



A **wap** Program

2022 TRAINING CATALOG

Here for you as life happens...

"IF YOU DON'T KNOW, LEARN. IF YOU ALREADY KNOW, APPLY. IF YOU KNOW AND HAVE APPLIED, PRACTICE." ~ ANONYMOUS

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AWP's inventory of trainings is focused on the most beneficial and frequently requested workplace topics:

EAP ORIENTATIONS jumpstart utilization by introducing personnel to their free AWP benefits, and training managers on appropriate measures for referrals.

SUPERVISORY & MANAGEMENT trainings equip leaders with specialized skills to help them guide and advance their work environment.

ORGANIZATIONAL TRAININGS present the crucial and often mandatory topics designed to reduce risk or liability for companies and organizations.

DRUG-FREE WORKPLACE TRAININGS offer comprehensive information, resources, and advice regarding the signs and consequences of alcohol and drug abuse.

PROFESSIONAL DEVELOPMENT trainings reinforce the practical skills that develop and support professionalism, and strengthen the input employees can provide in the workplace.

STRESS AND WORK-LIFE BALANCE trainings bring individual stability into focus, to help employees maintain their personal and professional equilibrium.

PERSONAL WELL-BEING trainings enhance the attributes that mentally and physically fortify individuals, leading to more productive teams and workforces.

Welcome to AWP Training

AWP offers only the most modern and versatile curriculum that challenges participants and respects their intelligence.

Our goal is to create a structured forum for open and professional dialogue, which allows employees to share perspectives and build a more effective work environment.

Our interactive approach to training applies to all stages of the process, empowering you and your team from request to delivery. Training modules are designed with the flexibility to apply to any workplace and accommodate your specific circumstances. The Account Management and Training teams are always available for consultation on training services.

No matter the topic, each AWP training is designed to engage all participants through the use of activities, points of discussion, and group projects.

ADAPTABILITY

AWP's training modules are designed with the flexibility to apply to any workplace and accommodate your specific circumstances. The Account management and Training teams are always available for consultation on training services.

SEMINARS & WORKSHOPS

In addition to standard training seminars, AWP offers a number of training Workshops that comprehensively address more specialized subject matter and content. These courses invest time in sophisticated concepts ranging from team dynamics to federal compliance. In order to maintain the value and maximum benefit of the training, Workshops feature a fixed length of time that may not be reduced.

The stopwatch icon provides the runtime (in hours) of an onsite SEMINAR.



The gear icon provides the runtime (in hours) of an onsite WORKSHOP.



WEBINARS

Maximize your training time with an interactive broadcast that reaches your employees right where they are. Participants log into the training from their individual computers, where they hear a live presentation and engage in activities in a virtual classroom. They can pose questions and comments to their trainer and fellow participants on a message board, and receive answers in real time.

Look for the laptop icon next to the topics that are available in a 1-hour WEBINAR format.



CUSTOMIZATION OPTIONS

AWP appreciates and supports the uniqueness of your organization. In the event that your circumstances require a topic not listed in the catalog, AWP will customize training to address the particular needs of your workplace. This may include editing an existing topic to achieve unique objectives, or creating a new presentation from scratch. Customized training is purchased on a fee-for-service basis for development and presentation time, plus travel expenses.

SCHEDULING

CONTACT Us

AWP's dedicated Training Manager will work with you to arrange the times and topics that best meet your needs.

To request training services, please contact:

training@alliancewp.com • 512.343.9595 • 888.327.4636

REQUEST TRAINING

To streamline the scheduling process, please have some or all of the following information available when requesting:

- Desired training topic(s)
- Preferred time frame
- Address of training site
- Name, phone number and email address of onsite contact person
- Estimated headcount of attendees

Clients are encouraged to provide at least six (6) weeks notice when requesting training. Classes may be scheduled up to one (1) year in advance.

A limit of 30-40 people is recommended for greater interaction. We do ask for a minimum of 5 participants to preserve the quality of the training.

CURRENT AWP CUSTOMERS

Your EAP contract will outline the number of training hours that are included as part of the service package. Contract hours may apply toward any seminars or workshops unless otherwise marked. Additional hours of training are always available for purchase at the rate stated in your contract.




TRAINING TOPICS

EAP ORIENTATIONS

- 8 EAP Orientation For Employees
- 8 EAP Orientation For Supervisors
- 8 The EAP Five Step Formula for HR & Supervisors

SUPERVISORY & MANAGEMENT TRAINING

- 9 Confronting Workplace Bullying & Harassment For Leaders
- 9 Dealing with Difficult Employee Behavior
- 9 Defining Characteristics of Servant Leaders
- 10 Effective Leadership
- 10 First Time Managers
- 10 Giving Feedback For Managers
- 11 Managing A High-Stress Environment
- 11 Managing Generations In The Workplace
- 11 **Managing Re-Entry Anxiety for Supervisors** 
- 12 Managing The Challenge Of Change
- 12 Mental Health Awareness for Supervisors
- 13 Motivating & Engaging Your Employees
- 13 Proactive Planning For Leaders
- 13 Workplace Violence Prevention for Supervisors
- 14 Performance Management I: Goal-Setting
- 14 Performance Management II: Coaching
- 14 Performance Management III: Evaluating Performance
- 15 Performance Management IV: The Conversation

ORGANIZATIONAL TRAINING

- 16 Active Shooter Preparedness
- 17 Ask? Suicide Prevention: Gatekeeper Training
- 17 Confronting Workplace Bullying & Harassment
- 18 Creating A Respectful Workplace
- 18 Cyberbullying Awareness In The Workplace
- 19 Emergency Preparedness
- 19 Finding Your Strengths
- 19 Inclusivity, Collaboration, and Respect
- 20 Mental Health Awareness
- 20 Sexual Harassment & Discrimination
- 21 Suicide Awareness
- 21 Team Effectiveness: Decision-Making
- 22 Team Effectiveness: Trust & Interdependence
- 22 Workplace Violence Prevention
- 23 ALA Freedom From Smoking® 7-Week Program



TRAINING TOPICS

DRUG-FREE WORKPLACE TRAINING

PROFESSIONAL DEVELOPMENT TRAINING

- 24 U.S. DOT Reasonable Suspicion Training For Supervisors
- 24 U.S. DOT Drug & Alcohol Awareness For Safety-Sensitive Employees
- 25 Impaired Performance Identification For Supervisors
- 25 Drug & Alcohol Awareness


- 26 Assertive Communication
- 26 Bringing It: Finding Value In Your Role
- 26 Business Email Etiquette
- 27 Conducting Successful Meetings
- 27 Conquering The Fear Of Failure
- 28 Decision-Making Skills
- 28 Defusing Hostile Customers
- 28 Emotionally Intelligent Teams
- 29 First Class Customer Service
- 29 Fundamentals of Project Management
- 29 Generations In The Workplace
- 30 Keeping Your Cool, Even When Others Don't
- 31 Managing Up
- 31 Overcoming The Fear of Conflict
- 31 Positive Psychology In The Workplace
- 32 Preparing & Delivering Powerful Presentations | Part 1
- 32 Preparing & Delivering Powerful Presentations | Part 2
- 33 Proactive Planning For Employees
- 33 Problem Solving
- 33 Professional Presence
- 34 Receiving Feedback
- 34 Resolving Conflict
- 35 Rolling With The Changes
- 35 Staying Motivated On The Job
- 35 Team Building
- 36 The Art of Resourcefulness
- 37 Time Management
- 37 Workplace Communication





