
- Recognize common mistakes that escalate the risk for distress in customers
- Understand the gift of complaints
- Demonstrate strategies to de-escalate volatile emotions



### TARGET AUDIENCE:

ANYONE WHO WISHES TO UNDERSTAND HOW TO DIFFUSE STRONG EMOTIONS WITH CUSTOMERS AND HAS DIFFICULTY NAVIGATING CONVERSATIONS WHEN CUSTOMERS ARE UPSET, ANGRY, DEMANDING OR IRRATIONAL



### EXPECTED DURATION:

45-60 MINUTES



# The Confident You: Taking Charge of Your Life



## Overview/Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

### **Describe what confidence means**

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

### **Describe how to overcome fear of failure**

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

### **Describe how to use assertive communication**

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

### **Identify how clear goals can boost your confidence**

- Describe the difference between a goal and a dream
- Identify how to write powerful goals for yourself



### **TARGET AUDIENCE:**

ANYONE LOOKING TO BOOST THEIR CONFIDENCE AND FEEL MORE IN CONTROL OF THEIR LIFE



### **EXPECTED DURATION:**

45-60 MINUTES





# Cutting Through the Clutter

**TARGET AUDIENCE:**

ANYONE SEEKING TO REDUCE THE AMOUNT OF CLUTTER IN THEIR LIVES

**EXPECTED DURATION:**

45-60 MINUTES



## Overview/Description:

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

## Workshop Objectives:

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

**Describe solutions involving a technical problem**

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

**Describe solutions involving an external problem**

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

**Describe solutions involving an internal problem**

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



## Overview/ Description:

Are you stuck in the mindset of “I can’t” or “I’m just not good at this”? What if the greatest barrier to your success isn’t the challenges themselves, but the way you perceive and approach them? It’s time to break free. In today’s rapidly evolving world, the ability to embrace challenges and continuously learn is essential for personal and professional success. We’ll dive into real-world strategies for embracing challenges head-on, learning from feedback, and cultivating a passion for lifelong learning. You’ll discover how to shift your thinking, overcome obstacles, and turn setbacks into opportunities for growth.

# Developing a Growth Mindset

## Workshop Objectives:

### This training will help you:

- Understand the concept of a growth mindset
- Recognize fixed mindset triggers
- Develop resilience in the face of challenges
- Cultivate a love of learning
- Set and pursue stretch goals



### TARGET AUDIENCE:

ANYONE INTERESTED IN ENHANCING THEIR APPROACH TO CHALLENGES, IMPROVING THEIR PROBLEM-SOLVING SKILLS, AND FOSTERING A CULTURE OF CONTINUOUS LEARNING AND DEVELOPMENT



### EXPECTED DURATION:

45–60 MINUTES



Life is challenging.  
We can help.



# Developing Creativity



## Overview/ Description:

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



## Workshop Objectives:

**By the end of this workshop, you will:**

### **Identify the basics of creativity and innovation**

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

### **Identify your unique thinking style**

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



### **TARGET AUDIENCE:**

ANYONE WISHING  
TO ENHANCE THEIR  
CREATIVITY AT  
HOME OR AT WORK



### **EXPECTED DURATION:**

45-60 MINUTES





# Developing Grit: Strategies for Success in Work & Life



## Overview/Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

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



### TARGET AUDIENCE:

ANYONE INTERESTED IN UNDERSTANDING HOW TO DEVELOP GRIT AND ACHIEVE DIFFICULT LONG-TERM GOALS



### EXPECTED DURATION:

45-60 MINUTES





# Digital Mindfulness: Taking Control of Your Device and Screen Time



## Overview/Description:

Excessive screen time can result in headaches and sleep deprivation, as well as sedentary behavior, weakened relationships, and feelings of sadness. This training will present a variety of techniques to intentionally control the time spent looking at phones, tablets, and laptops, including an overview of techniques for mindfully making behavioral changes.

## Workshop Objectives:

**This training will help you:**

- Review the costs of excessive screen time
- Consider ways to become more mindful of our virtual involvement
- Discuss alternatives to online activity
- Reinforce the fundamentals of any behavioral change
- Encourage the creation a personal action plan



### TARGET AUDIENCE:

ANYONE WHO WOULD LIKE TO RENEW THEIR OWN INVOLVEMENT IN ACTIVITIES AND RELATIONSHIPS, BY CONTROLLING VIRTUAL ACTIVITIES AND BECOMING LESS RELIANT ON THEM



### EXPECTED DURATION:

45-60 MINUTES



# Emotional Intelligence



## Overview/ Description:

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



## Workshop Objectives:

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

### **Describe the difference between intelligence and emotional intelligence**

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

### **Describe strategies for improving emotional intelligence**

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



### **TARGET AUDIENCE:**

ANYONE INTERESTED  
IN IMPROVING SELF-  
AWARENESS, EMOTIONAL  
CONTROL, AND ABILITY  
TO RELATE TO OTHERS



### **EXPECTED DURATION:**

45-60 MINUTES





# The Emotions Surrounding Wills & End-of-Life Planning

**TARGET AUDIENCE:**

ADULTS HESITANT OR RESISTANT TO COMPLETING WILLS AND OTHER END-OF-LIFE DOCUMENTS

**EXPECTED DURATION:**

45–60 MINUTES

**Overview/Description:**

The focus of this session will be on navigating the emotions associated with end-of-life planning. There are many reasons individuals delay creating plans for the end of life. People may put it off because it doesn't feel urgent until it becomes urgent. It's rarely a priority until there's a health scare or crisis. Facing one's own mortality can trigger anxiety, denial, or deep discomfort.

Many people may avoid estate planning because it feels like “tempting fate” or confronting something they'd rather ignore. Some may avoid estate planning because they worry it will stir up family drama or force them to make uncomfortable decisions. Lastly, some people may feel ashamed about their financial situation or past decisions. They may avoid estate planning because they feel like they haven't “done enough” or don't have enough to leave. This course will address the reasons estate planning may be delayed and offer ways of intervening on the difficult emotions that may arise.

**Workshop Objectives:****This training will help you:**

- Identify the most common emotions that arise when thinking about estate planning
- Understand how these emotions can block or delay decision-making
- Develop practical strategies to manage anxiety, avoidance, or guilt around end-of-life planning
- Feel more empowered and motivated to complete wills, and other key documents associated with estate planning



# Forgiving Yourself and Others



## Overview/ Description:

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

## Workshop Objectives:

**In this workshop, you will:**

### **Discuss the benefits of forgiveness for:**

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

### **Review how to forgive:**

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

### **Review forgiving yourself:**

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



24/7

### **LIVE ASSISTANCE**

**APP:** GUIDANCENOW®

**ONLINE:** GUIDANCERESOURCES.COM



### **TARGET AUDIENCE:**

ANYONE WHO HAS BEEN HURT OR HAS HURT OTHERS AND WOULD LIKE TO CREATE OPPORTUNITIES TO MOVE ON IN LIFE, WHILE ALSO CREATING POSSIBILITIES TO IMPROVE THE LIVES OF OTHERS



### **EXPECTED DURATION:**

45–60 MINUTES



# Gratitude: A Skill for Happier Living



## Overview/ Description:

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



## TARGET AUDIENCE:

ANYONE WHO WOULD  
LIKE TO FEEL BETTER  
ABOUT THEMSELVES,  
THEIR SITUATION  
AND THE PEOPLE  
IN THEIR LIVES



## EXPECTED DURATION:

45–60 MINUTES

## Workshop Objectives:

**By the end of this workshop, you will:**

### Understand the benefits of gratitude for:

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

### Use gratitude to:

- Discover “how far I’ve come”
- Consider the positive side of negative situations
- Reduce Stress

### Use sincere compliments to:

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





# Honoring Your Values to Thrive at Work and in Life



## Overview/Description:

Do you know what's really important to you? What you value most at work and in life? Your values are the things that you believe are important in the way you work and live. Sometimes it can feel like we are living someone else's life. We may become frustrated when life pushes us in directions we never intended to be in. In this session you will discover how to honor your values and align your decisions to feel less stressed, and move closer to achieving your goals. Learning to align your values and principles will be a powerful driving force to guide your decisions and direct your life.

## Workshop Objectives:

**This training will help you:**

- Define the difference between personal and professional values
- Identify your top values
- Describe what it means to honor where your values come from
- Identify values as the foundation of behaviors
- Implement practical approaches to align your values and behaviors
- Explore ways to honor your authentic self



### TARGET AUDIENCE:

ANYONE WHO WANTS TO HONOR THEIR VALUES TO THRIVE IN WORK AND LIFE



### EXPECTED DURATION:

45-60 MINUTES





# How to Be More Engaged at Work



## Overview/Description:

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

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

## Workshop Objectives:

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

### Define “engaged performance:”

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

### Describe steps to increase your engagement including:

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



### TARGET AUDIENCE:

ANYONE INTERESTED IN LEARNING HOW TO BE A MORE PRODUCTIVE AND ENGAGED EMPLOYEE



### EXPECTED DURATION:

45–60 MINUTES



# How to Delegate at Work and in Life



## Overview/Description:

While it is true that some people are great at delegating, many people find themselves throwing their hands up in frustration because there is so much to do. Whether it's at work or at home, this feeling of frustration often leads to anger, resentment and much more. There are only twenty-four hours in a day to complete tasks at work and home. Knowing when to delegate responsibly is a great way to become more efficient and effective in your work and life. This training offers tools to help leaders increase work-life balance by delegating both professionally and personally.



## Workshop Objectives:

**This training will help you:**

- Identify why delegating is important
- Describe the purposes and benefits of delegation
- Identify the signs you are not delegating enough
- Describe why we avoid delegating tasks
- Identify factors to consider when delegating at work
- Discover practical resources to assist with work delegation
- Identify ways to delegate daily tasks and weekly responsibilities in your personal life



### TARGET AUDIENCE:

LEADERS LOOKING TO  
DELEGATE MORE FOR  
WORK-LIFE BALANCE



### EXPECTED DURATION:

45-60 MINUTES





# How to Make a Habit of Success



## Overview/ Description:

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

## Workshop Objectives:

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

### **Identify the meaning of “success”**

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

### **Identify 12 steps to a successful life**

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



### **TARGET AUDIENCE:**

ANYONE WISHING TO GAIN  
INSIGHT AND SKILL INTO  
ACHIEVING THEIR GOALS



### **EXPECTED DURATION:**

45–60 MINUTES



# Humility: An Underappreciated Trait of Confident People



## Overview/Description:

Are you a humble person? Do you have confidence in yourself? Humility isn't always appreciated as a strength or trait of confident people, in fact, it's sometimes thought of as a weakness. Some believe that humility is having a low opinion of yourself or a lack of confidence, but it's actually the opposite: humility is the understanding that you can be confident and secure in your expertise and strengths while also admitting to your weaknesses or opportunity areas. This training will help you understand the importance of humility as a strength and how it relates to confidence and good self-esteem.

## Workshop Objectives:

### This training will help you:

- Understand what humility is
- Consider the benefits of humility
- Discover how to balance self-confidence with humility
- Practice humility in your personal and professional life



**TARGET AUDIENCE:**  
ANYONE WHO WANTS TO  
UNDERSTAND HOW TO BE  
CONFIDENTLY HUMBLE  
IN A PERSONAL AND  
PROFESSIONAL SETTING



**EXPECTED DURATION:**  
45-60 MINUTES



Confidential  
24/7 support,  
when and where  
*you need it.*



# Improving Your Memory



## Overview/Description:

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

## Workshop Objectives:

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

### **Describe how memory works**

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

### **Identify techniques that can aid your memory**

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

### **Practice memory techniques**

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



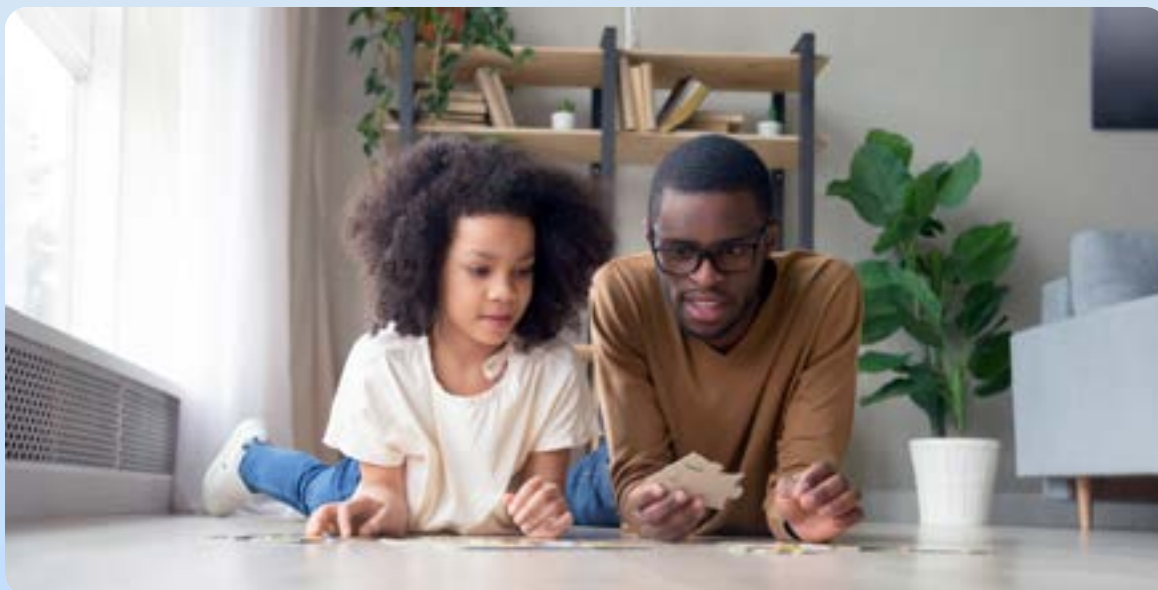
### **TARGET AUDIENCE:**

ANYONE LOOKING TO IMPROVE THEIR MEMORY



### **EXPECTED DURATION:**

45-60 MINUTES







# Intention-Setting to Transform Your Life



## Overview/Description:

The process of manifesting success in life isn't about "good vibes" or otherworldly approaches. Instead, manifesting is firmly rooted in neuroscience with decades of research to back-up the life-changing results. This session explores how intention-setting and repetition can literally rewire the brain—embedding aspirations at a deep, subconscious level so that your mind naturally tunes into opportunities aligned with your goals. Guided by research-backed neuroscience, this session emphasizes crafting intentions grounded in compassion and calm rather than stress or external validation, thus priming your brain's task positive networks to support meaningful, lasting progress.



## TARGET AUDIENCE:

ANYONE WHO WISHES TO CREATE PURPOSEFUL INTENTIONS TO CHANGE THEIR LIVES



## EXPECTED DURATION:

45–60 MINUTES

## Workshop Objectives:

**This training will help you:**

- Explain the neuroscience principles that underlie the process of manifesting success, including how intention-setting and repetition influence neural pathways
- Identify the key brain networks involved in goal-directed behavior and how they respond to intentional, compassionate focus versus stress-based motivation
- Apply evidence-based intention-setting techniques to align subconscious processing with conscious goals
- Develop personalized manifestation practices that integrate calm, compassion, and focus to rewire the brain for success



# Journaling and Writing for Personal Growth



## Overview/ Description:

Whether you want to be a New York Times bestselling author or not, you may want to consider making writing for yourself a part of your day. Building a habit of free-writing can help us to avoid writer's block when working on an important project. Keeping a written record of our personal goals can help us to achieve them. Using a gratitude journal can help us to be happier, healthier people.

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WHO IS CURIOUS ABOUT WRITING AS A TOOL FOR GETTING THINGS DONE, OR TO BECOME THE PERSON THEY WANT TO BE



### EXPECTED DURATION:

45-60 MINUTES



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



## Overview/Description:

In today's managed care environment, the time you spend face-to-face with your physician is limited. To get the most from your health care providers (HCPs) and an accurate diagnosis, preparation is the key. Good preparation will also go a long way to alleviate any anxiety you may be feeling about the appointment. You increase the likelihood of an accurate diagnosis if you come prepared with the details and history of your problem, anticipate questions, know your medications and bring medical records.

## Workshop Objectives:

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

### Define "prepare"

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

### Describe steps to increase your preparation including:

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



### TARGET AUDIENCE:

ANYONE WHO FEELS THEY COULD HAVE BEEN MORE PREPARED WHEN GOING TO THEIR DOCTOR



### EXPECTED DURATION:

45-60 MINUTES





# Laughter, Humor and Play to Reduce Stress and Solve Problems



## Overview/ Description:

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



## Workshop Objectives:

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

### **Understand the benefits of smiling for:**

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

### **Use laughter to:**

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

### **Use humor and play to:**

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



### **TARGET AUDIENCE:**

ANYONE WHO WOULD LIKE TO BUILD RELATIONSHIPS, REDUCE STRESS AND EXPLORE NEW WAYS OF INTERACTING AND BEING CREATIVE



### **EXPECTED DURATION:**

45-60 MINUTES



# Living Simply: Simplify Your Life



## Overview/ Description:

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



## TARGET AUDIENCE:

ANYONE WISHING TO  
BETTER UNDERSTAND  
THE IMPACTS OF LIVING  
IN THE DIGITAL AGE  
AND WAYS TO FOCUS  
ON WHAT'S IMPORTANT



## EXPECTED DURATION:

45-60 MINUTES



Life is challenging. We can *help.*

## Workshop Objectives:

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

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



# Loving...You: Boosting Self-Esteem & Acceptance

**TARGET AUDIENCE:**

ANYONE SEEKING SELF-ACCEPTANCE

**EXPECTED DURATION:**

45–60 MINUTES



## Overview/Description:

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

## Workshop Objectives:

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

**Define self-acceptance and its manifestation**

- Self-esteem vs. self-acceptance
- Determine your self-regard

**Identify factors that contribute to low self-regard**

- Childhood
- Socioeconomic factors
- Life experiences
- Society and the media
- The tyranny of the musts, oughts and shoulds

**Describe how to rekindle self-love:**

- Silencing the critic
- 11-step prescription for self-love

**Describe ways of loving yourself**

- Daily tips for greater self-acceptance





# Make a Decision Already! How to Avoid Indecisiveness



## Overview/Description:

Overthinking, overanalyzing, and overdoing it when it comes to making a decision can leave us exhausted, frustrated, and no closer to a decision than when we started. Analysis paralysis can make forward progress in professional or personal goals nearly impossible. This highly reflective session will lead participants through effective and practical strategies to stop overthinking and start acting!