TRAINING TOPICS

STRESS & WORK-LIFE TRAINING

- 38 Compassion Fatigue
- 38 Finding Balance
- 38 Handling Your High-Stress Job
- 39 Laugh Your Way To Less Stress
- 39 Managing Holiday Stress
- 39 **Managing Re-entry Anxiety** 
- 40 Personal & Professional Resilience
- 40 'Round The Clock: Late-Shift Living
- 41 Stand Up To Your Stress
- 41 Workplace Stress Management

PERSONAL WELL-BEING TRAINING

- 42 Choosing Happiness
- 42 **Confronting Self Sabotaging Behaviors** 
- 43 Creating Healthy Habits
- 43 Effective Listening
- 44 Financial Fundamentals
- 44 Grief, Loss, & Renewal
- 44 Healthy Relationships
- 45 Maintaining Good Nutrition During The Holidays
- 45 Managing Screen Addiction in Children
- 46 Meal Planning
- 46 Nutrition 101
- 47 Plan Your Way To Wellness
- 47 Redefining Retirement
- 48 Sandwich Generation
- 48 Staying Fit At Work
- 48 Sweet Dreams: The Importance Of Sleep
- 49 Take Charge Of Your Health Care
- 49 Talking To Your Kids About Internet Safety & Cyber Bullying
- 49 Talking To Your Kids About Money
- 50 The Science of Forgiveness
- 51 Tobacco Cessation: Introduction
- 51 Tobacco Cessation: Planning To Live Tobacco-Free



EAP ORIENTATIONS

Jumpstart utilization by introducing personnel to their free AWP benefits, and training managers on appropriate measures for referrals.

EAP ORIENTATION FOR EMPLOYEES (10 MINUTES OR 30 MINUTES)



EAP ORIENTATION FOR SUPERVISORS



THE EAP FIVE STEP FORMULA (FOR HR & SUPERVISORS)



AWP exists to find solutions for the problems that affect your life. This session introduces employees to the variety of resources to support you at work and at home. Learn how to take advantage of the confidential and comprehensive services that you and your family members can access at any time.

Topics include:

- ◆ What is an EAP?
- ◆ Accessing Your Benefits
- ◆ EAP Benefits Available
- ◆ Navigating Your EAP Website

Being a supervisor can be very rewarding. It can also be very challenging. AWP empowers managers with consultation, tools, and support. This session details the options and solutions available through your EAP. Learn how AWP is ready to help your organization define the situation, provide resources, and support you and your employees.

Topics include:

- ◆ Promoting EAP utilization among employees
- ◆ Monitoring, documenting, and addressing employee behavior and job performance
- ◆ Appropriately referring employees to their EAP

Employee issues arise when stress levels climb. It's not unusual for an employee's personal life to impact their professional life. To maintain a healthy and productive work environment, it's important to make sure unacceptable behavior does not turn into tolerated behavior. Your EAP empowers managers with consultation and support to identify as well as resolve workplace performance issues. AWP's Procedural Referral process has a 90% success rate, working in partnership with HR and supervisors.

Topics include:

- ◆ Types of EAP Referrals
- ◆ How Procedural Referrals work
- ◆ The 5-Step Formula
- ◆ Getting the Most Out of Your EAP Benefit

SUPERVISORS & MANAGEMENT

Trainings to equip leaders with specialized skills that help them guide and advance their work environment.

CONFRONTING WORKPLACE BULLYING & HARASSMENT FOR LEADERS



DEALING WITH DIFFICULT EMPLOYEE BEHAVIOR



DEFINING CHARACTERISTICS OF SERVANT LEADERS



Your employees have the right to a safe, non-threatening work environment. Their productivity and morale can be seriously affected not only by instances of workplace bullying and harassment, but also by their leaders' response to these problems. This course presents strategies for supervisors to recognize the signs of toxic and/or illegal behavior among employees, and take action to restore a healthy work culture.

Objectives include:

- ◆ Identifying Bullying and harassment on your team
- ◆ Encouraging a bully-proof workplace
- ◆ The profile of the aggressor
- ◆ Obligations of supervisors and the reporting process

Today's workplaces strive to employ a diverse population of people, and with them come diverse personalities. As a leader, it is your responsibility to promote a balanced and productive environment, despite differences in behavior and attitude among employees.

Topics include:

- ◆ Roles and expectations of supervisors
- ◆ Causes and effects of difficult behaviors
- ◆ Taking action professionally
- ◆ Effectively communicating the issues

The phrase "Servant Leadership" was first coined by Robert K. Greenleaf in an essay published in 1970 titled *The Servant as Leader*. In this workshop, we will seek to explore the concepts behind this timeless theory on leadership.

Topics include:

- ◆ Servant leadership defined
- ◆ Ten characteristics of servant leaders
- ◆ Servant Leadership in action

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EFFECTIVE LEADERSHIP



Over the last couple of decades, the concepts of leadership and management have begun to intertwine. Coaching and mentoring have replaced the commanding and aggressive styles of management that are simply no longer effective in the workplace. Today's workforce has expectations for leadership as well as for the organization that employs them.

Topics include:

- ◆ The nature of leadership
- ◆ Establish a firm direction
- ◆ Building relationships
- ◆ Common mistakes to avoid

FIRST TIME MANAGERS



Great managers are not born; they are grown. Learning how to be successful as a manager begins early on. In this training, we'll establish a foundation to build the managers we need today.

Topics include:

- ◆ Why great managers matter
- ◆ Setting and maintaining expectations
- ◆ Applying leadership basics

GIVING FEEDBACK FOR MANAGERS



When providing critical feedback, the manner in which it is delivered will affect the entire process. The most positive results come from thoughtful and well-delivered criticism that focuses on performance or behavior that needs to improve.

Topics include:

- ◆ Why feedback is essential
- ◆ How to give effective feedback
- ◆ Increase awareness of emotional impact
- ◆ Enhance your ability to utilize feedback effectively

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MANAGING A HIGH STRESS ENVIRONMENT



You don't just work in an intense, stressful, high-risk job – you're supervising one. Part of your role is to successfully lead your staff through each crisis as it comes. But another, not often mentioned role, is to adequately prepare your staff to regularly handle an influx of challenges. Without preparation, some could fall into depression, burnout, substance abuse, or a host of other problems, leaving a team that is ill-equipped to bounce back after each challenge.

Topics include:

- ◆ How stress affects our bodies and minds
- ◆ Methods to capitalize on using our "down time" as "recovery time"
- ◆ Learning about "cue sensitivity" and how we can always be in touch with our staff's resiliency

MANAGING GENERATIONS IN THE WORKPLACE



For the first time in history, we have four generations working side-by-side in the job market. Each brings its own set of skills, goals, and attributes into the workplace. Effectively supervising a group of mixed generations requires a respect and understanding of each.

Topics include:

- ◆ Define generational diversity
- ◆ Key aspects of the four major generations
- ◆ Effectively communicating with different generations in the workplace
- ◆ Building productive intergenerational teams

MANAGING RE-ENTRY ANXIETY FOR SUPERVISORS



Being a supervisor during uncertain times can be challenging. As leaders we need to support our employees by identifying strategies to help them cope with their anxiety and fears. By using these helpful tips, our employees can better adapt and transition back into the office.