## Workshop Objectives:

### This training will help you:

- Understand the components of analysis paralysis
- Appreciate the power of making a decision, even when not 100% confident
- Develop approaches to thoughtful action for future decisions



### TARGET AUDIENCE:

ANYONE INTERESTED IN  
ENHANCING THEIR ABILITY  
TO MAKE CONFIDENT,  
GROUNDED DECISIONS AND  
STOP OVERANALYZING



### EXPECTED DURATION:

45-60 MINUTES



# Making Connections at Work and in Life



## Overview/ Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

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



### TARGET AUDIENCE:

ANYONE WHO WANTS TO BUILD MEANINGFUL RELATIONSHIPS BOTH INSIDE AND OUTSIDE OF WORK



### EXPECTED DURATION:

45-60 MINUTES





### Overview/ Description:

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

### Workshop Objectives:

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

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

#### AGENDA

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

# Managing Anger at Home and at Work



#### TARGET AUDIENCE:

ANYONE WISHING TO  
IMPROVE ANGER CONTROL  
OR LEARN ABOUT WAYS  
OF ASSISTING OTHERS



#### EXPECTED DURATION:

45-60 MINUTES





# Managing Up for Professional Success



## Overview/ Description:

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



## TARGET AUDIENCE:

EMPLOYEES SEEKING A  
MUTUALLY BENEFICIAL  
RELATIONSHIP WITH  
THEIR SUPERVISOR



## EXPECTED DURATION:

45–60 MINUTES

## Workshop Objectives:

**This training will help you:**

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



### Overview/Description:

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

### Workshop Objectives:

**By the end of this workshop, you will:**

#### Identify the nature of emotion

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

#### Identify ways of taking responsibility for emotions

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



#### TARGET AUDIENCE:

ANYONE WISING TO LEARN HOW TO BETTER MANAGE EMOTIONS



#### EXPECTED DURATION:

45-60 MINUTES

# Managing Your Emotions in the Workplace



#### LIVE ASSISTANCE

APP: GUIDANCENOW®

ONLINE: GUIDANCERESOURCES.COM



### Overview/ Description:

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

### Workshop Objectives:

**This training will help you:**

#### **Identify traits of a healthy brain:**

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

#### **Identify barriers to good brain health:**

- Depression
- Chronic stress
- Unhealthy lifestyle

#### **Identify methods for optimal cognitive health:**

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

# Mental Fitness for Optimal Brain Power



#### **TARGET AUDIENCE:**

ANYONE LOOKING TO WORK OUT  
ONE OF THE MOST IMPORTANT  
ORGANS IN THE BODY, THE BRAIN



#### **EXPECTED DURATION:**

45-60 MINUTES





# Mindfulness: Being Present in Your Work and Life



## Overview/Description:

The idea of mindfulness or being mindful is complete engagement in the present moment. It is a state where you are not thinking, reflecting, judging or deciding, but are instead simply experiencing the things currently in your available experience. In many ways people are largely unaware of our present moment, and often operate on “auto-pilot” to some degree. The auto-pilot mode is our default mode of operation.

Even when we find ourselves in a pleasurable quiet moment we automatically begin to daydream about others, plan/worry about the future or ruminate about the past. We miss living in the present moment because we fail to pay attention to it. Mindfulness is about waking up to the present moment and paying attention to our experience. Learning mindfulness is not difficult; however, it is difficult to remember to do it. This training discusses mindfulness and how to incorporate its practice into your life.



## Workshop Objectives:

**By the end of this workshop, you will:**

### **Describe mindfulness**

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

### **Describe the benefits developing mindfulness**

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

### **Identify ways of practicing mindfulness in your life**

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



### **TARGET AUDIENCE:**

ANYONE INTERESTED IN LEARNING HOW TO ENRICH THEIR LIVES AND LEARN SKILLS APPLICABLE TO STRESS REDUCTION



### **EXPECTED DURATION:**

45–60 MINUTES



# Money & Relationships



## Overview/Description:

Conflicts over money matters can destroy intimate partner relationships, family relationships, and even friendships. This course addresses the various ways conflicts around money can impact relationships. It also offers strategies to reduce the risk of money conflicts and identifies ways to repair damaged relationships. Included in this session will be a discussion of how incompatible money management styles and difficulty compromising around spending priorities create problems in relationships, and how debt and financial infidelity can create high levels of stress under which relationships are unable to thrive or even survive.

Additionally, the course will address money and parenting as well as the impacts on family relationships with young and adult children. Included will be recommendations on initiating conversations about money and strategies for improving financial communication. The course will introduce various basic practices regarding money management. However, it will not address highly specific concerns such as investments, debt management, or will creation.

## Workshop Objectives:

### This training will help you:

- Describe how differing attitudes about money management impact intimate partner relationships, families, and friendships
- Understand how debt, financial infidelity, lending, and other financial acts result in conflict and relationship disruption
- Gain insight into your own relationship with money and how it impacts your relationships
- Communicate more effectively about money and finances with your significant other and family



### TARGET AUDIENCE:

ANYONE WHO WISHES TO UNDERSTAND AND CHANGE HOW MONEY IMPACTS THEIR RELATIONSHIPS



### EXPECTED DURATION:

45-60 MINUTES



# Moving From School to Career

**TARGET AUDIENCE:**

INDIVIDUALS WHO HAVE RECENTLY TRANSITIONED FROM FULL-TIME STUDENT TO EMPLOYEE WHO ARE LOOKING FOR PRINCIPLES TO AID THEM IN MANAGING THEIR NEW SET OF RESPONSIBILITIES

**EXPECTED DURATION:**

45–60 MINUTES

**Overview/Description:**

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

**Workshop Objectives:**

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

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

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

**Understand how to manage your money properly**

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

**Understand the dynamics of workplace relationships**

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





# Navigating Life's Big Decisions



## Overview/Description:

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



## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WHO NEEDS  
HELP NAVIGATING BIG  
DECISIONS IN LIFE



### EXPECTED DURATION:

45-60 MINUTES



# Overcoming Procrastination



## Overview/Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

### **Identify what procrastination really is**

- Describe the difference between procrastination and prioritization

### **Describe the reasons people tend to procrastinate**

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

### **Describe how to assign priorities effectively**

- Identify criteria you can use to effectively prioritize tasks



### **TARGET AUDIENCE:**

ANYONE  
INTERESTED IN  
TIPS TO AVOID  
PROCRASTINATION



### **EXPECTED DURATION:**

45-60 MINUTES





# Overcoming Shyness

Confidential  
24/7 support,  
when and where  
*you need it.*



## Overview/Description:

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

## Workshop Objectives:

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

### Define shyness

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

### Describe techniques for overcoming shyness

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

### Practice communication techniques that help people overcome shyness

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



### TARGET AUDIENCE:

ANYONE LOOKING TO OVERCOME SHYNESS



### EXPECTED DURATION:

45-60 MINUTES





### Overview/Description:

The fear of speaking in front of a crowd can have a significant impact on your mental health, happiness, and self-esteem. Stage fright can happen before you give a presentation at a company meeting, a speech at your family member's wedding, or many other circumstances. Sometimes, even professional actors and professional corporate trainers experience stage fright. Many people are embarrassed about their stage fright, which leads them to suffer in silence and worsen the negative mental health impacts. If you experience stage fright, it helps to know that you're not alone! It can also help to learn some methods to help you through these feelings, which is what this training will offer.

### Workshop Objectives:

**This training will help you:**

- Understand the wide prevalence of stage fright so that you can put your own fears in context
- Describe common signals and reactions people experience when they have stage fright
- Apply proven methods to work through your stage fright



#### TARGET AUDIENCE:

ANYONE LOOKING TO OVERCOME  
THE FEAR OF SPEAKING  
IN FRONT OF A CROWD



#### EXPECTED DURATION:

45-60 MINUTES

# Overcoming Stage Fright





# Overcoming Your Distorted Negative Thinking



## Overview/Description:

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



## Workshop Objectives:

**By the end of this workshop, you will:**

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



### TARGET AUDIENCE:

ANYONE WHO EXPERIENCES NEGATIVE OR UNWELCOMED THOUGHTS AND WOULD LIKE TO LEARN HOW TO INTERVENE ON THESE THOUGHTS



### EXPECTED DURATION:

45–60 MINUTES



# Personal & Professional Boundaries



## Overview/Description:

Interpersonal boundaries are present in all relationships, both personal and professional. This topic involves recognizing when boundaries are problematic (too porous or too rigid) and why people may struggle to set and maintain good boundaries. Participants will learn techniques to effectively communicate boundaries and understand approaches to address and resolve internal obstacles to setting limits experiencing healthy productive relationships.

## Workshop Objectives:

**This training will help you:**

- Describe interpersonal boundaries and recognize when they become problematic
- Consider vulnerabilities to the development of problematic boundaries
- Change the way you communicate boundaries both personally and professionally
- Practice setting limits and expectations in your relationship with yourself and others



### TARGET AUDIENCE:

ANYONE WHO WISHES TO UNDERSTAND, DEVELOP AND MAINTAIN APPROPRIATE BOUNDARIES IN ONE'S PERSONAL OR PROFESSIONAL LIFE



### EXPECTED DURATION:

45-60 MINUTES





# The Power of Productivity



## Overview/ Description:

Are you struggling to be productive? Do you find yourself procrastinating and having difficulty staying on top of tasks? Do you wait until the last minute to start working on a project? We all procrastinate from time to time. However, when we develop a habit of putting off necessary actions, it can take a toll on our well-being. This training will help you identify the reasons for the lack of productivity and defeat procrastination so that you can move forward and implement strategies to increase your level of productivity.

## Workshop Objectives:

**This training will help you:**

- Understand the reasons we struggle to be productive
- Identify the cause and effect of procrastination
- Consider the benefits of being productive
- Create a productive schedule



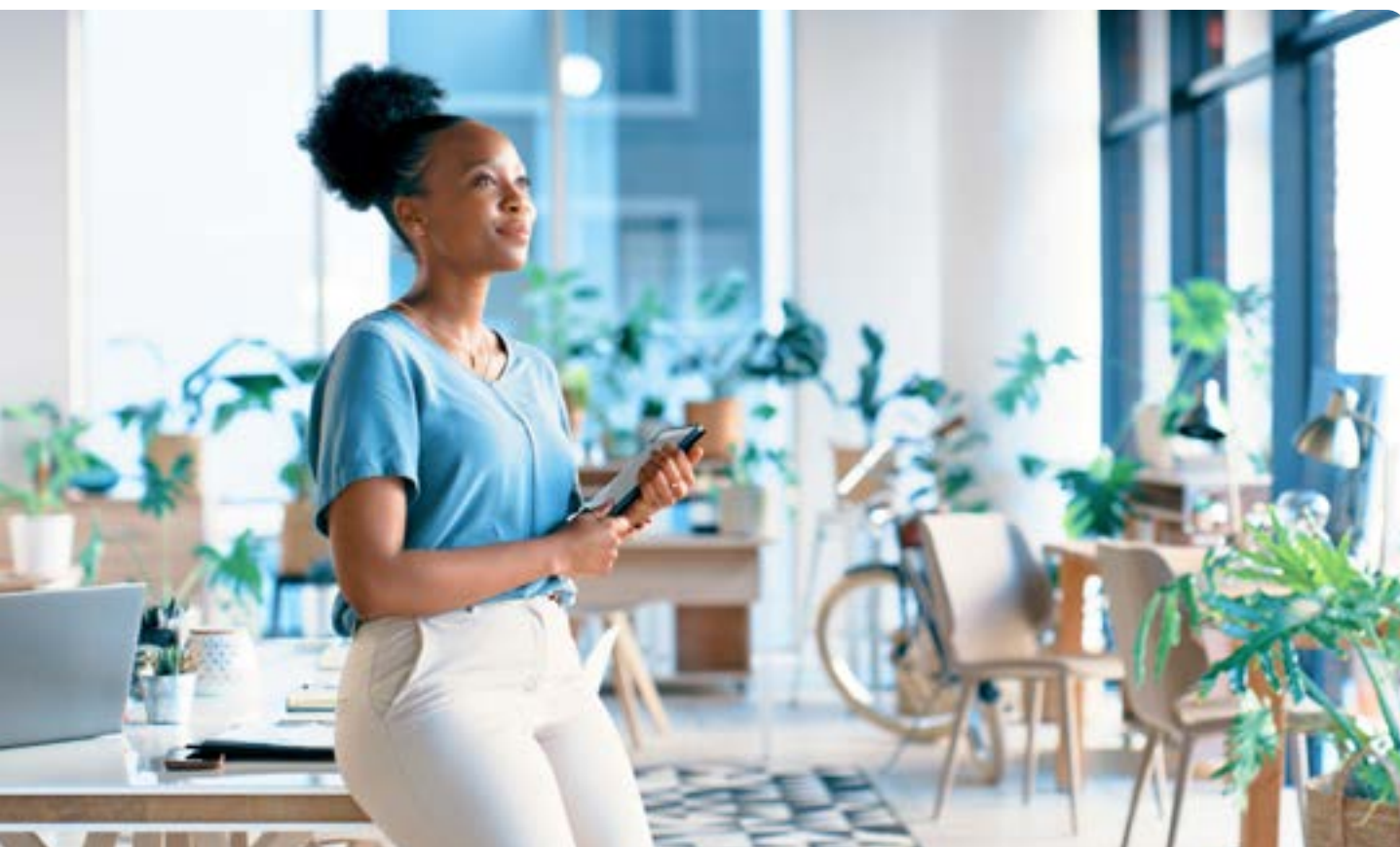
### TARGET AUDIENCE:

ANYONE WHO WANTS  
TO WORK WITH  
INTENSE FOCUS AND  
BOOST PRODUCTIVITY



### EXPECTED DURATION:

45-60 MINUTES





# Reading for Fulfillment



## Overview/ Description:

Maybe we want to learn more about subjects that interest us, like biographies and histories, or we might enjoy the pure fun of a good mystery or a thriller. There are benefits to reading beyond information and enjoyment. What are they, and how can we get them?

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

## Workshop Objectives:

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

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



Life is challenging.  
We can help.



### TARGET AUDIENCE:

ANYONE WHO WANTS TO BENEFIT MORE FROM THE READING THEY ALREADY DO, AND FOR PEOPLE WHO WANT TO START READING FOR MORE THAN INFORMATION



### EXPECTED DURATION:

45-60 MINUTES



# Rumors & Gossip: Avoiding the Harmful Effects



## Overview/ Description:

Gossip is more than just idle chatter; it has the power to erode trust, damage relationships, and create a toxic atmosphere. Imagine if we could move beyond the rumors. This training will address the root causes of gossip and provide you with the tools to foster a culture of mindfulness, respect, and open communication. Through uncovering the real impact of gossip, you will learn strategies to transform potentially harmful conversations into constructive dialogues.



## TARGET AUDIENCE:

EMPLOYEES LOOKING TO IMPROVE COMMUNICATION, REDUCE TOXIC BEHAVIORS, AND CREATE A COLLABORATIVE WORK CULTURE



## EXPECTED DURATION:

45–60 MINUTES



## Workshop Objectives:

**This training will help you:**

- Understand the nature of rumors and gossip
- Recognize the harmful effects of gossip
- Identify gossip by asking, “Am I gossiping?”
- Discover effective strategies to disrupt and prevent the cycle of gossip





### Overview/Description:

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

### Workshop Objectives:

**By the end of this workshop, you will:**

#### **Identify issues adults face when transitioning into retirement**

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

#### **Describe how to adjust to life in retirement**

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

#### **Describe the choices you need to make**

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

#### **Describe the importance of good health in retirement**

- Identify ways to get exercise in retirement and describe other health considerations



#### **TARGET AUDIENCE:**

EMPLOYEES WHO ARE  
NEARING RETIREMENT



#### **EXPECTED DURATION:**

45-60 MINUTES

# Sailing On: A Guide for Transitioning into Retirement





# Secrets to Self-Motivation



## Overview/Description:

We can do anything we set our minds to. But sometimes it can feel like our brains are working against us when it comes to achieving our goals. Plans to learn a new skill, to get in shape or to save money keep getting pushed back in the hopes that the future you will handle it “someday.” Your attitude and beliefs about your likelihood of success can predict whether or not you actually succeed. If you actively keep your internal motivation high, you can increase the likelihood of achieving your hopes, dreams and visions of your future.

## Workshop Objectives:

**At the end of this workshop, you will:**

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



### TARGET AUDIENCE:

ANYONE WHO  
NEEDS A BOOST  
IN ACHIEVING  
THEIR DREAMS



### EXPECTED DURATION:

45–60 MINUTES





# Staying Engaged and Advancing Your Career as a Remote Employee



## Overview/Description:

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



## Workshop Objectives:

**At the end of this workshop, you'll be able to:**

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



### TARGET AUDIENCE:

EMPLOYEES WHO WORK REMOTELY OR ARE CONSIDERING WORKING REMOTELY



### EXPECTED DURATION:

45-60 MINUTES





# Staying Positive While Performing Difficult Client Service Work



## Overview/Description:

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

## Workshop Objectives:

**This training will help you:**

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



### TARGET AUDIENCE:

ANYONE WHO WORKS IN A CHALLENGING CLIENT-SERVICE SETTING



### EXPECTED DURATION:

45-60 MINUTES





# Strengthening Your Ability to Empathize



## Overview/Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WHO WOULD LIKE TO LEARN HOW TO STRENGTHEN THEIR EMPATHY SKILLS IN WORK AND LIFE



### EXPECTED DURATION:

45-60 MINUTES



### Overview/Description:

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

### Workshop Objectives:

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

#### **Describe how to change “negative self talk” as it relates to your time**

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

#### **Identify where you spend your time**

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

#### **Describe how prioritization of principles can be applied to your life**

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

#### **Describe the impact of procrastination**

- Identify what constitutes procrastination and tips for overcoming procrastination

# Time Management Principles



#### **TARGET AUDIENCE:**

ANYONE LOOKING TO APPLY PRINCIPLES THAT WILL HELP THEM MANAGE WHAT CAN SEEM LIKE AN OVERWHELMING SET OF TASKS AND RESPONSIBILITIES



#### **EXPECTED DURATION:**

45–60 MINUTES





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



## Overview/Description:

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



## Workshop Objectives:

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

### **Describe tools for managing appointments**

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

### **Describe tools for organizing tasks and responsibilities**

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

### **Identify ways to make sure “mission critical” things don’t get lost in the chaos**

- Describe how various tools can help you make sure that your most critical responsibilities are met
- Use smartphones and technology in ways that can help



### **TARGET AUDIENCE:**

ANYONE LOOKING FOR TOOLS TO HELP THEM MANAGE THEIR TIME



### **EXPECTED DURATION:**

45–60 MINUTES



# Unconscious Bias



## Overview/ Description:

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

## Workshop Objectives:

By the end of this workshop, you will:

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



### TARGET AUDIENCE:

ANYONE WHO WOULD  
LIKE TO UNDERSTAND  
WHAT BIASES THEY HOLD  
AND WANT TO DISRUPT  
OR REDUCE THEM



### EXPECTED DURATION:

45–60 MINUTES

Confidential  
24/7 support,  
when and where  
*you need it.*





# Using Kindness to Achieve Personal Success & Happiness



## Overview/ Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

### **Identify techniques to focus on other people**

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

### **Discuss building relationships with kindness, using:**

- Effective compliments
- Empathy
- Gratitude

### **Know how and why to be assertive rather than aggressive**

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



### **TARGET AUDIENCE:**

ANYONE WHO WOULD LIKE TO SPEND LESS TIME IN STRESSFUL CONFLICT WITH OTHERS AND MORE TIME ENJOYING COOPERATION AND RESPECT



### **EXPECTED DURATION:**

45-60 MINUTES





# Using Positivity in Constructive Ways



## Overview/ Description:

Positivity can be a positive tool to enhance your personal and professional relationships. However, toxic positivity, or extreme optimism, can shut down valid feelings that can hold you back in your personal life and keep teams from important forward progress. This session will provide helpful tips to overcome toxic positivity in your own life, how to deal with others who approach work through this challenging lens, and how to harness positivity to reap helpful benefits in many aspects of your life and career.

## Workshop Objectives:

**This training will help you:**

- Understand the benefits of positivity when facing life's challenges
- Identify the components of toxic positivity
- Learn how to approach others who exhibit traits of toxic positivity



### TARGET AUDIENCE:

ANYONE INTERESTED IN USING POSITIVITY TO ENHANCE THEIR LIVES IN HELPFUL, PRACTICAL WAYS



### EXPECTED DURATION:

45-60 MINUTES



# Where Are You Going? Goal-Setting for Personal and Professional Success



## Overview/Description:

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

## Workshop Objectives:

By the end of this workshop, you will:

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



### TARGET AUDIENCE:

ANYONE LOOKING FOR TIPS ABOUT HOW TO SET AND KEEP BOTH PERSONAL AND PROFESSIONAL GOALS



### EXPECTED DURATION:

45-60 MINUTES





# Working Through Your Mistakes



## Overview/ Description:

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



## TARGET AUDIENCE:

ANYONE INTERESTED  
IN LEARNING TO NAVI-  
GATE MISTAKES IN  
THE WORKPLACE  
AND BEYOND



## EXPECTED DURATION:

45–60 MINUTES



## Workshop Objectives:

**By the end of this workshop, you will:**

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





# *Resilience*



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FEELING STUCK?  
PRACTICAL WAYS  
TO GET YOURSELF  
GOING AGAIN  
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MENTAL HEALTH  
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# Adapting to Management and Leadership Change



## Overview/Description:

Leadership changes can be stressful for employees, often leading to anxiety about the future of their roles, departmental dynamics, and potential changes in benefits and pay. As new managers and executives come in, employees may find themselves overwhelmed by uncertainties, which can result in overanalyzing situations. However, there are effective strategies to navigate these transitions positively. Key tips include open communication, embracing change, maintaining a positive outlook, taking initiative, and collaborating as a team.

## Workshop Objectives:

### This training will help you:

- Assess your inherent skills and resilience in the face of change
- Enhance your communication strategies for expressing concerns
- Recognize the range of emotions experienced during leadership transitions
- Learn how to cope with and thrive in a changing environment



### TARGET AUDIENCE:

EMPLOYEES FACING  
AN UPCOMING  
LEADERSHIP CHANGE



### EXPECTED DURATION:

45–60 MINUTES





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



## Overview/ Description:

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



## Workshop Objectives:

**By the end of this workshop, you will:**

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



### TARGET AUDIENCE:

ANYONE WHO WANTS TO BUILD SKILLS TO BE MORE ADAPTIVE INSIDE AND OUTSIDE OF WORK



### EXPECTED DURATION:

45–60 MINUTES



### Overview/Description:

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

### Workshop Objectives:

**By the end of this workshop, you will have learned:**

**To recognize the common responses to crises and trauma:**

- Physical, emotional, cognitive
- Timing of responses

**Post-trauma do's and don'ts**

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

- Support
- Communication
- Health and wellness

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



#### TARGET AUDIENCE:

SURVIVORS, RESCUE WORKERS, FRIENDS AND RELATIVES OF VICTIMS OF A CRISIS OR TRAUMATIC EVENT



#### EXPECTED DURATION:

45-60 MINUTES

# Coping with a Traumatic Event



24/7

#### LIVE ASSISTANCE

APP: GUIDANCENOW®

ONLINE: GUIDANCERESOURCES.COM





# Expecting the Unexpected: How to Think About Potential Crises



## Overview/ Description:

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



## Workshop Objectives:

**This training will help you:**

- Describe how we determine risk and the potential flaws in thinking that can result in under/over evaluation of danger
- Consider the impacts of emotions on your perceptions of the future
- Change the way you think about risk and danger
- Prepare mentally for potential risks while remaining productive and optimistic



### TARGET AUDIENCE:

ANYONE WHO WISHES TO BETTER UNDERSTAND HOW WE THINK ABOUT FUTURE RISKS



### EXPECTED DURATION:

45-60 MINUTES



## Feeling Stuck? Practical Ways to Get Yourself Going Again



### Overview/Description:

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

### Workshop Objectives:

#### This training will:

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



#### TARGET AUDIENCE:

ANYONE INTERESTED IN PRIORITIZING AND PRACTICING A FEW FAMILIAR TECHNIQUES TO FEEL BETTER AND MORE ENGAGED



#### EXPECTED DURATION:

45-60 MINUTES



# How to Receive Criticism & Make it Work for You



## Overview/Description:

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

## Workshop Objectives:

**At the end of this workshop, you will:**

### **Describe why criticism sometimes hurts**

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

### **Identify ways to respond effectively to criticism**

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



### **TARGET AUDIENCE:**

ANYONE LOOKING TO LEARN AND GROW THROUGH THE CRITICISM THEY RECEIVE FROM OTHERS



### **EXPECTED DURATION:**

45-60 MINUTES





# The Impact of Attitude on Work and Life



## Overview/ Description:

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



## TARGET AUDIENCE:

ANYONE LOOKING  
TO IMPROVE THEIR  
LIVES AND CHANGE  
THEIR ATTITUDE



## EXPECTED DURATION:

45-60 MINUTES

## Workshop Objectives:

**By the end of this workshop, you will:**

### **Describe the power of your own mind**

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

### **Describe the relationship between attitude and success**

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

### **Identify ways to use your attitude in dealing with other people**

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



# I Thought I Could Retire By Now: Managing the Emotions of Delayed Retirement



## Overview/ Description:

This is not a financial training program. It's about the emotions people sometimes go through when they "have to" work for more years than they had anticipated. We will also discuss the life situations and societal forces that may contribute to these situations, such as the greater frequency of adult children moving back in with parents, leading parents to hold on to property longer instead of downsizing and using the capital for retirement life.



## Workshop Objectives:

### **This training will:**

- Review who is delaying retirement and why
- Consider the pros and cons of delaying retirement
- Discuss the emotions around the two types of retirement: Involuntary and Voluntary
- Discuss addressing our emotions
- Review reinventing our sense of purpose
- Talk about managing the transition (not the change) with a plan



### **TARGET AUDIENCE:**

ANYONE COPING WITH EMOTIONS BECAUSE OF DELAYED RETIREMENT OR A POSSIBLE DELAY



### **EXPECTED DURATION:**

45-60 MINUTES



### Overview/ Description:

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

### Workshop Objectives:

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

**Describe what's changing**

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

**Describe the reasons people resist change**

- Identify areas of resistance that exist in your own life

**Describe the difference between change and transition**

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



**TARGET AUDIENCE:**

ANYONE GOING THROUGH PERSONAL OR PROFESSIONAL LIFE CHANGES



**EXPECTED DURATION:**

45-60 MINUTES

# Living With Change







# Mental Health Impacts of a Medical Diagnosis



## Overview/Description:

You or a loved one has recently been diagnosed with a serious medical condition. The emotions experienced after receiving a cancer diagnosis, having a heart attack, or while trying to manage a chronic condition can be overwhelming. This training will discuss how you can expect this news to impact mental health and strategies you can utilize to help process and adjust to changes in your lives.

## Workshop Objectives:

**This training will help you:**

- Identify common reactions to diagnosis
- Reflect on the adjustment and lifestyle changes that may be necessary for you or your loved one
- Understand the psychological strain experienced by caregivers
- Practice ways to manage daily stress and learn the resources available to seek help



### TARGET AUDIENCE:

ANYONE WHO WANTS TO DEVELOP COMPASSION AND UNDERSTANDING SURROUNDING THE IMPACTS OF RECEIVING A MEDICAL DIAGNOSIS



### EXPECTED DURATION:

45–60 MINUTES



Life is challenging. We can help.



# Mental Health Impacts of Natural Disasters



## Overview/Description:

When we are exposed to any potential threat to our well-being, however uncertain, we naturally respond with anxiety and fear. This training will address the mental health impacts of natural disasters such as tornadoes, earthquakes, hurricanes, volcanoes, floods, wildfires, and drought. The course will examine how to remain positive and functional despite the risks of natural disasters. Included will be practical tips for coping with uncertainty, re-establishing control, and speaking to children about fear.

## Workshop Objectives:

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

- Understand the impacts of natural disaster threats on your mental health
- Recognize ways of discerning actual risks from perceptions
- Learn techniques to minimize your stress and cope with uncertainty
- Identify ways to help children respond to the threat of natural disasters



### TARGET AUDIENCE:

ANYONE EXPERIENCING STRESS AND ANXIETY FROM THE THREAT OF NATURAL DISASTERS



### EXPECTED DURATION:

45-60 MINUTES





# Moving Through Grief and Loss



## Overview/Description:

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

## Workshop Objectives:

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

### Describe the grieving process

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

### Describe how people experience grief

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

### Identify ways to cope with grief

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



### TARGET AUDIENCE:

ANYONE COPING WITH ANY SIGNIFICANT LOSS IN THEIR LIFE



### EXPECTED DURATION:

45-60 MINUTES





# Preparing for Financial Emergencies



## Overview/ Description:

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



## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WHO DOESN'T FEEL ADEQUATELY PREPARED FOR FINANCIAL EMERGENCIES



### EXPECTED DURATION:

45-60 MINUTES



# Reinventing Yourself



## Overview/Description:

We have the choice of reinventing ourselves as a positive response to change. Austrian body-builder Arnold Schwarzenegger won Mr. Universe and other body-building titles, then moved to a successful acting career and then was elected governor of California. We can choose to reinvent ourselves as the people we would like to become, rather than waiting for the future to find us.

This session will look at getting started with self-reflection and planning. We'll also look at self-improvement techniques. The role of mentors will be examined as well as ways to stay motivated.

## Workshop Objectives:

**By the end of this workshop, you will:**

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



### TARGET AUDIENCE:

ANYONE CURIOUS ABOUT REINVENTING THEMSELVES AS A RESPONSE TO CHANGES



### EXPECTED DURATION:

45-60 MINUTES





# Resiliency: Bouncing Back After a Setback

Confidential  
24/7 support,  
when and where  
*you need it.*



## Overview/Description:

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

## Workshop Objectives:

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

### **Describe what resilience really is**

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

### **Identify your own resilient capacities**

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

### **Describe resilience building strategies**

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



### **TARGET AUDIENCE:**

ANYONE WHO WOULD LIKE TO UNDERSTAND RESILIENCE AND LEARN TO IMPROVE THEIR CAPACITY TO THRIVE DESPITE ADVERSITY



### **EXPECTED DURATION:**

45–60 MINUTES





### Overview/ Description:

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

### Workshop Objectives:

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

#### **Describe what stress really is**

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

#### **Identify ways to manage your stress**

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

#### **Describe stress coping techniques**

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

# Stress: A Way of Life or a Fact of Life?



#### **TARGET AUDIENCE:**

ANYONE WHO WOULD LIKE TO UNDERSTAND STRESS MORE FULLY, AND LEARN WAYS TO COPE WITH IT



#### **EXPECTED DURATION:**

45-60 MINUTES



# Legal & *Financial*



## LEGAL & FINANCIAL

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**THE PSYCHOLOGY  
BEHIND SAVING  
MONEY & OTHER  
GOOD FINANCIAL  
HABITS**  
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# 10 Strategies for Improving Your Personal Finances



## Overview/ Description:

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



## TARGET AUDIENCE:

ANYONE CONCERNED  
ABOUT THEIR FINAN-  
CIAL SITUATION  
IN LIGHT OF THE  
ECONOMIC CLIMATE



## EXPECTED DURATION:

45–60 MINUTES

## Workshop Objectives:

**By the end of this workshop, you will:**

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

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

### **Describe steps to help you through economic troubles**

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

### **Describe ways to build long-term plans for financial health**

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



# After the Holidays: Managing That Debt



## Overview/Description:

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

## Workshop Objectives:

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

### **Manage existing holiday debt**

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

### **Describe how to prevent future holiday debt**

- Describe how to prepare for next year's holiday expenses
- Identify ways to shop economically
- Consider alternative gift ideas



### **TARGET AUDIENCE:**

ANYONE CONCERNED ABOUT EXCESS DEBT AFTER THE HOLIDAYS



### **EXPECTED DURATION:**

45-60 MINUTES







# Are You Financially on Track for Retirement?



## Overview/Description:

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

## Workshop Objectives:

**At the end of the workshop, you will:**

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



### TARGET AUDIENCE:

ALL INDIVIDUALS SEEKING  
A FINANCIAL STRATEGY FOR  
THEIR VISION OF RETIREMENT



### EXPECTED DURATION:

45-60 MINUTES



Life is challenging. We can help.



### Overview/Description:

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

### Workshop Objectives:

**At the end of this workshop, you will:**

#### **Define estate planning**

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

#### **Describe the tax implications of estate planning**

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

#### **Identify key action steps**

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



#### **TARGET AUDIENCE:**

ANYONE WHAT WILL HAPPEN TO THEIR ESTATE AND OTHER IMPORTANT LIFE MATTERS



#### **EXPECTED DURATION:**

45–60 MINUTES

# Basics of Estate Planning



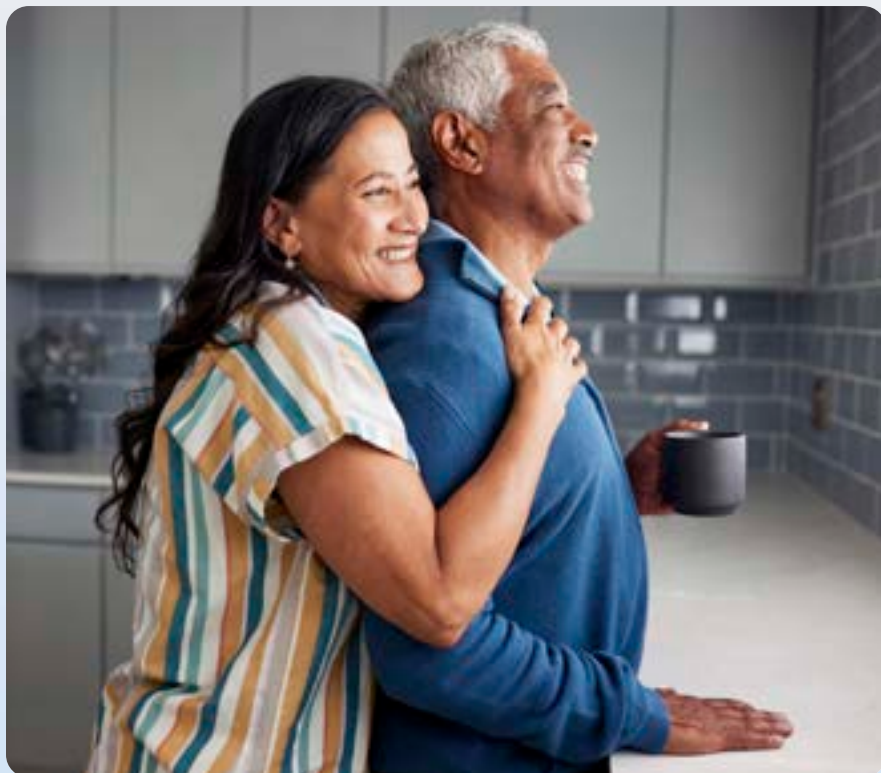


# Distribution Options for Retirement Plans



## Overview/ Description:

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



## Workshop Objectives:

**At the end of this workshop you will:**

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



### TARGET AUDIENCE:

ANYONE APPROACHING RETIREMENT AGE OR CHANGING JOBS AND THOSE WHO MAY INHERIT A QUALIFIED ACCOUNT SUCH AS A 401(K), 403(B), 457, TSP OR AN IRA



### EXPECTED DURATION:

45-60 MINUTES





# The Finances of Purchasing Your Own Home



## Overview/Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANY NEW POTENTIAL HOMEOWNERS WHO ARE SEEKING TO LEARN MORE ABOUT NAVIGATING THE HOME PURCHASE PROCESS



### EXPECTED DURATION:

45-60 MINUTES





# Financial Planning for Life



## Overview/Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE INTERESTED IN  
TAKING RESPONSIBILITY  
FOR CREATING A PLAN TO  
MEET FINANCIAL GOALS



### EXPECTED DURATION:

45-60 MINUTES





### Overview/Description:

The United States Department of the Treasury has proposed a set of financial core competencies that will be used to establish a clear understanding about what all adults should know regarding the basic concepts of financial literacy. The five core concept areas identified are: 1) Earning; 2) Spending; 3) Saving; 4) Borrowing; 5) Protecting against risk. This workshop covers the basics (or essentials) of each area and describes practical skills needed to competently address (or manage) their personal finances.