Topics include:

- ◆ Define 're-entry anxiety' and symptoms
- ◆ Best practices to prepare employees for transition
- ◆ Stress-reducing strategies
- ◆ Developing an action plan and next steps

SUPERVISORS & MANAGEMENT

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MANAGING THE CHALLENGE OF CHANGE



Whether changes happen gradually or abruptly, the people in your organization will always need some time to adapt. Planning for and supporting your employees' responses is critical to a successful and timely transition to the new reality. Topics include:

- ◆ Communicating transparency during change
- ◆ Transition management planning
- ◆ Helping employees embrace change

MENTAL HEALTH AWARENESS FOR SUPERVISORS



Mental Health is a topic of great importance that impacts nearly every area of everyday life. Given that people typically spend 8 to 10 hours a day at work, mental health awareness in the workplace is a primary concern. Impacts can be far reaching, not only for the individual but also for other staff and the supervisory team. However, most workplaces do not have the skill or training to treat mental illness directly. General Awareness of issues, signs and symptoms of problems and a plan of how to respond are skills that greatly benefit the workplace and their employees.

Topics Include:

- ◆ Creating awareness about mental health
- ◆ Signs and symptoms of declining mental health
- ◆ Responding to a mental health emergency in the workplace



SUPERVISORS & MANAGEMENT

Trainings to equip leaders with specialized skills that help them guide and advance their work environment.

MOTIVATING & ENGAGING YOUR EMPLOYEES



Successful supervisors develop an awareness of what motivates each individual on their team. Are your employees inspired by the mission or running on their own inherent strength? Is there anything you can do to encourage greater engagement? By regularly checking in with the members of your team, you can read their level of commitment to their goals, and learn which small changes might impact their productivity in a big way. Topics include:

- ◆ Assessing staff engagement
- ◆ Signs and risks of de-motivation
- ◆ Helping your staff tap into their intrinsic motivation
- ◆ Tips for increasing employee buy-in

PROACTIVE PLANNING FOR LEADERS



Our leaders are called on to be decisive, focused planners with one eye on today and the other on tomorrow. When we feel unprepared or out of balance, leading can feel more like just putting out one fire after another – never getting ahead of the issue, always running to catch up. Come learn how to put the fire hose down and really be proactive about your leadership. Topics include:

- ◆ What top time-masters are doing differently
- ◆ Solving problems and gaining trust
- ◆ Strategies for planning to fulfill your organization's mission
- ◆ Planning for the next generation of leaders in your workplace

WORKPLACE VIOLENCE PREVENTION FOR SUPERVISORS



Workplace violence is often thought of in terms of serious acts of aggression. Looking closely we see there are other more common forms of violence that include intimidation, verbal abuse, bullying, hitting and shoving, and sexual assault. Supervisors must be prepared to deal with hostile behavior in their work environment, and establish an appropriate response procedure. Topics include:

- ◆ The obligations of a supervisor
- ◆ Talking to employees about sensitive issues
- ◆ Warning signs of aggressive or violent behavior
- ◆ Documenting and reporting incidents

PERFORMANCE MANAGEMENT WORKSHOP SERIES

Employee evaluations are a manager's primary opportunity to reinforce goals and drive positive changes in the workforce. Explore how to make the most of your organization's performance management process by effectively communicating, guiding, and appraising the results you expect of your employees. Each workshop is tailored to the circumstances of your workplace, and packed with state-of-the-art research, resources, strategies, and exercises.

Schedule the full series of all four sessions, or schedule a session individually as needed.

PERFORMANCE MANAGEMENT I GOAL SETTING



Setting specific, difficult goals consistently leads to higher performance than just urging people to do their best. Learn how to successfully create objectives that align with your team's strengths and propel your employees and your organization forward.

- ◆ Selecting high-impact goals
- ◆ Competencies and behaviors
- ◆ Factoring in key job responsibilities
- ◆ Mistakes to avoid

PERFORMANCE MANAGEMENT II COACHING



Informal feedback allows managers to guide, support, and/or redirect employees toward their priorities. By keeping employees aware of their level of performance, regular coaching sessions help lessen confusion and anxiety, and encourage continuous improvement.

- ◆ What coaching is and what it is not
- ◆ The right timing and the right reasons
- ◆ Causes for mandatory coaching
- ◆ Demonstrating support through active listening and guidance

PERFORMANCE MANAGEMENT III EVALUATING PERFORMANCE



The process of evaluating employee performance demands your feelings and judgments as much as your objectivity and fairness. This workshop addresses how to ascribe ratings that truly fit the employee's results as well as your observations of how they were achieved.

- ◆ Tips for tracking performance
- ◆ Clearly defining your expectations
- ◆ Utilizing your objectivity and your opinions
- ◆ Common rating errors

SUPERVISORS & MANAGEMENT

Trainings to equip leaders with specialized skills that help them guide and advance their work environment.

PERFORMANCE MANAGEMENT WORKSHOP SERIES

PERFORMANCE MANAGEMENT IV THE CONVERSATION



Very few people enjoy having their performance analyzed, documented, and discussed. But a well-organized performance appraisal meeting can provide employees with a valuable understanding of where they stand and what comes next for them. Learn how to plan and carry out an effective conversation with any type of performer.

- ◆ Preparing yourself and the employee
- ◆ Strategies for giving impactful feedback
- ◆ Handling surprises and negative reactions



ORGANIZATIONAL TRAINING

Presents the crucial and often mandatory topics that unite employees by their common responsibilities, and reduce risk or liability for the organization.

ACTIVE SHOOTER PREPAREDNESS



An active shooter situation is both unpredictable and rapidly evolving. This FEMA and Department of Homeland Security formulated training is based on the idea that all employees can help prevent and prepare for potential active shooter situations. The course will discuss the mental and physical preparation needed to handle an active shooter situation, as well manners to respond in if there is an active shooter in the vicinity.

Topics include:

- ◆ How to prepare and respond to an active shooter situation
- ◆ Recognizing signs of potential workplace violence
- ◆ How to assist the responding law enforcement
- ◆ Follow up to the aftermath and answering questions

Please note that organizations will be responsible for providing copies of any existing escape plan or fire evacuation plan to the participants of this Seminar. HR or other appointed security representative will be given 15 minutes to discuss the company approved specific exit plan or strategy. Please consult with law enforcement/fire department prior to scheduling this training if no escape plan or fire evacuation plan is in place.



ORGANIZATIONAL TRAINING

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ASK? SUICIDE PREVENTION: GATEKEEPER TRAINING



This training is designed to help key persons or “Gatekeepers” identify and refer individuals who may be at risk for suicide. The purpose is to teach people how to respond to suicidal behavior, expressions of suicidal intent, or other crises that someone they know might be experiencing.

The *ASK?* Gatekeeper model is a commonly implemented strategy to ensure that community members know how to respond to someone in crisis or someone who is thinking about suicide. Individuals are trained to Ask if someone is thinking about suicide, to Seek more information, and to Know where and how to refer. This training also emphasizes listening, being supportive, and transferring care of persons who are considering suicide to an appropriate professional.