### Workshop Objectives:

**By the end of this workshop, you will:**

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



#### TARGET AUDIENCE:

ANYONE NEEDING TO IMPROVE THEIR UNDERSTANDING AND MANAGEMENT OF THE CORE CONCEPTS OF PERSONAL FINANCE



#### EXPECTED DURATION:

45-60 MINUTES

# The Five Pillars of Personal Finance



#### LIVE ASSISTANCE

APP: GUIDANCENOW®

ONLINE: GUIDANCERESOURCES.COM





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



## Overview/ Description:

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



## Workshop Objectives:

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

### **Define “understanding”**

- Know the valuable options and incentives
- Get the most out of your money
- Know how to potentially lower your costs over the long term
- Understanding the difference between in-network and out-of-network providers

### **Describe steps to increase your understanding, including:**

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



### **TARGET AUDIENCE:**

ANYONE INTERESTED IN  
EDUCATING THEMSELVES  
ON WHAT THEIR HEALTH  
PLAN OFFERS



### **EXPECTED DURATION:**

45-60 MINUTES



# The Impact of Foreclosure



## Overview/ Description:

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



## TARGET AUDIENCE:

ANYONE WHO MIGHT  
FACE FORECLOSURE OR  
MAY BE A CO-SIGNER  
ON A HOME LOAN, AS  
WELL AS RENTERS  
IN A HOME THAT IS  
FACING FORECLOSURE



## EXPECTED DURATION:

45-60 MINUTES



## Workshop Objectives:

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

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



### Overview/ Description:

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

### Workshop Objectives:

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

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



#### TARGET AUDIENCE:

ANYONE WITH A RETIREMENT PLAN AVAILABLE THROUGH THEIR EMPLOYER



#### EXPECTED DURATION:

45-60 MINUTES

# The Importance of Participating in Your Employer's Retirement Plan







# Managing Your Personal Finances



## Overview/Description:

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



### TARGET AUDIENCE:

ANYONE, REGARDLESS OF INCOME, WHO IS LOOKING FOR TIPS ON HOW TO BETTER MANAGE THEIR FINANCES



### EXPECTED DURATION:

45-60 MINUTES

## Workshop Objectives:

By the end of this workshop, you will:

### Identify financial warning signs

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

### Create a budget

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

### Identify good credit behaviors

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

### Identify practical savings tips

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



# The New Realities in Home Ownership



## Overview/Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WHO IS CONSIDERING PURCHASING A HOME AS WELL AS CURRENT HOMEOWNERS WHO ARE THINKING ABOUT REFINANCING



### EXPECTED DURATION:

45-60 MINUTES



Confidential  
24/7 support,  
when and where  
*you need it.*



# Options for Financing College

**TARGET AUDIENCE:**

INDIVIDUALS FACING  
THE PROSPECT OF  
COLLEGE EXPENSES  
SEEKING EFFECTIVE  
STRATEGIES FOR  
PLANNING AND FUNDING

**EXPECTED  
DURATION:**

45–60 MINUTES



## Overview/Description:

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

## Workshop Objectives:

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

- Estimate college expenses based on time horizon, tuition inflation and choice of school
- Define the rules and benefits associated with college savings vehicles such as 529Plans, Coverdell accounts as well as EE Bonds
- Understand financial aid application and calculation basics (FAFSA)
- Learn to access other funding assistance through scholarships, grants and tax credits
- Recognize the pros and cons of taking on student loan debt
- Understand how to prioritize funding higher education in the context of long-term financial planning.





# Paying Off Debt While Building Wealth



## Overview/Description:

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

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



## Workshop Objectives:

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

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



### TARGET AUDIENCE:

INDIVIDUALS NEEDING TO IMPROVE THEIR UNDERSTANDING OF PERSONAL FINANCE INVOLVING DEBT AND SAVINGS



### EXPECTED DURATION:

45-60 MINUTES



# The Psychology Behind Saving Money and Other Good Financial Habits



## Overview/Description:

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

## Workshop Objectives:

By the end of this workshop, you will:

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



### TARGET AUDIENCE:

ANYONE WHO WOULD LIKE TO UNDERSTAND HOW TO SAVE MONEY AND DEVELOP GOOD FINANCIAL HABITS



### EXPECTED DURATION:

45-60 MINUTES



# Understanding the Importance of Credit in Today's Economy



## Overview/ Description:

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

## Workshop Objectives:

**At the end of this workshop you'll be able to:**

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



### TARGET AUDIENCE:

ANYONE WHO IS SEEKING TO UNDERSTAND WHAT IS CONSIDERED GOOD CREDIT, HOW TO IMPROVE THEIR CREDIT SCORE OR UNDERSTAND THEIR CREDIT REPORTS



### EXPECTED DURATION:

45-60 MINUTES



Life is challenging. We can help.





# Behavioral Health *and Wellness*





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AN INTRODUCTION  
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# Avoiding Burnout: Self-Assessment Methods & Strategies for Self-Care



## Overview/ Description:

Workplace burnout is at an all-time high, with one recent study reporting more than 42% of the workforce to be experiencing components of burnout. This session will dive into the components of burnout, create reflection opportunities for participants to assess their burnout levels, and provide helpful options for proactive self-care. Participants will reflect on their “why” or their inner motivation for doing the work they are doing and how to better connect their why to their every-day work to become happier and healthier versions of themselves.



## Workshop Objectives:

**This training will help you:**

- Describe factors that increase the likelihood that burnout may become a problem
- Identify signals that indicate burnout is beginning
- Reflect on your inner motivation for completing your role
- Initiate a new self-care plan that includes healthy boundaries



## TARGET AUDIENCE:

ANYONE WHO IS FEELING THE CREEPING FEELING OF BURNOUT AND WANTS TO BE PROACTIVE TO ENSURE THEY DO NOT GET TO THE POINT OF EXHAUSTION, CYNICISM, OR SELF-DOUBT



## EXPECTED DURATION:

45–60 MINUTES





# Balancing Work & Life



## Overview/ Description:

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



## Workshop Objectives:

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

### **Identify the components of a balanced lifestyle**

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

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

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



### **TARGET AUDIENCE:**

INDIVIDUALS  
INTERESTED IN LIVING  
A MORE BALANCED  
LIFESTYLE



### **EXPECTED DURATION:**

45–60 MINUTES



# Bedtime Routines for Adults



## Overview/Description:

Adults worldwide are sleep deprived. One way to get better sleep is to improve the process of getting to sleep, by using a pleasant and effective bedtime routine. This workshop provides a closer look at simple routines that can end the day in a calming, mindful way; going-to-bed techniques that promote quality sleep, including opportunities to practice.

## Workshop Objectives:

### This training will:

- Consider the benefits of bedtime routines
- Discuss techniques to build bedtime routines that encourage quality sleep
- Practice techniques like deep breathing, gratitude, and others
- Focus on bedtime routines that are enjoyable and sustainable



### TARGET AUDIENCE:

ANYONE LOOKING TO REVIEW PROVEN TOOLS FOR GETTING TO SLEEP



### EXPECTED DURATION:

45-60 MINUTES



24/7

### LIVE ASSISTANCE

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# Breathing Techniques to Relieve Stress and Improve Health



## Overview/Description:

Stress can compromise healthy breathing habits, but practicing breath work can reduce anxiety, encourage sleep, and in some cases, lower blood pressure. Participants will experience a variety of quick, easy breathing techniques during this course, and share back their results.

## Workshop Objectives:

Participants in this training will:

- Try a 60-second breathing meditation
- Practice box breathing
- Experience 4-7-8 breathing
- Review some other intentional breathing techniques



### TARGET AUDIENCE:

ANYONE WHO WANTS TO EXPLORE SHORT, SIMPLE BREATHING EXERCISES AS POTENTIAL WAYS TO ENCOURAGE PERSONAL CALM AND OVERALL WELLBEING AT NO COST



### EXPECTED DURATION:

45-60 MINUTES







# Changing Your Mindset about Aging



## Overview/Description:

Aging is inevitable. How we think about aging can impact how well we age. Research is increasingly demonstrating that people with a positive mindset regarding aging tend to age better and live longer. Positive mindsets are associated with lower blood pressure and reduced risk of developing dementia, as well as making a person more likely to engage in preventative health measures, such as exercise, which in turn may help them live longer.

This training explores negative beliefs regarding aging and identifies strategies and techniques to shift to a more positive mindset. This course involves a realistic appraisal of aging; encouraging participants to challenge their negative stereotypes associated with aging and to identify the multiple positive aspects of aging. Participants will learn the process of “reframing” to shift from negativity to embrace a positive mindset regarding the aging process.



## Workshop Objectives:

### This training will help you:

- Describe how negative beliefs about aging may impact how you age
- Examine the benefits of aging
- Identify ways to shift your thinking about aging
- Live and age in a healthier way by adopting a positive mindset



### TARGET AUDIENCE:

ANYONE WHO FEARS OR  
RESENTS AGING AND WISHES  
TO ADOPT A HEALTHIER  
MINDSET ON THE SUBJECT



### EXPECTED DURATION:

45–60 MINUTES



# Connecting Mind and Body for Healthy Living



## Overview/Description:

Your body responds to the way you think, feel and act. This is often called the “mind/body connection.” When you are stressed, anxious or upset, your body tries to tell you that something isn’t right. For example, high blood pressure might develop after a particularly stressful event, such as the death of a loved one. People with good emotional health are aware of their thoughts, feelings and behaviors. They have learned healthy ways to cope with the stress and problems that are a normal part of life. They feel good about themselves and have healthy relationships.

Poor emotional health can weaken your body’s immune system, making you more likely to get colds and other infections during emotionally difficult times. Also, when you are feeling stressed, anxious or upset, you may not take care of your health as well as you should. You may not feel like exercising, eating nutritious foods or taking medicine that your doctor prescribes. Abuse of alcohol, tobacco or other drugs may also be a sign of poor emotional health.

## Workshop Objectives:

By the end of this workshop, you will:

### Identify the relationship between mind and body

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

### Identify ways to enhance the mind/body connection

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

### Identify your personal action plan for mind/body connection

- Recognize the importance of consulting with your physician
- Describe which mind/body tools need to develop



### TARGET AUDIENCE:

ANYONE CONCERNED WITH MENTAL AND PHYSICAL WELL-BEING



### EXPECTED DURATION:

45–60 MINUTES



# Coping During Uncertain Times



## Overview/Description:

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

## Workshop Objectives:

**At the end of this workshop, you will:**

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



### TARGET AUDIENCE:

EMPLOYEES IMPACTED BY UNCERTAINTY AND WISHING TO COPE MORE EFFECTIVELY



### EXPECTED DURATION:

45-60 MINUTES





# Coping with Compassion Stress



## Overview/Description:

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

## Workshop Objectives:

**At the end of this workshop, you will:**

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



### TARGET AUDIENCE:

EMPLOYEES WHOSE PRIMARY ROLE IS TO WORK WITH INDIVIDUALS WHO ARE DEALING WITH TRAUMA, SIGNIFICANT ILLNESS, ACCIDENTS, GRIEF, LOSS AND/OR DISRUPTION OF LIFE



### EXPECTED DURATION:

45-60 MINUTES



Confidential 24/7 support,  
when and where *you need it.*



# Counseling and Therapy, Demystified



## Overview/ Description:

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



## TARGET AUDIENCE:

ANYONE WHO WOULD  
LIKE TO BETTER  
UNDERSTAND WHAT  
THERAPY TRULY LOOKS  
LIKE AND WHO BENEFITS  
FROM COUNSELING



## EXPECTED DURATION:

45-60 MINUTES



## Workshop Objectives:

### In this workshop, you will:

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



### Overview/ Description:

Have you ever felt tired and sluggish at work? Do you notice tension in your neck and back pain in the middle of your workday? Spending many of our waking hours sitting at a desk can lead to consequences for our health. However, it can be difficult to find time to exercise! This training will discuss the importance of not being completely sedentary all day, and review practical, easy ways to take care of your body while working a desk job.

### Workshop Objectives:

**This training will help you:**

- Learn why sedentary lifestyles are hazardous for your health
- Identify exercises to incorporate into your workday
- Understand the relationship between physical and mental stress
- Practice mind-body connection through stress management exercises



#### **TARGET AUDIENCE:**

INDIVIDUALS OF ALL ABILITY LEVELS WHO WANT TO LEARN HOW TO STAY ACTIVE DURING THE WORKDAY



#### **EXPECTED DURATION:**

45-60 MINUTES

# Deskercise! Taking Care of Your Body During the Workday







# Developing Willpower and Self-Control to Change Behavior



## Overview/Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

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

### **Identify ways to increase self-control such as:**

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



### **TARGET AUDIENCE:**

ANYONE CONCERNED  
WITH CHANGING A PROBLEMATIC BEHAVIOR



### **EXPECTED DURATION:**

45-60 MINUTES



# Drinking Responsibly



## Overview/Description:

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

## Workshop Objectives:

**At the end of this workshop, you will:**

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



**TARGET AUDIENCE:**  
ANYONE WHO IS CONCERNED WITH DRINKING RESPONSIBLY



**EXPECTED DURATION:**  
45-60 MINUTES



Life is challenging. We can help.



# Eating Healthy on a Budget (Webinar)



## Overview/ Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE LOOKING TO IMPROVE THEIR NUTRITION WHILE BEING MINDFUL OF THE COST



### EXPECTED DURATION:

45-60 MINUTES







# Emotional Eating: The Connection Between Mood and Food

**TARGET AUDIENCE:**

ANYONE INTERESTED  
IN LEARNING ABOUT  
HEALTHY EATING  
AND LOSING WEIGHT

**EXPECTED DURATION:**

45–60 MINUTES



## Overview/Description:

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

## Workshop Objectives:

*At the end of this workshop, you will:*

**Identify what is “emotional eating”**

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

**Identify strategies for combating emotional eating**

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

**Identify a personal action plan to confront emotional eating**

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



# Get Moving: An Introduction to Exercise (Webinar)



## Overview/ Description:

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



## TARGET AUDIENCE:

ANYONE INTERESTED  
IN LEARNING THE  
FUNDAMENTALS  
OF AN EXERCISE  
PROGRAM AND HOW  
TO PROGRESS A  
PROGRAM SAFELY



## EXPECTED DURATION:

45-60 MINUTES

## Workshop Objectives:

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

### Discussion on why we should incorporate exercise and its benefit

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

### Understand aerobic exercise benefits and recommendations

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

### Understand resistance training benefits and recommendations

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

**Learn how to progress your exercise program appropriately and safely incorporate exercise**



# Happiness: A Key to Life's Satisfaction



## Overview/Description:

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



## Workshop Objectives:

**At the end of this workshop, you will:**

### **Identify the basic ingredients of happiness**

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

### **Describe 10 specific ways to increase happiness**

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



### **TARGET AUDIENCE:**

ANYONE WISHING  
TO LEARN ABOUT  
HAPPINESS AND WAYS  
TO INCREASE HAPPINESS  
IN THEIR LIVES



### **EXPECTED DURATION:**

45-60 MINUTES





# Healthy Food Choices on the Go



## Overview/ Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WHO FREQUENTLY EATS OUTSIDE OF THE HOME AND IS LOOKING FOR WAYS TO IMPROVE HIS OR HER DINING HABITS



### EXPECTED DURATION:

45-60 MINUTES



# Healthy Lifestyles: Changing the Way You Think About Diet and Exercise



## Overview/Description:

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

## Workshop Objectives:

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

### Identify ways to incorporate exercise into your life

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

### Identify healthy eating habits

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



### TARGET AUDIENCE:

ANYONE INTERESTED  
IN LEARNING HEALTHY  
LIFESTYLE TIPS



### EXPECTED DURATION:

45-60 MINUTES



# Hobbies for Mental & Physical Health



24/7

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## Overview/Description:

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

## Workshop Objectives:

*At the end of this workshop, you will:*

### **Understand the benefits of hobbies for:**

- Reducing stress
- Enjoying “flow” experiences
- Feeling more in control

### **Consider new hobbies or reconsider old ones:**

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

### **Get the most out of your hobbies:**

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

**TARGET AUDIENCE:**

ANYONE WHO WOULD LIKE TO DE-STRESS, IMPROVE THEIR ABILITY TO FOCUS, AND FEEL BETTER ABOUT THEMSELVES

**EXPECTED DURATION:**

45–60 MINUTES





# How Physical Pain Can Impact Your Mental Health



## Overview/ Description:

This training explores how ongoing physical pain affects not just the body, but also emotions, thoughts, relationships, and overall mental health. It provides understanding, practical coping tools, and guidance for both people living with pain and those who support them. Pain is not only a physical experience; it also involves the brain, emotions, and beliefs. Stress, anxiety, and sadness can all make pain feel worse and severe pain can increase those same emotions leading to possible depression, anxiety and withdrawal from activities and relationships. Living with chronic pain is challenging and yet recovery, stability, and emotional well-being are possible. You are not alone, and caring for your mental health is one of the most important steps in managing chronic pain.



### TARGET AUDIENCE:

ANYONE WHO IS  
EXPERIENCING  
CHRONIC PAIN  
OR WISHING  
TO SUPPORT  
SOMEONE IN PAIN



### EXPECTED DURATION:

45-60 MINUTES

## Workshop Objectives:

### This training will help you:

- Understand how pain affects emotions and mental health
- Recognize that chronic pain is not “just in the head,” but a real, complex condition involving the nervous system
- Understand how negative emotions can increase pain perception and vice versa
- Identify examples of common thought patterns (like catastrophizing or fear of movement) that can maintain this cycle
- Learn ways to care for both body and mind through relaxation and mindfulness techniques for pain and stress reduction
- Use pacing strategies to balance activity and rest
- Identify positive self-talk or reframing techniques to reduce catastrophic thinking
- Explore how to support loved ones dealing with pain



# How World Events Can Impact Veterans' Mental Health



## Overview/ Description:

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

## Workshop Objectives:

**This training will help you:**

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



### TARGET AUDIENCE:

MILITARY VETERANS AND FRIENDS AND  
RELATIVES OF MILITARY VETERANS



### EXPECTED DURATION:

45-60 MINUTES



# The Impact of a Difficult Childhood on Your Adult Life



## Overview/ Description:

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



## Workshop Objectives:

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

- How chronic stress or trauma can impact a child's development: emotionally, socially/relationships, and self-esteem
- How to recognize and attend to emotions
- New ways to navigate relationships
- How to build self-esteem
- How to employ strategies to improve your stress management



### TARGET AUDIENCE:

ANYONE WHOSE CHILDHOOD  
EXPERIENCE IS SEEMINGLY  
DICTATING THEIR PRESENT



### EXPECTED DURATION:

45-60 MINUTES





# Improving Social Wellness to Boost Mental Health



## Overview/Description:

This training examines the importance of maintaining healthy relationships to help fuel positive mental health. Participants will discover how meaningful relationships, supportive networks, and community engagement can protect against stress, loneliness, and burnout. The session highlights evidence-based practices for nurturing positive social connections and provides practical strategies to strengthen community, build empathy, and create a sense of belonging in one's life.

## Workshop Objectives:

### This training will help you:

- Define social wellness and explain its impact on emotional and psychological health
- Identify strategies to build and sustain healthy relationships personally and professionally
- Develop a personalized action plan to increase social connectedness and maintain balance in a busy world



**TARGET AUDIENCE:**  
ANYONE WHO WANTS TO  
IMPROVE THEIR SOCIAL  
AND MENTAL WELLNESS



**EXPECTED DURATION:**  
45–60 MINUTES





# Informed or Informed? Healthy Media Consumption & Social Media Usage



## Overview/Description:

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



## Workshop Objectives:

**This training will help you:**

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



### TARGET AUDIENCE:

ANYONE COPING WITH  
STRESS AND ANXIETY FROM  
MEDIA CONSUMPTION



### EXPECTED DURATION:

45–60 MINUTES



# The Joy of Movement



## Overview/ Description:

Human beings naturally synchronize! The beating of our hearts, pace of our breath, and cadence of our steps become intertwined. In this training, we will explore concepts from psychology, neuroscience, and biology to understand why what many consider “just exercise” extends beyond a chore, improving mental and physical wellbeing. By moving for joy with others, we increase our capacity for social connection, self-expression, and resilience.

## Workshop Objectives:

**This training will help you:**

- Understand differences between exercise and movement
- Identify how collective movement can build mutual trust and a sense of social closeness
- Discover the meaningful relationship between our shared humanity and true happiness
- Learn how to utilize movement as a self-expression
- Consider how the benefits of collective movement can be found in virtual spaces



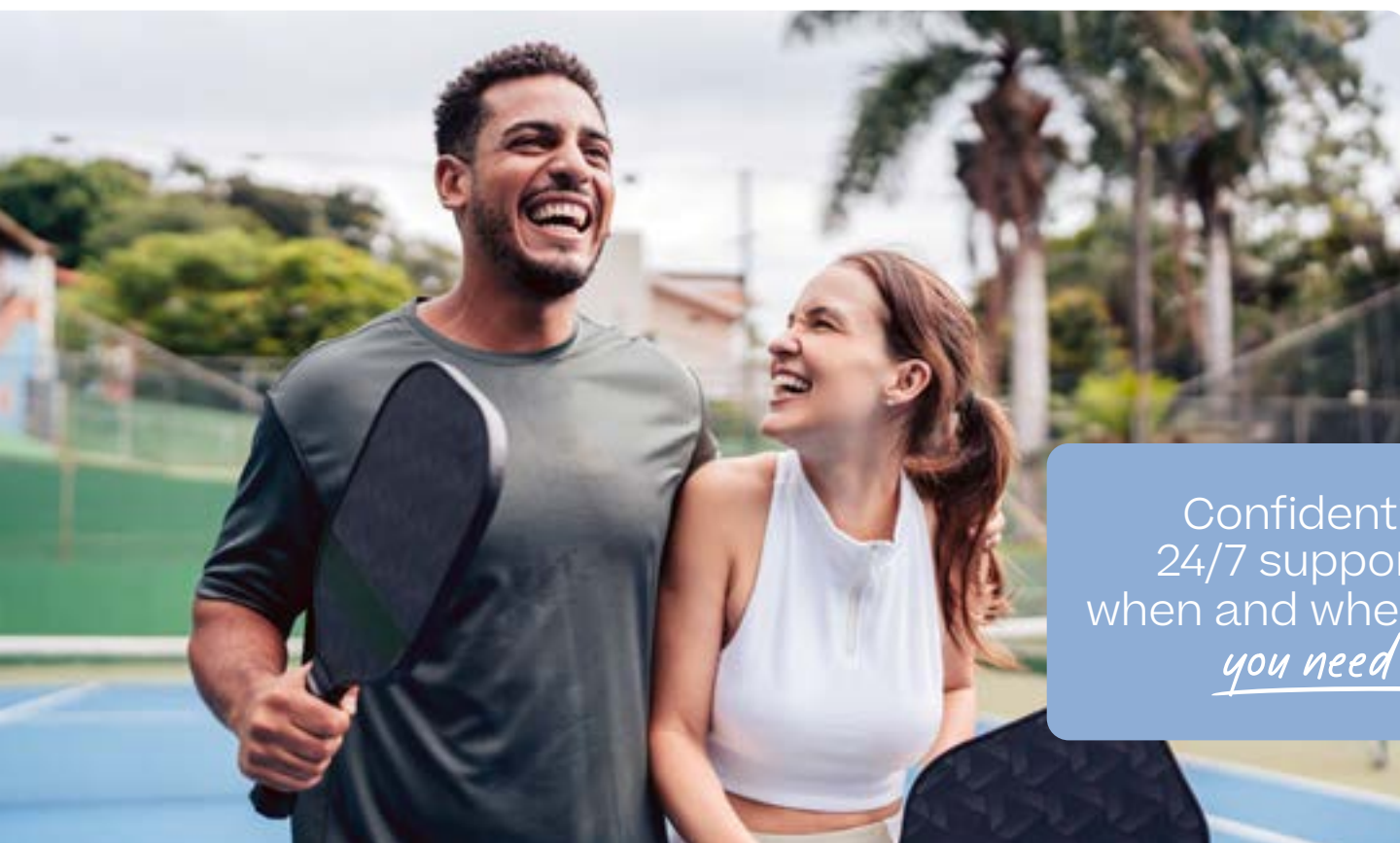
### TARGET AUDIENCE:

ANYONE WHO WANTS TO  
LEARN THE BENEFITS  
OF HUMAN MOVEMENT



### EXPECTED DURATION:

45-60 MINUTES



Confidential  
24/7 support,  
when and where  
*you need it.*





# Languishing, Flourishing and Your Mental Health



## Overview/Description:

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

## Workshop Objectives:

### This training will help you:

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



### TARGET AUDIENCE:

ANYONE COPING WITH STRESS OR WORRY OR FEELING STUCK IN A RUT



### EXPECTED DURATION:

45–60 MINUTES





# Learning to Relax

**TARGET AUDIENCE:**

ANYONE INTERESTED IN  
LEARNING HOW TO RELAX  
MORE EFFICIENTLY

**EXPECTED DURATION:**

45–60 MINUTES



## Overview/ Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

**Identify the benefits of relaxation**

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

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

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



# Letting Go of the Things that Hold You Back



## Overview/ Description:

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



## Workshop Objectives:

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

### **Shape your own vision of what the good life means**

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

### **Describe the “baggage” you are carrying around**

- Work
- Relationships
- Home

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

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



## **TARGET AUDIENCE:**

ANYONE INTERESTED  
IN LEARNING HOW TO  
“LIVE THE GOOD LIFE”



## **EXPECTED DURATION:**

45–60 MINUTES





# Living Nicotine Free (Webinar)



## Overview/ Description:

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

## Workshop Objectives:

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

### **Describe the effects of nicotine and tobacco on your health**

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

### **Identify the benefits of quitting**

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

### **Describe potential approaches to quitting**

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

### **Review the stages of quitting**

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



### **TARGET AUDIENCE:**

NICOTINE USERS WHO WOULD LIKE HELP TO BEGIN THE PROCESS OF QUITTING



### **EXPECTED DURATION:**

45-60 MINUTES



# Loneliness and Social Isolation in Today's World



## Overview/ Description:

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



24/7

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## Workshop Objectives:

**At the end of this workshop, you will:**

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



### TARGET AUDIENCE:

ANYONE WISHING TO UNDERSTAND LONELINESS AND INCREASE CONNECTIONS



### EXPECTED DURATION:

45-60 MINUTES



# Managing Holiday Stress



## Overview/Description:

The approaching holiday season brings many expectations. Often this makes us feel like we are being pulled in a hundred different directions. There are office parties to attend, family get-togethers to schedule, children's holiday recitals and gifts to buy. The holidays can be one of the happiest times of the year, yet it can also be one of the most stressful. Maintaining balance and keeping stress from overwhelming you are the keys to an enjoyable holiday season. This workshop provides an overview of common stressors people encounter during the holidays, and offers "stress buster" tips to help you get the most possible enjoyment out of the season.

## Workshop Objectives:

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

### **Identify ways to cope with emotional stressors of the holidays**

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

### **Describe how to control unrealistic expectations**

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

### **Identify your financial limits**

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

### **Describe important health considerations**

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



### **TARGET AUDIENCE:**

ANYONE PREPARING FOR OR ANTICIPATING THE HOLIDAY SEASON



### **EXPECTED DURATION:**

45-60 MINUTES





# Managing Worry and Anxiety



## Overview/Description:

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

## Workshop Objectives:

**By the end of this workshop, you will:**

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



### TARGET AUDIENCE:

ANYONE WISHING TO BETTER  
MANAGE WORRY AND ANXIETY



### EXPECTED DURATION:

45-60 MINUTES



# Marijuana: Understanding Common Effects and Methods of Consumption



## Overview/ Description:

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

## Workshop Objectives:

By the end of this workshop, you will:

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



### TARGET AUDIENCE:

THIS WORKSHOP IS FOR  
ANYONE INTERESTED IN  
UNDERSTANDING MARIJUANA  
USE IN TODAY'S SOCIETY



### EXPECTED DURATION:

45-60 MINUTES



Confidential 24/7 support,  
when and where *you need it.*



# Mental Health Awareness



## Overview/ Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

EMPLOYEES INTERESTED IN GAINING A BETTER UNDERSTANDING OF MENTAL HEALTH AND SUPPORTING ONE ANOTHER



### EXPECTED DURATION:

45-60 MINUTES





# Opioids: Understanding the Dangers & Ways to Help



## Overview/ Description:

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



## Workshop Objectives:

By the end of this workshop, you will:

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



### TARGET AUDIENCE:

ANYONE WISHING TO LEARN  
MORE ABOUT OPIOID  
ADDICTION AND IDENTIFY  
WAYS OF HELPING



### EXPECTED DURATION:

45-60 MINUTES



# Psychological Avoidance & Its Impact on Your Mental Health



## Overview/Description:

Anxiety is a highly uncomfortable feeling, a lingering presence that causes physical and mental tension, fills the mind with endless “what ifs,” and is capable of spiralling into episodes of paralyzing anxiety attacks. People with anxiety will typically focus on reducing or eliminating it as the main problem, whereas the real problem may lie elsewhere, with psychological avoidance. Psychological avoidance is a quick fix to anxiety. It offers immediate emotional relief, but it’s fleeting and comes at a heavy cost. When we avoid certain situations, decisions, or actions, it can ultimately lead to even greater anxiety and additional problems.

For this topic, we’ll examine the role of anxiety, our mistaken belief that we should always be “feeling good,” and the psychological effects of avoidance. We’ll explore specific cognitive-behavioral strategies for managing avoidance and dealing with anxiety. This is a companion course to the topic, “Managing Worry and Anxiety.”

## Workshop Objectives:

**This training will help you:**

- Describe the relationship between anxiety and avoidance
- Identify the most common ways we avoid anxious feelings and which create larger problems
- Learn strategies of thought shifting, approaching, and values alignment to engage in behaviors formerly avoided



### TARGET AUDIENCE:

ANYONE WHO STRUGGLES WITH ANXIETY AND AVOIDANCE



### EXPECTED DURATION:

45–60 MINUTES



Life is challenging. We can help.



# Relaxation Micro-Moments & Winding-Down Techniques



## Overview/Description:

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

## Workshop Objectives:

**This training will help you:**

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



### TARGET AUDIENCE:

ANYONE WHO HAS A STRESSFUL JOB AND IS EXHAUSTED BY DAY'S END



### EXPECTED DURATION:

45-60 MINUTES





# Running on “E”: Adding Energy & Fun to Your Life



## Overview/ Description:

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

## Workshop Objectives:

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

### **Describe what causes fluctuations in energy level**

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

### **Describe the three keys to raising your energy level**

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

### **Identify the characteristics of your energy zones**

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



### **TARGET AUDIENCE:**

ANYONE WHO WOULD LIKE TO ADD ENERGY AND FUN TO THEIR WORKDAY



### **EXPECTED DURATION:**

45-60 MINUTES



# Sleep: An Essential Component of Health & Well-Being



## Overview/ Description:

While many people look towards improving their health via diet, exercise and ceasing bad consumption habits (e.g., junk food, cigarettes), sleep is often overlooked—or is it? Sleep medications will surpass \$5 billion in annual sales within the next year. This workshop provides the latest research findings regarding the importance of sleep and offers participants suggestions on how to improve their sleep according to priority and quality measures.



## TARGET AUDIENCE:

ANYONE INTERESTED  
IN LEARNING ABOUT  
OR IMPROVING  
THEIR SLEEP



## EXPECTED DURATION:

45–60 MINUTES

## Workshop Objectives:

By the end of this workshop, you will:

### Describe the importance of sleep

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

### Describe the elements of good “sleep hygiene”

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

### Identify ways to assess your sleep needs

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



# Staying Young Through the Years



## Overview/ Description:

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



## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WISHING TO REMAIN YOUNG AND VITAL THROUGHOUT THEIR LIFE



### EXPECTED DURATION:

45-60 MINUTES





# Suicide Awareness



## Overview/ Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WISHING TO LEARN  
MORE ABOUT SUICIDE AND  
SUICIDE PREVENTION



### EXPECTED DURATION:

45–60 MINUTES





# Tools to Handle Stress



## Overview/Description:

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

## Workshop Objectives:

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

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



### TARGET AUDIENCE:

ANYONE WHO WOULD LIKE TO REVIEW COMMON STRESS REDUCTION TECHNIQUES THAT THEY MAY NOT HAVE TRIED



### EXPECTED DURATION:

45-60 MINUTES



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# Understanding Depression



## Overview/Description:

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

## Workshop Objectives:

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

- Recognize the signs, symptoms and possible causes of depression
- Recognize how depression impacts work performance
- Describe treatment options and ways of reducing the risk for depression
- Describe ways of helping family and friends who may have depression



### TARGET AUDIENCE:

ANYONE  
INTERESTED IN  
LEARNING ABOUT  
DEPRESSION AND  
ITS TREATMENT



### EXPECTED DURATION:

45-60 MINUTES



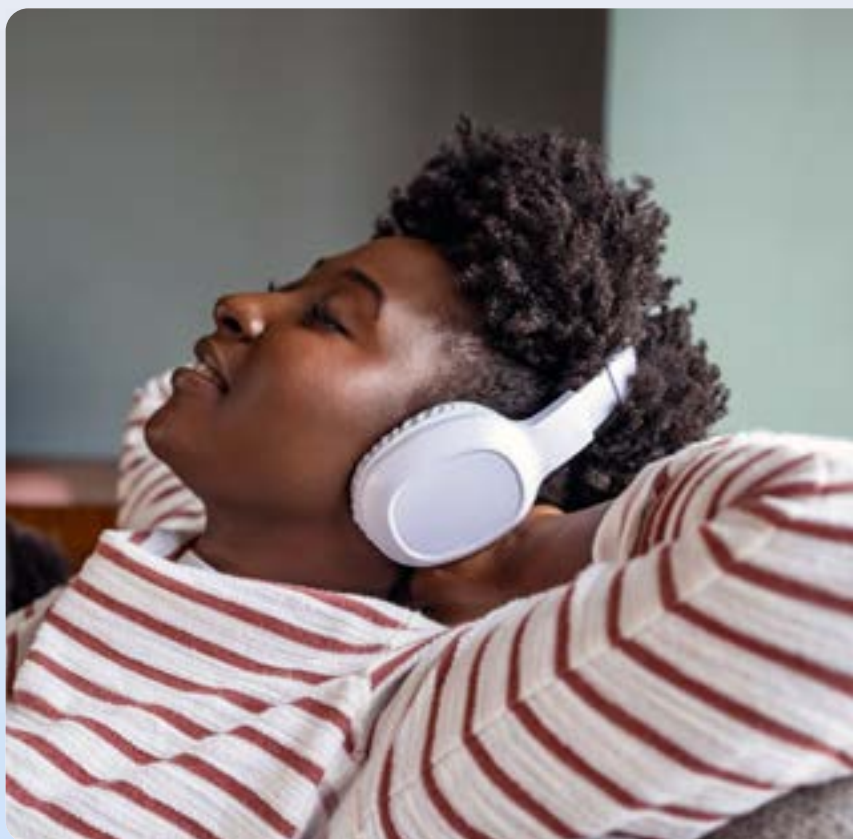


# Using Guided Imagery for Wellness and Stress Reduction



## Overview/Description:

Guided imagery helps people mentally focus on pleasant images that encourage feelings of relaxation, to use the connection between body and mind. A person can call on mental images to improve emotional health. This workshop looks at how guided imagery can help with stress and mental well-being. It also includes a pair of guided imagery experiences.



## Workshop Objectives:

**By the end of this workshop, you will:**

- Know what guided imagery is
- Understand the benefits of guided imagery
- Be familiar with different types of guided imagery
- Experience a brief visualization session and a brief guided meditation session



### TARGET AUDIENCE:

ANYONE WHO WOULD LIKE TO IMPROVE THEIR MENTAL WELLBEING AND REDUCE THEIR STRESS



### EXPECTED DURATION:

45-60 MINUTES



### Overview/Description:

Walking is a common source of exercise for many people, and it has well-recognized physical health benefits. But, did you know there are mental health benefits to walking, too? Anyone who walks for any reason could also be enjoying these benefits.

This session will look at the benefits of meditative walking and walking in nature. Participants will review ideas for getting started with both types of walks, as well as labyrinth walking. The possible benefits of walking barefoot in grass, known as “grounding,” will also be presented.