Participants will learn and understand:

- ◆ that suicide can be prevented.
- ◆ basic information about suicide and where to find more resources.
- ◆ the Gatekeeper’s role in the suicide prevention process.
- ◆ suicide intervention skills.

The primary purpose of the training is to assist Gatekeepers in identification and referral for those who may be at risk for suicide. Neither AWP nor its parent company WAP makes any assertion or guarantee as to the safety of potentially suicidal persons, and is not liable for any serious actions undertaken by those persons.

CONFRONTING WORKPLACE BULLYING & HARASSMENT



We each have a responsibility to create a work culture where employees can feel safe and confident doing their jobs. When we allow hostile behavior into our workplace, this culture could soon be in jeopardy. This training addresses not only the legal aspects of harassment and civil rights violations, but also the intimidating and fear-based behavior exhibited by workplace bullies.

Topics include:

- ◆ Identifying bullying and harassment on your team
- ◆ Stress responses to bullying and harassment
- ◆ Profile of the aggressor
- ◆ Roles of the bystander
- ◆ Strategies to stop and properly report bullying and harassment

ORGANIZATIONAL TRAINING

Presents the crucial and often mandatory topics that unite employees by their common responsibilities, and reduce risk or liability for the organization.

CREATING A RESPECTFUL WORKPLACE



The world's most productive work environments are ones where employees feel included and respected. Mutual respect and interdependence empower employees to communicate ideas and share responsibility for the organization's objectives.

Topics include:

- ◆ The shared benefits of a respectful environment
- ◆ Assessing the value of individual contributions
- ◆ The role of effective workplace communication
- ◆ Strategies to stop and properly report disrespect

CYBER BULLYING AWARENESS IN THE WORKPLACE



As a community, we all have a responsibility to say "no" to any form of rationalizing the abusive conduct of others in the workplace. This training fosters awareness of cyberbullying and harassment. It addresses the legal definition of cyberbullying, signs and indicators, and the implications for employers as well as the workplace.

Topics include:

- ◆ Identifying cyber-abuse & harassment
- ◆ Signs and indicators of abusive conducts
- ◆ Implications for employers and employees
- ◆ Prevention and reporting processes



ORGANIZATIONAL TRAINING

Presents the crucial and often mandatory topics that unite employees by their common responsibilities, and reduce risk or liability for the organization.

EMERGENCY PREPAREDNESS



FINDING YOUR STRENGTHS



INCLUSIVITY, COLLABORATION, AND RESPECT IN THE WORKPLACE



Workplace emergencies may not happen frequently, but being caught unprepared for one can lead to confusion and increased risk. Readiness is vital to minimizing injuries, loss of life, and damage to the facility. This training prepares all employees to know their role and proceed safely in a variety of possible emergency situations. Participants will be able to:

- ◆ Identify common workplace hazards and emergencies
- ◆ Report and respond to emergencies promptly
- ◆ Carry out emergency responsibilities
- ◆ Evacuate quickly and safely

Employees are far more likely to be engaged when they have the opportunity to focus on what they do best everyday. In this workshop, participants can expect personalized, strengths-based development planning using Tom Rath's game-changing *StrengthsFinders* assessment. The findings of your individual assessments will shape an insightful group discussion of how to interpret the results and put them into action.

- ◆ Discovering your top 5 talents
- ◆ Weaving your strengths into an action plan
- ◆ Taking advantage of your resources

Please note that organizations will be responsible for providing copies of *StrengthsFinder 2.0* (Gallup Press, 2007) to participants of this workshop.

*** A limit of 35 participants per session is required for this training.**

The values of our current workforce have a tremendous impact on the social norms exhibited in employee behaviors. The objective of this course is to understand and model workforce behavioral traits that cultivate mutual respect, collaboration, and a more conscious approach in terms of embracing diversity.

Topics include:

- Embracing inclusivity, respect, and diversity
- Collaborating with others constructively in the workplace
- Responsibilities of the bystander

ORGANIZATIONAL TRAINING

Presents the crucial and often mandatory topics that unite employees by their common responsibilities, and reduce risk or liability for the organization.

MENTAL HEALTH AWARENESS



According to a survey conducted by the CDC in 2016, nearly 1 in 5 adults age 18 or older reported any mental illness. Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act even in the workplace. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood.

Topics include:

- ◆ Creating awareness about mental health concerns in the workplace
- ◆ Overcoming and preventing stigma of mental health services
- ◆ Signs and symptoms of mental health disorders
- ◆ Utilizing your EAP services

SEXUAL HARASSMENT & DISCRIMINATION



Every organization has a duty under the law to provide a workplace free of harassment and unwelcome sexual advances. While we may be quick to say sexual harassment does not occur in our own workplace, a closer look may reveal if our professional standards indeed allow everyone to feel comfortable to come to work.

Topics include:

- ◆ What constitutes harassment?
- ◆ Identifying and acknowledging misconduct
- ◆ Documenting instances of discrimination and harassment
- ◆ Handling complaints professionally

ORGANIZATIONAL TRAINING

Presents the crucial and often mandatory topics that unite employees by their common responsibilities, and reduce risk or liability for the organization.

SUICIDE AWARENESS



This training is designed to teach community members how to respond to suicidal behavior, expressions of suicidal intent, or other crises that someone they know might be experiencing. The session also emphasizes listening, being supportive, and transferring care of persons who are considering suicide to an appropriate professional. Participants will learn:

How to talk about suicide
Facts about suicide
Risk & protective factors

Warning Signs
How to ask about suicide
How to refer

The primary purpose of the training is to provide information regarding identification and referral for those who may be at risk for suicide. Neither AWP nor its parent company WAP makes any assertion or guarantee as to the safety of potentially suicidal persons, and is not liable for any serious actions undertaken by those persons.

TEAM EFFECTIVENESS: DECISION MAKING



Skills of compromise and collaboration are essential to workplace problem-solving and conflict resolution. Prevent ambiguity, and redirect teams toward the positive results that come from making direct decisions. This workshop is designed to assist an established work group strengthen their team dynamic.

- ◆ Your personal commitment to goals and goal setting
- ◆ Respectful strategizing
- ◆ Characteristics of a strong team
- ◆ Possible barriers to communication

ORGANIZATIONAL TRAINING

Presents the crucial and often mandatory topics that unite employees by their common responsibilities, and reduce risk or liability for the organization.

TEAM EFFECTIVENESS: TRUST & INTERDEPENDENCE



When trust is high, communication can be relaxed and consistent. Work together to re-establish your team's sense of commitment and accountability. This workshop is designed to assist an established work group strengthen their team dynamic.

- ◆ Evaluating individual strength
- ◆ Fulfilling expectations and commitments
- ◆ Characteristics of a strong team
- ◆ Possible barriers to communication

WORKPLACE VIOLENCE PREVENTION



This seminar brings attention to violence that can occur on the job, among coworkers and customers. It provides useful and timely tips for recognizing and reacting to violence at work, including the less identifiable forms of violence such as bullying and intimidation.

- ◆ Anger and its triggers
- ◆ Warning signs of aggressive or violent behavior
- ◆ Tips for self-protection and response



ORGANIZATIONAL TRAINING

Presents the crucial and often mandatory topics that unite employees by their common responsibilities, and reduce risk or liability for the organization.

A.L.A. FREEDOM FROM SMOKING® 7-WEEK | 8-SESSION SMOKING CESSATION PROGRAM

Alliance Work Partners has teamed with the American Lung Association to provide *Freedom From Smoking*®, a comprehensive, cognitive, and behavior-oriented program that utilizes group interaction and support, and is facilitated by a certified *Freedom From Smoking*® Clinic Facilitator.

The program format consists of eight 90-minute sessions held over a seven-week period. Sessions 1 through 4 are held at weekly intervals. Participants quit smoking completely at Session 4. To offer support early in the quit process, Session 5 is held just 2 days later, and Session 6 is held five days after that. In effect, two sessions are held within one week. A week later, Session 7 is held.

Session 1: Thinking About Quitting

Session 2: On the Road to Freedom

Session 3: Wanting to Quit

Session 4: Quit Day

Session 5: Winning Strategies

Session 6: The New You

Session 7: Staying O

Session 8: Celebration

Freedom From Smoking Online®, an additional intervention resource provided by the American Lung Association, has been redesigned and now offers 24-hour access to intervention sessions and message boards at www.ffsonline.org.

To implement this program, a minimum of 4 weeks' notice is required. All participant materials are included in the cost of the program.

Program Cost: \$1500.00

Materials: Workbook & Relaxation CD

Participants: Minimum 8 / Maximum 12

DRUG-FREE WORKPLACE TRAINING

Comprehensive information and resources regarding the signs and consequences of alcohol and drug use in the workplace.

The following courses apply up-to-date federal regulations from the U.S. Department of Transportation (DOT) to train safety-sensitive employees and supervisors required to comply with U.S. DOT regulation 49 CFR. Involvement of the Designated Employee Representative (DER) or an HR representative is requested before and during the training to provide agency-specific drug and alcohol policy.

U.S. DOT REASONABLE SUSPICION TRAINING FOR SUPERVISORS



This course is designed to meet and exceed the educational requirements for supervisors of DOT-covered, safety-sensitive employees. Supervisors are equipped to recognize indicators of impairment, and make appropriate referrals for testing.

Topics will include:

- ◆ Facts about drugs/alcohol and indicators of use
- ◆ How to make an appropriate DOT reasonable suspicion referral
- ◆ DOT regulations regarding safety-sensitive employees (documentation, referral for testing, privacy, testing procedures, post-accident testing, and DOT testing forms)
- ◆ An opportunity for your organization's DER to review policy as it relates to safety-sensitive employees

Please contact AWP to discuss your organization's compliance with one of these or other DOT regulatory agencies:

Federal Transit Administration (FTA)
Federal Motor Carrier Safety Administration (FMCSA)
Pipeline and Hazardous Materials Safety Administration (PHMSA)
Federal Aviation Administration (FAA)

This workshop will be modified to comply with the federal regulations applicable to your organization.

U.S. DOT DRUG & ALCOHOL AWARENESS FOR SAFETY-SENSITIVE EMPLOYEES



DOT compliance starts with safety-sensitive employees knowing the laws that apply to them. This training exceeds the baseline federal requirements and expands to confront frequent misconceptions and knowledge gaps of DOT-covered employees.

Topics will include:

- ◆ The effects and consequences of prohibited substance use
- ◆ The rights and responsibilities of safety-sensitive employees
- ◆ DOT-regulated testing procedures
- ◆ Disciplinary action, rehabilitation, and EAP confidentiality
- ◆ An opportunity for your organization's HR Representative to review policy as it relates to safety-sensitive employees

DRUG-FREE WORKPLACE TRAINING

Comprehensive information and resources regarding the signs and consequences of alcohol and drug use in the workplace.

The below courses apply up-to-date research and your internal policies to educate the members of your organization on the effects of drug and alcohol use.

IMPAIRED PERFORMANCE IDENTIFICATION FOR SUPERVISORS



Protect your organization, customers, and employees from the dangers of workplace substance use. This workshop educates supervisors about the impact of drug and alcohol use while empowering them to intervene if they suspect substance misuse in the workplace. The course is recommended for those who do not supervise DOT-regulated employees, but who may be called upon to witness or document a substance-related incident. Formerly known as Reasonable Suspicion (non-DOT) for Supervisors.

Topics include:

- ◆ Identifying the signs and symptoms of substance use
- ◆ Making an appropriate testing referral in compliance with company policy
- ◆ Making an appropriate procedural referral
- ◆ Applicable consequences of company policy violations

DRUG & ALCOHOL AWARENESS

formerly known as
SUBSTANCE ABUSE AWARENESS



Educate and protect your organization, by providing employees and/or supervisors with valuable information on the biological and professional consequences of drug/alcohol misuse in the workplace.

Topics include:

- ◆ Identifying the signs and symptoms of alcohol abuse and specific drug use
- ◆ The progression of addiction
- ◆ Problems associated with substances in the workplace and society
- ◆

PROFESSIONAL DEVELOPMENT

Reinforce the practical skills that support employee productivity and encourage more effective workplace interactions.

ASSERTIVE COMMUNICATION



Assertiveness is based on the idea that you are the best advocate for your own thoughts and desires. However, assertive and aggressive expression are commonly confused. This training clearly defines the difference and emphasizes that assertiveness is the only acceptable form of communication in the workplace.

Topics include:

- ◆ Differentiating between the four styles of communication
- ◆ The significance of body language
- ◆ Responding to criticism without defensiveness
- ◆ Exercises to build understanding of this communication style

BRINGING IT: FINDING VALUE IN YOUR ROLE



This introspective training reinforces employees' individual attitudes about their contribution to a team. It poses an essential question: What brings importance to the work I do: the job title or my own integrity?

Topics include:

- ◆ Identifying your contribution to the whole
- ◆ Assessing your personal values and beliefs
- ◆ Infusing significance into any role we perform

BUSINESS EMAIL ETIQUETTE



How many emoticons and exclamation points can you put in a business email and still be considered professional? Isn't the bcc: line sneaky? Is my email going to answer the question or only fuel the re? In this training, you can expect a candid conversation about how our electronic presence is another extension of our professional presence. It requires thoughtful consideration regarding audience, tone, and content.

Topics include:

- ◆ Email culture and your electronic presence
- ◆ Useful guidelines for written communication
- ◆ Constructing a message that communicate ideas succinctly

PROFESSIONAL DEVELOPMENT

Reinforce the practical skills that support employee productivity and encourage more effective workplace interactions.

CONDUCTING SUCCESSFUL MEETINGS



CONQUERING THE FEAR OF FAILURE



We all carry the battle scars of past meetings that were unproductive, arrived at no solutions, and catered only to the most dominating voices in the room. But a well-planned meeting, involving the right people and the right purpose, can drive your team toward new achievements and can even be enjoyable. Make the most of everyone's time by designing a meeting that solicits engagement, action, and personal accountability from each participant.

Objectives include:

- ◆ Setting up a time, place, and agenda
- ◆ Running the meeting
- ◆ Following through on what was discussed
- ◆ Handling difficult meeting members

At one point in time or another, we have all experienced the fear of failing. Failure can be paralyzing. It can cause us to take inaction and prevent use from moving forward. In this training we will examine what are the underlying causes of the fear of failure and strategies for overcoming it to enjoy true success in work, and life.