### Workshop Objectives:

By the end of this workshop, you will:

- Understand ways in which walking can provide stress relief
- Know some first steps for walking as a meditative practice
- Review labyrinth walking as a way to quiet the mind and recover a balance in life
- Know how to maximize the benefits of walking in nature
- Discuss the concept of physical “grounding”



#### TARGET AUDIENCE:

ANYONE WHO WOULD LIKE TO WALK AS A WAY TO FEEL BETTER EMOTIONALLY, SPIRITUALLY OR MENTALLY



#### EXPECTED DURATION:

45–60 MINUTES

# Walking for Mental Health





# Work-Life Balance in a Work-From-Home Environment



## Overview/ Description:

Working from home can offer a lot of flexibility but can also present challenges not experienced in an office environment. Competing disruptions, different routines and a nagging feeling to open that laptop after hours can lead to negative emotions. This session looks at the benefits of formulating a work-from-home plan in order to achieve the optimal level of work-life balance.

## Workshop Objectives:

**By the end of this workshop, you will:**

- Understand ways in which working from home differs from a traditional setting
- Describe obstacles and examine best practices to work around them
- Recognize the importance of building a routine and structure that works for you
- Discuss how communication with your partner, kids, co-workers and boss can boost work-life balance



### TARGET AUDIENCE:

PEOPLE WHO WORK FROM HOME AND WANT TIPS AND TRICKS TO BETTER MANAGE



### EXPECTED DURATION:

45-60 MINUTES







# Family & *Relationships*





## FAMILY & RELATIONSHIPS

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**PLANNING  
A FAMILY  
VACATION  
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# Breaking Free From Emotional Manipulation



## Overview/Description:

Emotional manipulation is behavior that intends to emotionally exploit, control, or influence someone for one's own advantage. Emotional manipulation can undermine close personal relationships, causing individuals to feel powerless, confused, and frustrated. Recognizing it is crucial because of the severe emotional and mental health consequences. This training will address signs and symptoms of emotional manipulation and effective ways to cope and recover.

## Workshop Objectives:

**This training will help you:**

- Identify the causes of emotional manipulation and how it affects relationships
- Identify common tactics and signs of emotional manipulation
- Discover practical approaches to deal with emotional manipulation



### TARGET AUDIENCE:

ANYONE INTERESTED  
IN ENHANCING THEIR  
AWARENESS AND SKILLS  
RELATED TO EMOTIONAL  
MANIPULATION



### EXPECTED DURATION:

45-60 MINUTES



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when and where  
*you need it.*



# Communicating Without Conflict with Your Significant Other



## Overview/Description:

Communication is the cornerstone of all relationships. It reinforces trust and acts as a method by which you can share your problems, frustrations, anxieties, hopes and successes. Conflict is a part of life and exists in relationships. In fact, a relationship with no apparent conflict may be healthier than one with frequent conflict. Conflicts are critical events that can weaken or strengthen a relationship.



## Workshop Objectives:

**By the end of this workshop, you will:**

### **Identify the extent of conflict in your relationship**

- Identify problematic situations which intensify conflict
- Describe the role of anger in conflict
- Identify your conflict style
- Identify ways to communicate positively

### **Describe how to deal with anger and express it constructively**

- Identify how to avoid becoming defensive and listen to opposing viewpoints
- Describe ways to establish ground rules for arguing and resolving conflict
- Identify the four behaviors that will destroy relationships
- Describe how to effectively use the “time-out” during arguments
- Identify how to avoid becoming defensive and listen to opposing viewpoints



### **TARGET AUDIENCE:**

ANYONE IN A SIGNIFICANT RELATIONSHIP WITH ANOTHER PERSON



### **EXPECTED DURATION:**

45–60 MINUTES



## Overview/ Description:

Communication is a fine art that we often take for granted. It takes more than physical and verbal abilities to communicate. It takes energy along with the ability to offer support and demonstrate understanding and compassion when communicating within your family. Whether it's an expectation, emotion, question or other message, openness and willingness to communicate improves overall quality of family communication.

## Workshop Objectives:

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

### **Identify the elements of good family communication**

- Describe your family's relative strengths/weaknesses
- Identify different styles of communication within families and how families pass on communication styles

### **Identify ways to enhance communication in your family**

- Describe how to listen more effectively to family members
- Identify the steps for effective problem solving within the family
- Describe effective family conflict resolution strategies
- Describe the use of "I" statements to reduce defensive reactions

### **Describe tips for improving family communication**

- Describe the use of structured family meetings
- Describe the use of games to improve family cohesion
- Describe the power of praise

# Communication Skills for Families



### **TARGET AUDIENCE:**

ANYONE INTERESTED  
IN IMPROVING THEIR  
COMMUNICATION SKILLS



### **EXPECTED DURATION:**

45-60 MINUTES





# Domestic Violence Awareness



## Overview/ Description:

Domestic violence is not limited to physical forms of battery or abuse. Rather, it takes a variety of forms, including emotional, physical, sexual, economic and psychological methods of abuse or control. Its wide range of forms adds to the difficulty of discovering, stopping, and prosecuting abusers. This is an awareness webinar designed to provide not only facts and statistics but also an understanding that help is available through a wide variety of resources.



## Workshop Objectives:

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

- Learn facts relating to age, gender, race and geographical location of domestic violence
- Recognize signs and types of domestic violence
- Understand how to support a friend or relative who has confided in you
- Know a variety of resources for help



### TARGET AUDIENCE:

ANYONE WHO WANTS MORE INFORMATION ABOUT DOMESTIC VIOLENCE, ITS CHARACTERISTICS AND RESOURCES FOR HELP



### EXPECTED DURATION:

45-60 MINUTES



# Enjoying Your Empty Nest



## Overview/Description:

Once children leave home, whether to attend college or embark on a career, through marriage or resettlement, the parent's role often seems unclear. The changes that accompany the "empty nest" in the functioning of a household can be initially unsettling and require adjustment time. While many parents often make light of looking forward to having children move out of the home after the fact, it is often accompanied by mixed feelings, changes in relationships between husband and wife and ultimately recognition of the passing of a life stage that takes time to absorb.

## Workshop Objectives:

**At the end of this workshop, you will:**

### **Identify the financial impact of an "empty nest"**

- Describe the two key roles for parents of financially-dependent college-aged children
- Identify the planning required when children become financially-independent

### **Identify the mental and emotional preparation required to transition through this life stage**

- Describe ways to adapt to "empty nest"
- Describe how to "let go in order to help them grow"
- Identify what to do when your child returns home
- Identify ways parents can help their adult children become financially stable and emotionally independent
- Describe ways to re-engage your time in the dual pursuits of quality relationships and individual personal interests
- Identify the emotional and self-image transitions in this stage of life



### **TARGET AUDIENCE:**

ALL LEVELS OF STAFF  
WITH CHILDREN 18  
YEARS AND OLDER



### **EXPECTED DURATION:**

45-60 MINUTES



# Fair Play: Equitable Household Management Strategies to Strengthen Relationships



## Overview/Description:

When you think about your relationship and how you manage your home, is there one partner who seems to hold every detail in their head? “What’s the name of our daughter’s orthodontist? What time does the birthday party start on Saturday? Have we already run out of peanut butter or can I stretch this jar to Friday?” These are just a few examples of “mental load” or the cognitive effort that is needed to manage work, relationships, a family, and a household, and it is quite simply exhausting. This session will provide more details on the toll that an imbalanced mental load can take on relationships and practical approaches to balance out the demands in order to help your relationship thrive.



## Workshop Objectives:

**This training will help you:**

- Describe the various components of mental load in regards to household management
- Reflect on how your division of labor may favor one partner over the other
- Identify how household management techniques can positively or negatively impact the overall health of your relationship
- Develop non-confrontational, conversational approaches to bring up household inequities with your partner



## TARGET AUDIENCE:

ANYONE IN A RELATIONSHIP WHO WOULD LIKE FOR DOMESTIC LABOUR AND HOUSEHOLD MANAGEMENT TO BE MORE CLEARLY COMMUNICATED, DIVIDED, AND MAINTAINED



## EXPECTED DURATION:

45–60 MINUTES





### Overview/Description:

When someone close to you is going through a tough time, you may want more than ever to show your love and support. Yet sometimes at their most trying times, loved ones may appear to pull away from you. How do you balance your urge to show how much you care with your desire to respect your loved one's need for space and time to grieve or process their loss? In this workshop we'll explore the difficulties that people in this position face, and discuss what you can do and, importantly, what you should not do in these situations.

### Workshop Objectives:

**By the end of this workshop, you will:**

#### **Describe ways to deal with feelings of helplessness:**

- Recognize that the feeling is normal
- Practice positive self-talk to overcome feeling helpless

#### **Identify the stages people go through when dealing with difficult times:**

- Describe what your loved one is likely to experience so you're not surprised
- Describe the emotions that often set in for the "caregiver" in a difficult time
- Describe "do's and don'ts" for helping a loved one through difficult times



#### **TARGET AUDIENCE:**

ANYONE HELPING A LOVED ONE THROUGH DIFFICULT TIMES



#### **EXPECTED DURATION:**

45-60 MINUTES

# Helping a Loved One Through Difficult Times



Life is challenging.  
We can help.



# The Impact of Substance Abuse on the Family



## Overview/Description:

Substance abuse doesn't only affect the abusing individual, but also their family members, friends, loved ones, co-workers and society as a whole. The abuser's preoccupation with the substance, plus its effects on mood and performance, can lead to problems in their marriage, work performance and other relationships. The abuse can disrupt family life and create destructive patterns of codependency. This behavior often confuses and angers loved ones as they struggle to understand why the abuser has chosen the substance over them. While not a substitute for counseling, this workshop helps to normalize the feelings and emotions people experience as we explore the impact of substance abuse on the family.

## Workshop Objectives:

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

### Identify the extent of substance abuse in society

- Define substance abuse, related terms, the possible causes and risk factors

### Identify the dynamics of the substance abuser and the family

- Describe how denial operates in the user and in family members
- Describe the process of enabling the user by the family

- Identify the effects of untreated substance abuse upon the family in current and future generations

### Describe the change process

- Describe the role of emotional management in relating to the user
- Describe the course of illness and the extent to which consequences matter
- Identify resources and how to select a treatment program



### TARGET AUDIENCE:

ANYONE WISHING TO LEARN MORE ABOUT SUBSTANCE ABUSE, USER AND FAMILY DYNAMICS AND TYPES OF TREATMENT



### EXPECTED DURATION:

45-60 MINUTES



# Important Issues to Discuss Before Marriage



## Overview/Description:

Congratulations! You've decided to take your relationship to the next level. But wait...are you really ready? Do you know everything you need to about your loved one in order to make this a success? We're here to help! In this course, we'll examine common issues that can break up a relationship if those involved aren't on the same page. We'll look at tools for how to discuss these issues and what you need to know regarding finances, kids, career goals, world view and maintaining a household. This session will help you prepare for the next step and make it a success.

## Workshop Objectives:

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

- Understand the importance of discussing key life issues before making a commitment
- Have tools for communicating your needs
- Know what to think about when it comes to finances, kids, career goals and world view
- Have a better understanding of how to resolve philosophical differences



### TARGET AUDIENCE:

ANYONE WHO WOULD LIKE TO TAKE THE "NEXT STEP" IN THEIR RELATIONSHIP



### EXPECTED DURATION:

45-60 MINUTES





### Overview/ Description:

Divorce can be one of life's most stressful and emotionally challenging experiences. Separating from someone you had hoped would be your life partner is usually painful. Understanding the emotional and physical stresses that often come with divorce is the first step in learning how to deal with them. This workshop will help you accept your feelings and learn ways to care for yourself during this stressful time.

### Workshop Objectives:

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

#### **Identify the effects of divorce**

- Describe the degree of stress associated with divorce
- Describe the emotional stages associated with divorce
- Describe how to acknowledge feelings and identify your own feelings associated with divorce
- Identify the means for obtaining emotional closure

#### **Identify ways of moving on**

- Describe how to evaluate the positives associated with divorce
- Describe how to establish rebuilding goals after a divorce
- Identify how to rebuild your self-esteem
- Describe how to take charge in your home and financial status
- Identify ways to help your children adjust to the divorce
- Describe additional resources available to you in your community and through the GuidanceResources® Employee Assistance Program

# Life After Divorce: Landing on Your Feet



#### **TARGET AUDIENCE:**

ANYONE GOING THROUGH A DIVORCE OR HELPING OTHERS THROUGH THE PROCESS



#### **EXPECTED DURATION:**

45-60 MINUTES



# Making the Most of Family Occasions



## Overview/Description:

If you are a parent you probably share an almost universal desire to make family occasions special for your children. You also may have to overcome certain obstacles in creating your own special experiences with your children such as finances, distance from family members, and the special circumstances created by divorce, step-parenting and blended families. Many parents work overtime only to find themselves frustrated by the experience and doubtful that the end result was particularly meaningful to their children.



## Workshop Objectives:

**By the end of this workshop, you will:**

### Identify the obstacles to successful family occasions

- Recognize the importance of managing expectations with what is practical
- Describe how differing agendas can disrupt family events
- Describe how overextending resources can lead to disaster
- Identify how ignoring a child's perspective can lead to exercise poor judgment

### Identify the ingredients to planning successful family gatherings

- Describe how to establish ground rules and set appropriate limits
- Identify how to delegate responsibility and improve commitment
- Identify the importance of positive feedback and humor in creating a memorable experience and ways to strengthen family bonds



### TARGET AUDIENCE:

PARENTS INTERESTED  
IN CREATING LESS  
STRESSFUL, MORE  
PLEASANT AND MEAN-  
INGFUL FAMILY EVENTS



### EXPECTED DURATION:

45-60 MINUTES



# Planning a Family Vacation



## Overview/ Description:

Recognizing that numerous tourist destinations are competing for our travel dollar, coupled with our perception that our time is at a premium, it is highly worthwhile to apply planning skills to mapping out a destination and a budget that meets the interests and financial constraints of our family. With numerous choices and considerations, a planned vacation can be a creative and exciting process and deliver exceptional value as well.



## Workshop Objectives:

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

### **Identify vacation options**

- Describe what choices are available based on interests and age of children and method of travel
- Identify ways to save money and stay within budget
- Describe how to encourage children/teens to participate in planning

### **Identify ways to manage the family on extended trips**

- Describe methods of handling boredom
- Describe effective conflict resolution skills
- Identify how to choose age-appropriate vacations

### **Describe how to plan for emergencies while on vacation**

- Describe the importance of back-up plans
- Describe ways to prepare for medical emergencies
- Identify the importance of a quality checklist



### **TARGET AUDIENCE:**

PARENTS AND FAMILY  
MEMBERS INTERESTED  
IN LEARNING HOW  
TO MAKE EFFECTIVE  
VACATION PLANS



### **EXPECTED DURATION:**

45-60 MINUTES





# Responding to Narcissism



## Overview/Description:

Have you ever wondered why your relationship has changed from feeling perfect to full of criticism and devaluation? Do you feel like you are walking on eggshells? This training will demystify narcissism and discuss its deep impact on relationships. Additionally, this session will help you understand the stages of narcissism, common manipulation maneuvers and solutions for responding and healing. Key skills addressed will be setting boundaries, staying calm, and managing the conversation.

## Workshop Objectives:

**This training will help you:**

- Define narcissism
- Recognize the two faces of narcissistic behavior
- Understand the relationship cycle
- Identify common manipulation tactics
- Navigate the path to healing and empowerment



### TARGET AUDIENCE:

ANYONE WHO HAS BEEN  
IN A RELATIONSHIP WITH A  
PERSON THEY BELIEVE TO  
HAVE NARCISSISTIC TRAITS



### EXPECTED DURATION:

45-60 MINUTES



Confidential  
24/7 support,  
when and where  
*you need it.*



# Rewards & Challenges of the Blended Family



## Overview/Description:

With more than half of all marriages ending in divorce, and the majority of divorced individuals finding new partners, the number of blended families is growing. This type of situation can create a range of challenging issues, both practical and emotional. Patience, understanding and open communication can help make the transition smoother for everyone.

## Workshop Objectives:

**By the end of this workshop, you will:**

### **Identify the characteristics of blended families**

- Describe the four stages of adjustment
- Describe how to determine which stage you are in presently
- Describe ways of helping yourself and your family adjust

### **Identify the most common challenges of blended families**

- Describe how to discipline and enact household rules
- Describe how family roles become defined
- Describe how inter-family conflict develops
- Describe how to make financial decisions in a blended family

### **Describe strategies for building a strong family foundation**

- Identify what to communicate to your children before blending families
- Identify the most common questions and answers from children
- Identify methods of resolving family conflict and avoiding future conflict



### **TARGET AUDIENCE:**

ANYONE IN A  
BLENDED FAMILY



### **EXPECTED DURATION:**

45-60 MINUTES



# Single After All These Years



## Overview/Description:

The loss, dissolution or separation of a partnership can be one of life's most stressful and emotionally challenging experiences. Separating from someone you had hoped would be your partner through the entirety of your life is typically painful. Understanding the emotional and physical stress that is experienced with this change is the first step in learning how to move forward with your life. This workshop will help you accept your feelings, learn ways to care for yourself during this stressful time and suggest lifestyle transitions that can make this change more manageable.



## Workshop Objectives:

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

### **Identify the effects associated with the loss of a partner**

- Describe the emotional stages after a loss
- Describe how to acknowledge feelings and achieve closure by asking the right questions
- Identify your rebuilding goals

### **Identify ways to organize and take charge of your life**

- Describe how to take charge of your financial, home and social life
- Describe ways to maintain self-esteem and optimism despite your loss
- Identify how to help others cope with the loss
- Identify additional resources in your community and through GuidanceResources® Employee Assistance Program



### **TARGET AUDIENCE:**

ANYONE GRIEVING THE  
LOSS OF SIGNIFICANT  
RELATIONSHIP  
THROUGH BREAK-UP,  
DIVORCE OR DEATH



### **EXPECTED DURATION:**

45-60 MINUTES





### Overview/ Description:

Keeping the romance alive in any long-term relationship can be difficult. The busyness of everyday life often prevents us from investing in our connection with our partner. Relationships are like a bonfire, they need a stable space, patience, a careful touch and the right ingredients to keep the fire going. In this workshop, you'll learn the reasons passion wanes over time, barriers to connection and methods for reigniting the spark in your relationship.