Topics include:

- ◆ The fear of success is masquerading as the fear of failure.
- ◆ Overcoming fear, self-doubt and self-sabotaging behaviors.
- ◆ Strategies to conquer fear
- ◆ Reframing failure by shifting our goals



PROFESSIONAL DEVELOPMENT

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DECISION-MAKING SKILLS



Whether individually or as a group, we can find ourselves faced with making a call that will affect our jobs, our colleagues, and even our organization. Ensure that you are prepared to make sound choices

Objectives include:

- ◆ Establishing a positive decision-making environment
- ◆ Covering all contingencies
- ◆ Previewing the impact to avoid costly errors later
- ◆ Using a collaborative approach

DEFUSING HOSTILE CUSTOMERS



If you provide service to others, you may often find yourself interacting with customers who are frustrated past the point of politely asking for help. It is important to know that your reaction and level of professionalism will dictate the outcome of this type of situation in most if not all cases.

Topics include:

- ◆ Listening with empathy
- ◆ Identifying the problem behind the anger
- ◆ Knowing your triggers
- ◆ Remaining professional and helpful under any circumstance

EMOTIONALLY INTELLIGENT TEAMS



Work functions aside, your personality is its own contribution to the workplace. You are responsible for recognizing the impact of your behavior, and adapting your actions to encourage cohesion within your work group. This training advises participants on how to integrate awareness, empathy, and tact into their professional communications.

Topics include:

- ◆ Defining concepts of Emotional Intelligence (E.I.)
- ◆ How we can evaluate and shape our own E.I.
- ◆ How strong E.I. can improve your understanding of others and strengthen your personal and professional relationships

PROFESSIONAL DEVELOPMENT

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FIRST CLASS CUSTOMER SERVICE



Respectability and reputation are critical to an organization's success. This training encourages employees to take ownership of their team's image and their customers' needs, by reaching out to build valuable relationships with their customers.

Topics include:

- ◆ Empathizing with customers
- ◆ Service that exceeds expectations
- ◆ Maintaining your professional edge even in times of stress

FUNDAMENTALS OF PROJECT MANAGEMENT



Your professional challenges will evolve with your career. As the stakes rise, you'll need to be able to organize an all-hands-on-deck atmosphere that connects people, time, and resources to meet goals. As an introduction to project management, learn to take advantage of collaborating with your coworkers and honing your leadership skills.

Objectives include:

- ◆ Developing realistic timelines
- ◆ Engagement and cooperation
- ◆ Keeping projects on track through communication
- ◆ Addressing changes to the project

GENERATIONS IN THE WORKPLACE



Today's workplaces benefit from the perspectives and resources of four distinct generations. Exploring these distinctions can foster respect and cohesion within a multigenerational workgroup.

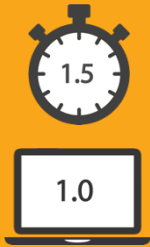
Topics include:

- ◆ Define generational diversity
- ◆ Addressing beliefs about other generations
- ◆ Understanding what makes each generation unique and valuable in the workplace
- ◆ Possible barriers to communication
- ◆ Tapping into the strengths of each generation

PROFESSIONAL DEVELOPMENT

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KEEPING YOUR COOL, EVEN WHEN OTHERS DON'T



Feeling inwardly calm and being able to project an air of composure is the goal of keeping your cool. Being able to do this while feeling pressured or attacked by someone else is the trick.

Objectives include:

- ◆ Managing our own anger, not others'
- ◆ Harnessing our impulse to react
- ◆ Tips for deescalating tense situations



PROFESSIONAL DEVELOPMENT

Reinforce the practical skills that support employee productivity and encourage more effective workplace interactions.

MANAGING UP



Knowing and adapting to your boss's style of communication and decision-making will help you build a mutually beneficial relationship. When you create opportunities for two-way conversation, expectations can be managed and your influence can grow. This course presents ideas and strategies you can use to earn the trust and support that advances your work, projects, and ultimately your career.

Topics include:

- ◆ Anticipating your manager's expectations
- ◆ Making yourself indispensable
- ◆ Getting your ideas heard

OVERCOMING FEAR OF CONFLICT



Most of us have some resistance to conflict. Instead of addressing issues directly, we try to be "nice" and end up spending an inordinate amount of time talking to ourselves or others — complaining, feeling frustrated, ruminating on something that already happened, or anticipating something that might happen. Topics include:

- ◆ What keeps us from engaging others in a candid and transparent way
- ◆ What we stand to gain from healthy conflict / assertive communication
- ◆ Assertive communication / listening

POSITIVE PSYCHOLOGY IN THE WORKPLACE



A healthy work environment is more than avoiding the negative. Using concepts based on the science of Positive Psychology, you will improve morale, creativity and productivity in your workgroup. Topics include:

- ◆ Brief overview of Positive Psychology
- ◆ Key concepts that apply to the workplace
- ◆ Building your strengths and learning optimism

PROFESSIONAL DEVELOPMENT

Reinforce the practical skills that support employee productivity and encourage more effective workplace interactions.

PREPARING & DELIVERING POWERFUL PRESENTATIONS | PART 1



The best presentations are always more than the sum of their bullet points. No matter your medium, there are ways to compel your audience to take your message with them. This training offers a modern, dynamic approach to getting out from behind the cue cards and engaging your audience. **Topics include:**

- ◆ Planning out your strategy and content
- ◆ Breaking out of the box to give the audience a show
- ◆ Preparing effective visual aids
- ◆ Refining and rehearsing to maximum effect

PREPARING & DELIVERING POWERFUL PRESENTATIONS | PART 2



The best presentations are always more than the sum of their bullet points. No matter your medium, there are ways to compel your audience to take your message with them. This training offers a modern, dynamic approach to getting out from behind the cue cards and engaging your audience. **Topics include:**

- ◆ Thinking like a designer
- ◆ Understanding visual hierarchy
- ◆ Using color, text, and contrast to create emphasis
- ◆ Demonstrating effective visual communication



PROFESSIONAL DEVELOPMENT

Reinforce the practical skills that support employee productivity and encourage more effective workplace interactions.

PROACTIVE PLANNING FOR EMPLOYEES



We start off hopeful about all the things we want to achieve in our life and career. But if we aren't using our time wisely, we can find ourselves stuck handling situations as they arise, no closer to our goals than we were years ago. It takes strategy and a sense of self-organization to keep our personal and professional lives balanced and facing forward. This workshop motivates participants to create their own strategies and make the future different. **Topics include:**

- ◆ How we are really spending our time
- ◆ What top time-masters do differently
- ◆ Achieving a healthier work-life balance
- ◆ Hands-on planning for your career and personal life

PROBLEM SOLVING



Having a ready formula for tackling all types of issues can help you and your team avoid frustration and stagnation. Learn the steps you can practice to be prepared for any challenge.

Objectives include:

- ◆ Analyzing the problem
- ◆ Getting creative while planning
- ◆ Taking action, then reviewing

PROFESSIONAL PRESENCE



As the modern work environment continues to evolve, our appearance and mannerisms are still as relevant as our technical proficiency. From your first interview to your daily attire to your most critical presentation, what messages are you sending about your commitment and credibility?

Topics include:

- ◆ Unconscious judgments
- ◆ Dressing the part
- ◆ Professional interactions
- ◆ The importance of tone and body language

PROFESSIONAL DEVELOPMENT

Reinforce the practical skills that support employee productivity and encourage more effective workplace interactions.

RECEIVING FEEDBACK



Once we learn to embrace feedback, it can encourage us to move forward by growing and adapting to the needs of our workplace. Managers and employees alike will benefit from evaluating their own receptivity and barriers to criticism.

Topics include:

- ◆ How well do you receive feedback?
- ◆ Understanding how we process feedback
- ◆ Evaluating and developing a plan to make corrections

RESOLVING CONFLICT



Disagreements in the workplace don't have to lead to unpleasantness and awkwardness. As long as we know how to handle differences of opinion, butting heads can spark new ideas and a new understanding of where others are coming from.

Topics include:

- ◆ From passive to assertive
- ◆ Six-step process to resolve interpersonal & inter-group conflict
- ◆ Regulating your emotions
- ◆ Barriers to resolution



PROFESSIONAL DEVELOPMENT

Reinforce the practical skills that support employee productivity and encourage more effective workplace interactions.

ROLLING WITH THE CHANGES



Our lives bend and refocus with the changes that impact us. This training addresses how and why to make flexibility the norm, and embrace changes at work and at home as opportunities for growth.

Topics include:

- ◆ Defining individual and group changes
- ◆ Interpreting what has changed
- ◆ Developing an action plan

STAYING MOTIVATED ON THE JOB



Feelings of being stuck or overwhelmed at work can affect more than just your productivity. You may only be temporarily out-of-balance, or you may need to reevaluate your situation and find ways to move forward in your life.

This training will address:

- ◆ Identifying symptoms of burnout
- ◆ Seeking a way to bring your life into balance
- ◆ Taking personal responsibility for where you are
- ◆ Rebuilding your job to increase engagement

TEAM BUILDING



Well-developed teams become far more effective than their component parts. This workshop reinforces team values by placing emphasis on focus, engagement, and collaboration. While especially effective with an established team, the lessons easily translate to any work effort.

Topics include:

- ◆ Traits of effective teams
- ◆ Identifying roles and talents
- ◆ Achievement through collaboration

* A limit of 35 participants per session is required for this training

PROFESSIONAL DEVELOPMENT

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THE ART OF RESOURCEFULNESS



New research indicates professional success for individuals, groups, and teams, does not stem from the number of resources you obtain, but from how resourceful you are in utilizing the resources you already have. In this training we will explore strategies for developing a new perspective towards our resources, one where we can tap into their full potential.

Topics include:

- ◆ Discerning the difference between chasing versus stretching resources
- ◆ Psychological foundations for stretching resources
- ◆ Strategies for cultivating resourcefulness to solve problems.



PROFESSIONAL DEVELOPMENT

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TIME MANAGEMENT



Watching our work pile up can be overwhelming. In order to spend more of our energy on activities we value, we have to make choices about how we address our daily tasks. This seminar will help you assess your current time management habits, and offer tips for improving them.

Objectives include:

- ◆ Organizing your environment
- ◆ Developing an effective plan
- ◆ Delegating effectively
- ◆ Recognizing and avoiding distractions

WORKPLACE COMMUNICATION



Communicating effectively is not just about transmitting accurate information. A team that shares a healthy dialogue shares ownership of the team's goals.

This training will address:

- ◆ Building productive workplace relationships
- ◆ Assertiveness, diplomacy, and tact
- ◆ Verbal and written tone
- ◆ Body language



STRESS & WORK-LIFE BALANCE TRAINING

Bring individual stability into focus, to help employees maintain their personal and professional equilibrium.



COMPASSION FATIGUE



Compassion Fatigue is a state of physical and emotional exhaustion and a profound decrease in the ability to empathize. Distinctly different from burnout, which can happen in any position, Compassion Fatigue tends to happen more with those workers in care giving environments, or positions that consistently experience heart-wrenching and emotional challenges. We must take care of ourselves if we are to help care for others!

Topics Include:

- ◆ Defining Compassion Fatigue
- ◆ Causes and symptoms
- ◆ Caring for the caregiver

FINDING BALANCE



Too many of us go to work and return home day after day, spreading ourselves more and more thinly over our personal and professional lives. This training takes a close look at how pressures and expectations from each sphere can become unbalanced, eating up our time and exhausting our determination. Learn how to get out of survival mode and into a steadier, more purposeful pace.

Topics include:

- ◆ What makes balance seem impossible
- ◆ What work-life masters do differently
- ◆ Critically assessing your balance and satisfaction level

HANDLING YOUR HIGH STRESS JOB



Some jobs go beyond the typical 9-to-5. They are intense, stressful, and high-risk. Without taking a critical look at how we are handling our stress in the midst of a crisis and how we take care of ourselves following, we are leaving our mental and emotional well-being to chance. Let's be proactive and learn:

How stress affects our bodies and minds

- ◆ How to use your "down time" and recovery time"
- ◆ Coping skills to use during and following a high-stress day.

STRESS & WORK-LIFE BALANCE TRAINING

Bring individual stability into focus, to help employees maintain their personal and professional equilibrium.



LAUGH YOUR WAY TO LESS STRESS



You may already be familiar with what unreleased tension can do to your body. The physical and mental benefits of laughter as a stress reliever make it a brilliant strategy to increase the humor in your life. Seriously.

Topics Include:

- ◆ Innate body responses to stress
- ◆ Counter-strike with humor
- ◆ Utilizing laughter yoga to reduce stress

MANAGING HOLIDAY STRESS



Gifts to buy, food to cook, travel to arrange, and that one family member that you're better off avoiding. It starts earlier every year, and somehow you're expected to enjoy yourself. Make this year different, with proactive steps that make the season memorable and the stress manageable.

Objectives include:

- ◆ Evaluating holiday goals and expectations
- ◆ Balancing desires with finances and time
- ◆ Tips for holiday survival

MANAGING RE-ENTRY ANXIETY



In times of uncertainty and change, it can be challenging to manage our anxieties and fears. We will discuss techniques and strategies to help make your transition and shift back to the office a smoother process.

Objectives include:

- ◆ Define 're-entry anxiety' and symptoms
- ◆ Mental health and well-being
- ◆ Best practices to prepare for transition
- ◆ Action plan and next steps

STRESS & WORK-LIFE BALANCE TRAINING

Bring individual stability into focus, to help employees maintain their personal and professional equilibrium.



PERSONAL & PROFESSIONAL RESILIENCE



This training focuses on the flexible strength of resilient people, and the ways we can develop those qualities within ourselves. Evaluate your approach to the events and challenges that confront you, and learn what you can do to better insulate yourself from stressors.

Topics include:

- ◆ Defining resilience
- ◆ Identifying “untruths” that we believe
- ◆ How to dispute these beliefs
- ◆ Building resilience

ROUND THE CLOCK: LATE-SHIFT LIVING



It’s not just the heavy eyelids that are difficult about working the 2nd or 3rd shift. Careers that require 24-hour staffing also require a part of our population to sacrifice the lifestyle that comes with the standard workweek, and create routines where society has provided little infrastructure. But there are some things we can do to ensure we are building the healthiest routines possible.