### Workshop Objectives:

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

**Describe the foundation of a healthy and happy long-term partnership:**

- The essential ingredients
- Why the butterflies go away
- Benefits of a healthy relationship

**Identify warning signs and barriers to connectedness:**

- The Four Henchmen
- Routine
- Stress

**Describe how to strengthen connectedness:**

- Communication
- The importance of intimacy

**Identify key tools for keeping your relationship fresh, fun and passionate:**

- Love languages
- Adding romance to your life
- Creative and affordable date ideas
- Where to go for additional help

# Staying Connected: Keeping the Spark Alive in Your Relationship



#### TARGET AUDIENCE:

ANYONE LOOKING TO BRING BACK THE SPARK TO THEIR LONG-TERM ROMANTIC RELATIONSHIPS



#### EXPECTED DURATION:

45-60 MINUTES



# Transitioning Home: Relationships for Veterans (Webinar)



## Overview/Description:

The adjustment to civilian life can be challenging for the thousands of veterans returning home. Adjusting to relationships with spouses, family, friends and co-workers can be difficult. The honeymoon period immediately after demobilization usually ends shortly and vets are faced with the reality that not only have they changed but so have others in their absence. Family roles often require renegotiation and lost intimacy will need to be regained. Relating to civilians in general may be awkward and require some adapting. This workshop will address the social transition process for returning veterans; identifying the most common issues they face and describing ways of re-establishing relationships.



## TARGET AUDIENCE:

RETURNING VETERANS,  
THEIR FAMILIES, FRIENDS  
AND ANYONE WISHING  
TO HELP VETERANS  
TRANSITION HOME



## EXPECTED DURATION:

45-60 MINUTES

## Workshop Objectives:

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

- Understand the issues veterans face when returning home
- Describe ways of re-establishing relationships with spouse, children, family and friends
- Describe strategies for managing emotions and addressing conflict
- Identify resources available for the transition home

## AGENDA

- Unique Relationship Challenges
- Reconnecting With Your Significant Other
- Relating to Children
- Managing Your Emotions and Reactions:  
Trust, Control, Anger
- Developing a Plan
- Additional Resources



# Understanding Trauma Bonds in an Abusive Relationship



## Overview/Description:

How do you determine if you are stuck in a toxic cycle of emotional dependency? Are you suffering abuse? Do you make excuses for someone or cover up their behavior? Do you feel manipulated or uncomfortable? Are you a victim of gaslighting? There are ways to identify if you are trauma bonding with another person and there are actions you can take to break free from this toxic cycle. This training will help you understand what a trauma bond is and utilize strategies to overcome it so that you can move forward into better connections.

## Workshop Objectives:

### This training will help you:

- Understand what a trauma bond is
- Identify the stages of trauma bonds
- Discover red flags in an abusive relationship
- Implement strategies to overcome emotional dependency



### TARGET AUDIENCE:

ANYONE WHO WANTS TO UNDERSTAND THE NATURE OF TRAUMA BONDS AND MOVE TOWARD HEALTHIER RELATIONSHIPS



### EXPECTED DURATION:

45–60 MINUTES







# When Mom & Dad Move in with You



## Overview/Description:

You hear a lot about parents taking in adult children who are out of work. What's much less noticed is a new trend—adult children taking in parents who are finding it financially hard to make it on their own. In 2008, a little over 4 million parents were living with an adult child. By the end of 2011 the number had risen to 4.6 million—a 15 percent increase.

## Workshop Objectives:

**At the end of this workshop you will have learned:**

### **How to create a financial arrangement for both families**

- A parent's contribution to family expenses
- The importance of writing it down to avoid misunderstanding
- Tax consequences

### **How to define duties for everyone in the household**

- How to discuss a typical week in your household with your parents
- Considerations for meals, chores, TV use, religious services, music, pets and social activities
- Transportation arrangements if you don't drive

### **How to understand privacy concerns**

- The need for separate "personal space"



24/7

### **LIVE ASSISTANCE**

**APP:** GUIDANCENOW®

**ONLINE:** GUIDANCERESOURCES.COM



### **TARGET AUDIENCE:**

ANYONE WHO HAS A PARENT OR OLDER RELATIVE LIVING WITH THEM



### **EXPECTED DURATION:**

45-60 MINUTES

A photograph of a business meeting in a modern office. A woman with curly hair, wearing a light blue shirt and red pants, stands and holds a tablet, smiling. She is addressing a group of people seated around a wooden conference table. The seated individuals include a man in a brown suit and a woman in a grey blazer. Laptops and papers are on the table.

# Business & HR *Challenges*



## Selecting a Curriculum to Address Business & HR Challenges

In this guide, we have identified many of the most common business challenges faced by our customers and have recommended training curricula to address them. The curricula contain best practices from our experience working with customers to address these challenges. We know that every organization is unique, so we encourage you to use this guide as a starting point. We can work with you to implement a curriculum just as it's listed here, or we can revise the curriculum to meet your specific needs.







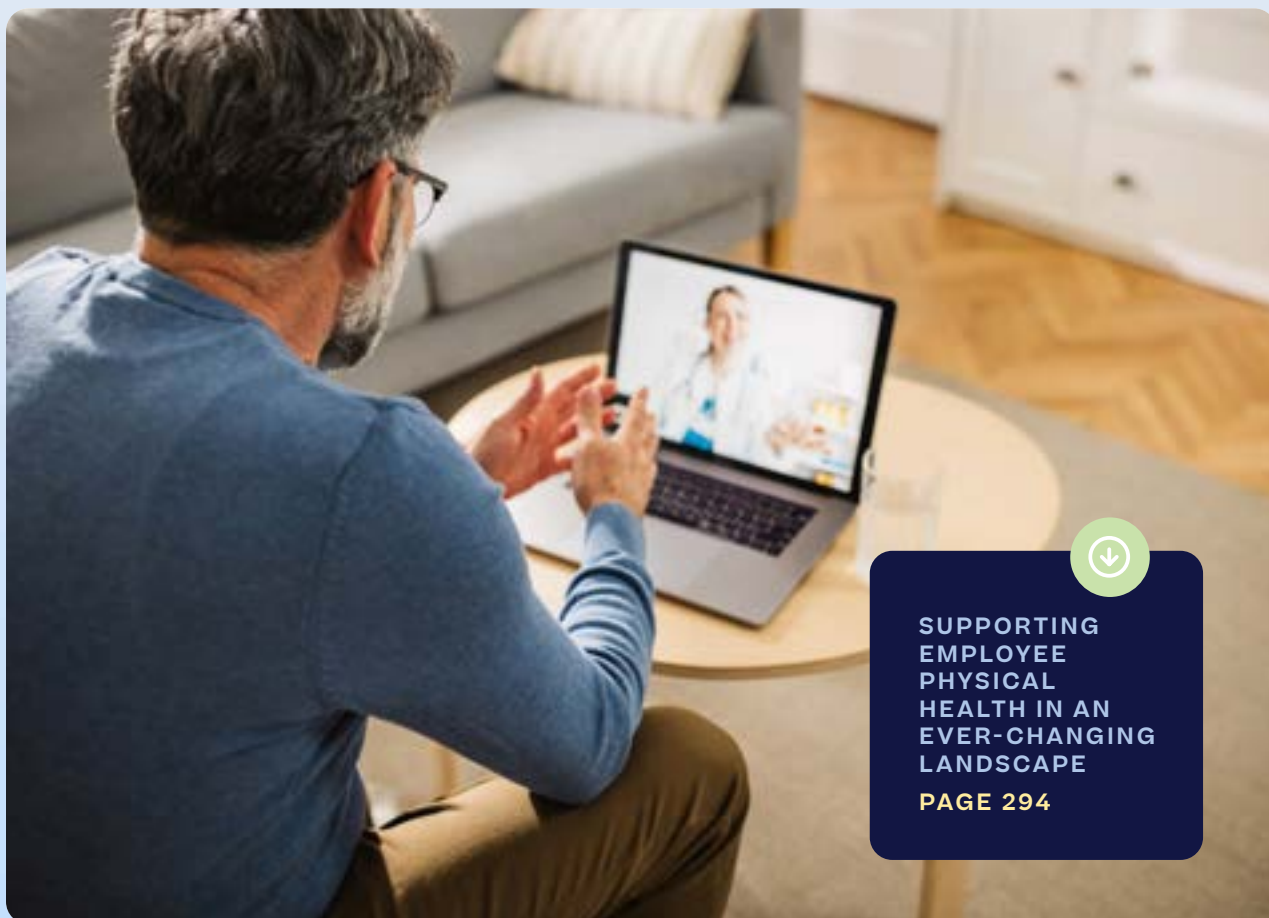
## BUSINESS & HR CHALLENGES

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## BUSINESS & HR CHALLENGES

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**SUPPORTING  
EMPLOYEE  
PHYSICAL  
HEALTH IN AN  
EVER-CHANGING  
LANDSCAPE**  
**PAGE 294**



# Addressing Workplace Substance Use Concerns



## Overview of Our Approach:

Alcohol and drug misuse can impact workplace safety, productivity, and health. Understandably, organizations often put strict policies about substance use in place, in order to maintain workplace safety and to comply with government regulations. Those strict policies are most effective when combined with empathy toward the challenges faced by people who want to quit. Many employees want to get control of the problem, but doing so often seems too hard. Our recommended training approach is to address not only the impacts of substance abuse on the workplace, but also the factors that make it hard for employees to quit and stay in control.

## Curriculum Goals:

- Enforce strict substance use policies while still showing empathy toward employees
- Increase the likelihood that employees will quit on their own, before the need for discipline or termination arises

### Best Practices:

- Whenever substance abuse policies are communicated to employees, include information about training and support services as part of the communication
- Offer training by webinar

### Recommended Curriculum:

- Drinking Responsibly (Page 221)
- The Impact of Substance Abuse on the Family (Page 266)
- Managing Holiday Stress (Page 240)
- Counseling and Therapy, Demystified (Page 218)
- Opioids: Understanding Common Effects and Methods of Consumption (Page 244)
- Marijuana: Understanding Common Effects and Methods of Consumption (Page 242)





## Overview of Our Approach:

Low workplace morale can result in poor work quality, excessive absenteeism and complaints from external and internal customers. We help employees who are suffering from low morale by encouraging them to consider the choices they have about the one thing they alone control while at work: themselves. We help employees see the choices they have about their own accountability, resiliency and engagement.

## Curriculum Goals:

- Maintain employee productivity and engagement
- Build employee satisfaction and retention
- Promote positive interactions among employees and customers

### Best Practices:

- Make training voluntary, not mandatory
- Consider training to deal with specific causes of low morale, such as stress in the workplace, lack of personal engagement or trust, or communication issues

### Recommended Curriculum:

- Laughter, Humor and Play To Reduce Stress & Solve Problems (Page 133)
- Balancing Work and Life (Page 211)
- The Confident You: Taking Charge of Your Life (Page 114)
- How to Be More Engaged at Work (Page 125)
- The Joy of Movement (Page 234)
- The Impact of Attitude on Work and Life (Page 175)
- Supporting Employee Well-Being: What Can You Do as a Manager? (Page 25)
- The Power of Productivity (Page 151)
- Staying Engaged and Advancing Your Career as a Remote Employee (Page 156)
- Languishing, Flourishing and Your Mental Health (Page 235)
- The Impacts of Job Insecurity on Employee Engagement and Well-Being (Page 14)

# Boosting Employee Morale



Life is challenging.  
We can help.



# Building Resilience to Prepare for a Crisis or Emergency



## Overview of Our Approach:

In the immediate aftermath of an unexpected emergency, organizations often scramble to maintain business continuity and also to ensure that employees are safe and supported. To an extent, this is inevitable, since it's impossible to predict the precise timing and scope of events like weather disasters, mass violence, etc. That said, there are skills that employees can develop to help make them more resilient, and therefore aid both individuals and the organization in the recovery from these kinds of events. Our training approach looks at four building blocks of resilience: self-awareness, emotional control, relationship management, and positive thinking.

## Curriculum Goals:

- Enable employees to “bounce back” from a crisis or unexpected setback
- Maintain employee productivity even during highly challenging times
- Support business continuity initiatives

### Best Practices:

- Don't wait. Be proactive rather than reactive when it comes to building the skills employees need for resilience
- Make resilience-building a part of year-round, regularly scheduled training

### Recommended Curriculum:

- Resiliency: Bouncing Back After a Setback (Page 183)
- Stress: A Way of Life or a Fact of Life? (Page 184)
- Expecting the Unexpected: How to Think About Potential Crises (Page 172)
- Preparing for Financial Emergencies (Page 181)
- Being Adaptive in Order to Thrive in Our Ever-Changing World (Page 170)
- Using Kindness to Achieve Personal Success and Happiness (Page 162)
- Overcoming Your Distorted Negative Thinking (Page 149)
- Developing Grit: Strategies for Success in Work and Life (Page 118)
- Coping with a Traumatic Event (Page 171)
- Asking for Help (Page 29)





# Combating Workplace Bullying or Harassment



## Overview of Our Approach:

Bullying and harassment can negatively impact productivity and create compliance concerns. Our recommended training approach is to use ComPsych's personal development programs to address the issues that are often underlying causes, and separately deliver training to reinforce company policies about bullying and harassment. The training about company policies would include reference to the fact that personal development training is available to help people develop skills to help them respond to and/or avoid bullying or harassment. These skills can include conflict management, confidence, emotional control and communication.

## Curriculum Goals:

- Eliminate the negative productivity effects of bullying and harassment from the workplace
- Increase employee morale and reduce concerns about compliance-related violations

### Best Practices:

- Deliver training and communication about company policies before training to address potential underlying causes of bullying and harassment
- Once policy expectations have been made clear, personal development training can be voluntary

### Recommended Curriculum:

- Using Reason to Resolve Conflict (Page 50)
- The Confident You: Taking Charge of Your Life (Page 114)
- Managing Your Emotions in the Workplace (Page 140)
- Initiating Difficult Conversations (Page 41)
- How to Deal With a Difficult Person (Page 40)
- Using Kindness to Achieve Personal Success and Happiness (Page 162)
- Personal & Professional Boundaries (Page 150)
- Creating Psychological Safety in the Workplace (Page 11)
- Building Respectful Relationships (Page 32)
- Civility in the Workplace (Page 33)
- Responding to Behavior that Makes You Uncomfortable (Page 47)







# Dealing Effectively with AI & Emerging Technologies



## Overview of Our Approach:

Rapid advances in technology can spark anxiety about job security and the future of work, as well as the long-term environmental impact of new technologies. We help employees and leaders reframe technology as an opportunity for innovation, creativity, and skill development. These sessions encourage curiosity, adaptability, and confidence in using new tools while addressing fear of change.



## Curriculum Goals:

- Build confidence in adapting to new technologies and workflows
- Encourage continuous learning and growth-oriented mindsets
- Reduce fear and misinformation about AI and automation

### Best Practices:

- Communicate transparently about technological changes and their impact
- Proactively offer upskilling and opportunities to grow digital literacy
- Recognize and reward adaptability and innovation in performance review and supervisory approaches
- Emphasize human strengths such as empathy, ethics and creativity

### Recommended Curriculum:

- The Impacts of Job Insecurity on Employee Engagement and Well-Being (Page 14)
- Creating Psychological Safety in the Workplace (Page 11)
- Managing the Emotions Surrounding Layoff Conversations (Page 19)
- Managing Staff Through Stressful Situations (Page 18)
- Autonomy: Strengthening Your Ability to Work Independently (Page 102)
- Being Accountable in Work and Life (Page 105)
- The Confident You: Taking Charge of Your Life (Page 114)
- Developing Grit: Strategies for Success in Work and Life (Page 118)
- Strengthening Your Ability to Empathize (Page 158)
- Where Are You Going? Goal Setting for Personal & Professional Success (Page 164)
- Being Adaptive in Order to Thrive in Our Ever-Changing World (Page 170)
- Living with Change (Page 177)
- Reinventing Yourself (Page 182)
- Informed or Informed? Healthy Media Consumption and Social Media Usage (Page 233)
- Managing Worry and Anxiety (Page 241)



# Dealing Effectively with Worldwide Uncertainty



## Overview of Our Approach:

Employees carry the weight of global challenges such as tough economic headwinds, emerging technology, political instability, and humanitarian crises with them into the workplace. We help employees recognize what they can control, manage their emotional responses, and remain focused and compassionate in their professional lives. These sessions emphasize resilience, mindfulness, and practical tools for managing stress during uncertain times.



## Curriculum Goals:

- Build employee resiliency, grit, and adaptability amid global and economic instability
- Reduce anxiety and distractions stemming from external events
- Encourage supportive communication and emotional awareness among employees

### Best Practices:

- Acknowledge global issues without taking a political position
- Encourage use of GuidanceResources to access mental health and additional resources
- Promote transparent internal communication during times of uncertainty
- Model empathy and steady, calm leadership

### Recommended Curriculum:

- Creating Psychological Safety in the Workplace (Page 11)
- Let's Talk Politics: How to Have Impassioned Disagreements Without Damaging Relationships (Page 43)
- Counseling & Therapy, Demystified (Page 218)
- Managing Staff Through Stressful Situations (Page 18)
- Supporting Employee Well-Being: What Can You Do as a Manager? (Page 25)
- Difficult Conversations During Times of Unrest (Page 36)
- What to Say When You Don't Know What to Say (Page 51)
- Talking to Kids About Violent Events With Widespread Media Coverage (Page 81)
- Being Adaptive in Order to Thrive in Our Ever-Changing World (Page 170)
- Expecting the Unexpected: How to Think About Potential Crises (Page 172)
- Coping During Uncertain Times (Page 216)
- How World Events Can Impact Veterans' Mental Health (Page 230)
- Informed or Informed? Healthy Media Consumption & Social Media Usage (Page 233)



### Overview of Our Approach:

Poor team dynamics are usually the result of poor communication, especially in conflict situations. This often results in complaints to HR, and it can negatively impact team productivity. Our training approach is to provide team members with communication and conflict resolution skills that enable them to work well together, even when they disagree or have clashes in personality.

### Curriculum Goals:

- Improve employee productivity by reducing the distractions that exist when people can't get along
- Improve employee morale
- Free up HR time to address core business issues instead of getting bogged down in employee infighting

#### Best Practices:

- Combine training with the setting and enforcement of clear expectations regarding employees' behavior toward one another
- Consider making training mandatory

#### Recommended Curriculum:

- Using Reason to Resolve Conflict (Page 50)
- Giving Effective Feedback in Personal or Work Situations (Page 39)
- How to Deal with a Difficult Person (Page 40)
- Managing Your Emotions in the Workplace (Page 140)
- Using Kindness to Achieve Personal Success and Happiness (Page 162)
- The Impact of Attitude on Work and Life (Page 175)
- Creating Psychological Safety in the Workplace (Page 11)
- Becoming a Better Listener (Page 30)
- Building Respectful Relationships (Page 32)
- Rumors & Gossip: Avoiding the Harmful Effects (Page 153)
- From "Me" to "We": Build High-Performing Teams by Strengthening Relationships (Page 12)

# Improving Team Dynamics



Confidential  
24/7 support,  
when and where  
*you need it.*





# Increasing Support for Men's & Women's Health



## Overview of Our Approach:

Physical and mental health directly impact employee productivity, morale, and retention. By supporting both men's and women's unique health needs, organizations demonstrate care for the whole employee. These sessions explore how open communication, flexibility, and access to wellness resources can reduce stigma and improve overall well-being in the workplace.

## Curriculum Goals:

- Increase awareness of health challenges and prevention strategies
- Reduce stigma surrounding health conversations and advocacy in the workplace
- Encourage the use of wellness benefits, screenings, support programs, and EAP offerings

### Best Practices:

- Offer inclusive health education sessions for all employees
- Highlight and normalize the use of preventative care and mental health resources
- Encourage flexible scheduling for medical and mental health appointments and family health needs
- Partner with internal benefits teams to ensure equitable access to care for all employees

### Recommended Curriculum:

- Getting Through the Stages of Pregnancy (Page 64)
- Parental Burnout: How to Overcome Challenges and Thrive Through Parenthood (Page 72)
- Feeling Stuck? Practical Ways to Get Yourself Going Again (Page 173)
- Mental Health Impacts of a Medical Diagnosis (Page 178)
- Balancing Work and Life (Page 211)
- Bedtime Routines for Adults (Page 212)
- Connecting Mind and Body for Healthy Living (Page 215)
- Drinking Responsibly (Page 221)
- Emotional Eating: The Connection Between Mood & Food (Page 223)
- Get Moving: An Introduction to Exercise (Page 224)
- Healthy Food Choices on the Go (Page 226)
- Hobbies for Mental and Physical Health (Page 228)
- The Joy of Movement (Page 234)
- How Physical Pain Can Impact Your Mental Health (Page 229)



# Increasing Understanding About Mental Health



## Overview of Our Approach:

Despite improvements in recent times, stigma regarding mental health still exists and is a barrier to getting people treatment that would help them. As a result, people either miss work, or they come to work in a state of mind that makes it hard for them to be productive. Our approach is to use training as a way to encourage people to talk more openly about mental health and to emphasize the benefits of seeking help.



## Curriculum Goals:

- Encourage employees to seek help for mental health before excessive absenteeism or productivity decline
- Create a supportive workplace environment

### Best Practices:

- Tie training to broader events such as Depression Awareness Month or Suicide Awareness Month
- Deliver mental health training by webinar to encourage attendance from people who might otherwise stay away
- Consider training to deal with specific causes of low morale, such as stress and lack of engagement or trust

### Recommended Curriculum:

- Mental Health Awareness (Page 243)
- Counseling and Therapy, Demystified (Page 218)
- Understanding Depression (Page 252)
- Suicide Awareness (Page 250)
- Connecting Mind and Body for Healthy Living (Page 215)
- Languishing, Flourishing & Your Mental Health (Page 235)
- Mental Health Impacts of a Medical Diagnosis (Page 178)
- Mental Health Impacts of a Natural Disaster (Page 179)
- Moving through Grief & Loss (Page 180)
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- Managing Worry and Anxiety (Page 241)
- Psychological Avoidance and Its Impact on Your Mental Health (Page 245)
- Improving Social Wellness to Boost Mental Health (Page 232)
- How Physical Pain Can Impact Your Mental Health (Page 229)



### Overview of Our Approach:

The most effective performance reviews are a two-way dialogue, with the employee participating actively in the conversation, as opposed to passively taking in the feedback. Creating the kind of environment that fosters this kind of conversation can be challenging. Performance reviews are an important part of employee retention goals, since employees who leave an organization often cite lack of feedback or direction from their manager as a contributing factor. Our training approach is to provide managers with communication tools that foster active participation from both sides during conversations about performance.

### Curriculum Goals:

- Build managers' confidence in their ability to deliver effective performance reviews
- Build employees' ability to accept feedback in constructive ways
- Increase the likelihood that performance conversations lead to improved behavior
- Improve manager-employee relationships, contributing to improved employee retention

#### Best Practices:

- Recognize that training about communication skills is a component of broader communication and policies the organization must put in place to ensure effective performance reviews
- Deliver training close to review time, so that the content is fresh in people's minds

#### Recommended Curriculum:

- Giving Effective Feedback in Personal or Work Situations (Page 39)
- Building Trust (Page 110)
- Where Are You Going? Goal Setting for Personal & Professional Success (Page 164)
- The Impact of Attitude on Work & Life (Page 175)
- Working Through Your Mistakes (Page 165)
- How to Receive Criticism and Make it Work for You (Page 174)
- Addressing Employee Performance Issues in a Supportive Way (Page 9)
- Coaching vs. Directing: A Guide for Leaders (Page 10)
- High-Impact Feedback: On the Spot, On the Floor (Page 13)

# Preparing for Performance Reviews







# Providing Support After Job Loss Announcements



## Overview of Our Approach:

Announcements about job loss have wide-ranging impacts, therefore our recommended training approach addresses a wide range of audiences and needs. We help employees who are losing their jobs cope with the transition, and help them talk to their families about what happened. We help spouses and family members prepare for the stress and financial strain that may come. We help employees who are staying with the company remain engaged.

## Curriculum Goals:

- Demonstrate that the organization has a commitment to support people during this difficult time
- Keep morale high and maintain productivity while employees remain in their jobs
- Minimize the effects of gossip and rumors

### Best Practices:

- Make training voluntary and not mandatory
- Wait at least two weeks after the announcement before offering EAP training to employees
- Make training available to spouses and family members, in addition to employees

### Recommended Curriculum:

- Living With Change (Page 177)
- Stress: A Way of Life or a Fact of Life? (Page 184)
- Talking to Your Child About Tough Issues Affecting the Family (Page 82)
- Managing Your Personal Finances (Page 199)
- Managing the Emotions Surrounding Layoff Conversations (Page 19)
- Coping During Uncertain Times (Page 216)
- Psychological Avoidance and Its Impact on Your Mental Health (Page 245)





# Relieving Workplace Stress



## Overview of Our Approach:

Stress is expensive for employers. One study (Leiter & Maslach) states that job stress is estimated to cost the U.S. economy \$300 billion in sick time, long-term disability, and excessive job turnover impacts. Our recommended training approach can address these issues through a variety of techniques. We can help employees and their family members set achievable goals to eliminate some stressors from their lives. For stressors that are unavoidable, we can help employees and their family members relieve their stress using both immediate responses and long-term approaches. We can even provide techniques to mindfully reduce feelings stress by looking differently at the causes.

## Curriculum Goals:

- Identify and address sources of stress
- Minimize sick days taken and accidents on the job due to stress
- Improve employee satisfaction and retention

### Best Practices:

- Make training voluntary, not mandatory
- Provide limited training choices over a long period
- Make training available to family members in addition to employees
- Consider training to deal with specific causes of stress as applicable
- Encourage use of the Employee Assistance Program confidential counselors

### Recommended Curriculum:

- Stress: A Way of Life or a Fact of Life? (Page 184)
- Mindfulness: Being Present in Work and Life (Page 142)
- Relaxation Micro-Moments and Winding-Down Techniques (Page 246)
- Gratitude: A Skill for Happier Living (Page 123)
- Breathing Techniques to Relieve Stress and Improve Health (Page 213)
- Being Accountable in Work and Life (Page 105)
- Learning to Relax (Page 236)
- Avoiding Burnout: Self-Assessment Methods and Strategies for Self-Care (Page 210)





# Supporting Employee Physical Health in an Ever-Changing Landscape



## Overview of Our Approach:

Physical health is the foundation of well-being and productivity, yet modern work environments can make maintaining it difficult. Organizations are facing an increasingly aging workforce, employees accessing expensive health benefits such as GLP1s, and have less time to focus on their physical wellness under increasing amounts of stress and anxiety about the future. We guide organizations in promoting sustainable wellness practices that adapt to hybrid, in-office, and remote settings. This session focuses on fostering healthy habits, health awareness, and holistic wellness.

## Curriculum Goals:

- Encourage employee participation in physical wellness initiatives
- Reduce absenteeism and health-related productivity loss
- Create a workplace culture that supports long-term healthy living

### Best Practices:

- Promote movement and appropriate ergonomics through workplace design
- Offer wellness challenges or health screenings to encourage participation from employees
- Encourage breaks and healthy boundaries from screen time
- Integrate holistic wellness into leadership modeling and team activities

### Recommended Curriculum:

- Connecting Mind and Body for Healthy Living (Page 215)
- Feeling Stuck? Practical Ways to Get Yourself Going Again (Page 173)
- Mental Health Impacts of a Medical Diagnosis (Page 178)
- Deskercise! Taking Care of Your Body During the Workday (Page 219)
- Developing Willpower and Self-Control to Change Behavior (Page 220)
- Drinking Responsibly (Page 221)
- Eating Healthy on a Budget (Page 222)
- Emotional Eating: The Connection Between Mood and Food (Page 223)
- Get Moving: An Introduction to Exercise (Page 224)
- Healthy Food Choices on the Go (Page 226)
- Healthy Lifestyles: Changing the Way You Think About Diet and Exercise (Page 227)
- Hobbies for Mental and Physical Health (Page 228)
- The Joy of Movement (Page 234)
- How Physical Pain Can Impact Your Mental Health (Page 229)





# Supporting Employee Resource Groups

## Curriculum Goals:

- Strengthen existing ERGs as safe, empowering spaces for connection and development
- Increase ally participation and leadership sponsorship of ERG activities and programs
- Align ERG goals with organizational culture and DEI strategy

### Best Practices:

- Recognize ERG leaders' contributions as part of performance review and compensation planning
- Provide resources, time, and budget for ERG initiatives
- Encourage intersectional collaboration between organizational ERGs
- Ensure leadership participation without overshadowing or silencing employee voices/contributions

### Recommended Curriculum:

- Building Respectful Relationships (Page 32)
- Civility in the Workplace (Page 33)
- Communication Skills for a Global Team (Page 34)
- Initiating Difficult Conversations (Page 41)
- Let's Talk Politics: How to Have Impassioned Disagreements Without Damaging Relationships (Page 43)
- What to Say When You Don't Know What to Say (Page 51)
- Acceptance of Others (Page 100)
- Being A Socially Responsible Person (Page 106)
- Combatting Imposter Syndrome (Page 112)
- Unconscious Bias (Page 161)
- Being Adaptive in Order to Thrive in Our Ever-Changing World (Page 170)
- Resiliency: Bouncing Back After a Setback (Page 183)
- Avoiding Burnout: Self-Assessment Methods and Strategies for Self-Care (Page 210)
- How World Events Can Impact Veterans' Mental Health (Page 230)
- Combat Boots to Business Shoes: Thriving After Service (Page 111)



## Overview of Our Approach:

Employee Resource Groups (ERGs) play a vital role in fostering inclusion and belonging in many organizations. We help organizations maximize the impact of ERGs by aligning them with business objectives while preserving their authentic employee-led purpose. Our approach encourages participation, allyship, and leadership engagement to create sustainable, thriving ERGs across a wide variety of identities and communities.





# Supporting Employees Who are New to the Workforce



## Overview of Our Approach:

Recent graduates and others entering the full-time workforce for the first time will face challenges. For some, taking feedback and direction may be a challenge, while others may struggle with the pace of the work. Dealing with ambiguity is also a challenge, as the assignments and “grading” mechanisms in the workplace are not always as clear-cut as they were in school. Our training approach is to address these issues with a broad set of skills that employees who are new to the workforce find valuable.



## Curriculum Goals:

- Speed up the time it takes new employees to adapt and reduce the turnover that often comes when employees have trouble adapting
- Minimize conflict between newcomers and their supervisors or co-workers

### Best Practices:

- Position training as a perk of the job rather than a punishment or disciplinary mechanism
- Combine webinar delivery with some face-to-face programs that help build camaraderie and connection among new employees

### Recommended Curriculum:

- How to Make a Habit of Success (Page 127)
- Being Accountable in Work and Life (Page 105)
- Time Management Principles (Page 159)
- Building Trust (Page 110)
- Secrets to Self-Motivation (Page 155)
- Where Are You Going? Goal Setting for Personal and Professional Success (Page 164)
- Managing Your Personal Finances (Page 199)
- Moving from School to Career (Page 144)
- The Art of Patience (Page 101)
- Combatting Imposter Syndrome (Page 112)
- Developing Grit: Strategies for Success in Work and Life (Page 118)
- Managing Up for Professional Success (Page 139)
- Rumors & Gossip: Avoiding the Harmful Effects (Page 153)



# Supporting First Responders



## Overview of Our Approach:

The stress that firefighters, law enforcement officers, and other first responders face on a daily basis can be overwhelming, and sometimes traumatic. Coping with trauma and crisis can be very hard, but it's also hard for people in these positions to take care of their physical and emotional health on a day-to-day basis. Our training approach is to address the potential impacts of trauma, while also emphasizing the importance of self-care as a regular part of daily living.

## Curriculum Goals:

- Provide ongoing support to employees who experience trauma as part of their work
- Reduce the personal and professional impact of physical and mental health issues on first responders

### Best Practices:

- Include this training as an essential part of the new hire curriculum for first responders
- Offer training opportunities at various times of the day
- Supplement training with ongoing reminders that confidential one-on-one support is also available

### Recommended Curriculum:

- Coping with a Traumatic Event (Page 171)
- Learning to Relax (Page 236)
- Connecting Mind & Body for Healthy Living (Page 215)
- Counseling and Therapy, Demystified (Page 218)
- Healthy Lifestyles: Changing the Way You Think About Diet and Exercise (Page 227)
- Coping with Compassion Stress (Page 217)
- Mental Health Impacts of Natural Disasters (Page 179)
- Suicide Awareness (Page 250)





# Supporting Veterans in the Workforce



## Overview of Our Approach:

Veterans bring unique strengths such as discipline, leadership, teamwork, and resilience to today's workforce, but also face significant challenges transitioning into civilian roles. We help employees and managers bridge the gap between military and corporate or non-profit cultures by increasing understanding, communication, and mutual respect. Our approach empowers veterans to leverage their skills effectively while helping colleagues and leaders appreciate and integrate their perspectives.



## Curriculum Goals:

- Foster understanding and inclusion for veterans transitioning to civilian roles
- Maximize retention, engagement and contributions of veteran employees
- Equip leaders to provide meaningful, purposeful support and feedback, tailored to veterans' experiences

### Best Practices:

- Provide mentorship programs pairing veterans with supportive leaders or fellow veterans who are embedded in the organization
- Offer training on translating military experience to workplace competencies and expectations
- Promote open communication and flexible onboarding strategies
- Highlight the unique value veterans bring to the organization's mission
- Support the creation and success of a military-connected Employee Resource Group

### Recommended Curriculum:

- Autonomy: Strengthening Your Ability to Work Independently (Page 102)
- Combatting Imposter Syndrome (Page 112)
- Where Are You Going? Goal Setting for Personal and Professional Success (Page 164)
- Being Adaptive in Order to Thrive in Our Ever-Changing World (Page 170)
- Reinventing Yourself (Page 182)
- How World Events Can Impact Veterans' Mental Health (Page 230)
- Mental Health Awareness (Page 243)
- Suicide Awareness (Page 250)
- Transitioning Home: Relationships for Veterans (Page 275)
- Combat Boots to Business Shoes: Thriving After Service (Page 111)



# Supporting Working Parents



Life is challenging.  
We can help.



## Overview of Our Approach:

Working parents juggle demanding schedules, caregiving responsibilities, and making progress towards professional goals. We provide strategies to help them set boundaries, manage stress, and communicate needs effectively. Our approach helps organizations foster empathy and flexibility while maintaining high performance and engagement so all employees can thrive.

## Curriculum Goals:

- Support work-life balance and reduce burnout among working parents
- Promote equitable benefits and flexibility for caregivers
- Strengthen employee engagement and retention through family-supportive policies

### Best Practices:

- Offer flexible scheduling and hybrid or remote work options when possible
- Normalize open dialogue around family responsibilities
- Provide access to parental support groups, caregiving employee resource groups, and EAP resources
- Recognize and celebrate diverse family structures and caregiving roles

### Recommended Curriculum:

- Supporting Employee Well-Being: What Can You Do as a Manager? (Page 25)
- Asking for Help (Page 29)
- Learning to Say “No” (Page 42)
- No Such Thing as a ‘Perfect Parent’ (Page 70)
- Parental Burnout: How to Overcome Challenges & Thrive Through Parenthood (Page 72)
- The Successful Single Parent (Page 80)
- The Sandwich Generation: Balancing Your Personal Life with the Needs of Your Older Parents or Loved Ones (Page 89)
- Personal and Professional Boundaries (Page 150)
- Languishing, Flourishing, and Your Mental Health (Page 235)
- Relaxation Micro-Moments and Winding-Down Techniques (Page 246)
- Communication Skills for Families (Page 261)
- Fair Play: Equitable Household Management Strategies to Strengthen Relationships (Page 264)



# *Customized Programs*



## **Customized Learning Programs & Other Specialized Services**

In addition to the workshops described in the previous pages of this catalogue, ComPsych offers customized learning programs of varying lengths that are tailored to your organization's needs. These include full-day retreats, keynote presentations, teambuilding sessions, and other solutions based on your unique needs. Our Learning Consultants will meet with you to gain an understanding of your objectives, then put together a proposal that includes a recommended program design and a quote for development and facilitation costs.





# *Customized Programs*

## Examples of Customized Learning Programs:

- Full or half-day leadership retreat with an interactive skillbuilding agenda
- Keynote address about mental health and wellbeing for a large company meeting
- Compliance training about substance abuse or workplace harassment, where we partner with your HR team to incorporate your organization's policies and procedures
- Customer service training that incorporates role plays and exercises based on real-life scenarios that your employees face
- Outplacement services to assist employees with resume writing and interview skills
- Certification training, consisting of a multi-part curriculum and testing components, and ending with graduates earning a certificate as a Certified Wellbeing Champion, Certified Change Champion, or Certified Crisis Support Team Member



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