Topics include:

- ◆ The new sleep schedule
- ◆ Addressing the social setbacks of reversed days and nights
- ◆ Changing unhealthy wind-down routines to healthier routines



STRESS & WORK-LIFE BALANCE TRAINING

Bring individual stability into focus, to help employees maintain their personal and professional equilibrium.



STAND UP TO YOUR STRESS



Recent research shows a strong link between mental stress, physical inactivity, and a variety of poor health conditions. Yet many of us end up spending our work time and our free time sitting still, not often stretching our bodies or our minds. This class reminds us to get up and move, and manage our stress and physical tension through stretching and activity.

Topics include:

- ◆ Why we need to move
- ◆ Stress, posture, and the sedentary lifestyle
- ◆ Techniques for reducing stress through movement

WORKPLACE STRESS MANAGEMENT



Stress certainly appears to be an inescapable element of modern life. This training challenges you to identify what stresses you out, the symptoms it may be causing, and the best methods to overcome it.

Topics include:

- ◆ Evaluating how we experience stress
- ◆ Examining where our stress stems from
- ◆ Unhealthy ways we cope with stress
- ◆ Helpful stress management strategies



PERSONAL WELL-BEING TRAINING

Encourage a healthy approach to the elements of daily life that impact everyone on your team.

CHOOSING HAPPINESS



More and more, science is telling us that our level of personal satisfaction is linked to our social ties and the way we interact with our community. Aided by new research from the fields of psychology, neurology, biology, and mindfulness, this training will explore techniques to increase the joy in our lives, regardless of the external circumstances.

Topics include:

- ◆ The science behind happiness
- ◆ Contributing factors to happiness
- ◆ Steps to improve your overall happiness

CONFRONTING SELF-SABOTAGING BEHAVIORS



Resistance, justification, and denial are just a few ego defense mechanisms that prevent us from changing our lives for the better. When we self-sabotage in our personal or professional lives, we limit our opportunities for success and happiness. In this training we will aim to identify the common strategies we use to sabotage ourselves and alternatively discuss healthier coping mechanisms to end the cycle of self-sabotage.

Topics include:

- ◆ Define self-sabotage
- ◆ Identify sources of self-sabotaging behaviors
- ◆ Addressing psychological barriers to achieving goals
- ◆ Develop alternative, healthy coping mechanisms



PERSONAL WELL-BEING TRAINING

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CREATING HEALTHY HABITS



Experts tell us that 80% of illnesses are lifestyle related. Workplace wellness can be greatly affected by our physical and emotional well-being. This timely seminar addresses health issues and how our diet and activity can have a positive impact on both our professional and personal performance.

Topics includes:

- How to make impactful changes to nutrition and daily activity
- Examine personal health, risk factors, priorities and options to make better choices
- Techniques to manage weight, mood, stress level, and reduce health risks

EFFECTIVE LISTENING



With all of the distractions of our fast-paced lives, listening is often difficult but very necessary to make people feel respected in relationships and at work. There are tools we can use to help us do better.

This training will discuss:

- ◆ Motivation to listen
- ◆ Learning to invest and engage
- ◆ Paying attention to non-verbal cues



PERSONAL WELL-BEING TRAINING

Encourage a healthy approach to the elements of daily life that impact everyone on your team.

FINANCIAL FUNDAMENTALS



Now more than ever, we all could use uncomplicated guidance on money matters. From the terminology to the technicalities, this training is designed to open up a productive conversation about how we manage our personal finances.

For 1.5 hour sessions, please select up to three of the following modules for a custom- built training that is unique to your team members' interests. For 1 hour session and webinars, please select two topics to cover. Each module will include advice, activities, and discussion points that develop an awareness and vocabulary for that topic.

Budgeting

Understanding credit

Borrowing

Reducing your debt

Living wisely every day

Consumer awareness

Saving to meet financial goals

Preparing for retirement

GRIEF, LOSS AND RENEWAL



This session provides a forum to discuss losses such as job change, moving, chronic illness, divorce, aging, and death. The way we each acknowledge and adapt to these losses makes us unique. The people and resources around us can help us cope.

Topics include:

- ◆ Models of the grieving process
- ◆ Coping strategies
- ◆ Comforting others
- ◆ Grief in the workplace

HEALTHY RELATIONSHIPS



Any type of relationship that we have requires effort, self-awareness, and sincerity. Explore the similar goals of respect and understanding that are inherent in all types of relationships, including those between friends, coworkers, family members, and romantic partners.

Topics include:

- ◆ Components of a healthy dynamic
- ◆ Recognizing your own needs and desires
- ◆ Attracting by example
- ◆ The importance of communicating boundaries

PERSONAL WELL-BEING TRAINING

Encourage a healthy approach to the elements of daily life that impact everyone on your team.



MAINTAINING GOOD NUTRITION DURING THE HOLIDAYS



The holiday season, for many of us, contains a wealth of traditions. Family, decorations, celebrations, and perhaps most prominently, food. Maintaining good nutrition can be a trepidatious endeavor throughout the entire year, and often the holidays are the most difficult time to stick to a resolution of eating healthy food. Maintaining good nutrition should not be about sticking to a "diet" that you are not happy with and cannot follow. Instead, this training will explore ways to make healthy eating choices without eliminating all of the foods that make the holidays special.

Topics include:

- ◆ What is good nutrition?
- ◆ Healthier eating options
- ◆ The importance of whole foods
- ◆ What is one thing I should focus on during the holidays?

MANAGING SCREEN ADDICTION IN CHILDREN



Screen Time Addiction has widely been discussed over the last years. Before the addiction is actually developed, the child's nervous system is likely to become overstimulated from regular exposure to the screen. This causes chronic stress to the brain resulting in various learning and behavioral disorders. It is important for parents to be able to recognize the signs of a problematic state and take measures if needed. It is not uncommon for kids growing up today to spend more time with screens than they do in school, with their families, or sometimes evening sleeping. In this training we will discuss strategies for helping our children balance the digital and real world.

Topics Include:

- ◆ Signs and symptoms of Electronic Screen Syndrome
- ◆ Short-term and long-term effects of excessive screen use
- ◆ Strategies for balancing the digital world with the real world
- ◆ Setting boundaries, limits and establishing accountability

PERSONAL WELL-BEING TRAINING

Encourage a healthy approach to the elements of daily life that impact everyone on your team.

MEAL PLANNING



Planning meals in advance helps to cut the hunger and the hurry out of our dietary choices, which can benefit our health, our schedules, and our budgets. This session offers ideas to start improving our eating habits by easing into a more proactive routine.

Topics include

- ◆ Why meal planning is important
- ◆ Developing a routine that works for us
- ◆ Getting started and keeping the momentum

NUTRITION 101



Rethinking what makes it onto our plates is often our first step toward overall health improvement. Let's get down to the fundamentals of nutrition and uncover effective ways to make a positive impact on our bodies, today and in the long run.

Topics include

- ◆ New information about the American diet
- ◆ The foods that make a difference
- ◆ Rethinking our relationship with food



PERSONAL WELL-BEING TRAINING

Encourage a healthy approach to the elements of daily life that impact everyone on your team.

PLAN YOUR WAY TO WELLNESS



When we feel good mentally and physically, we tend to have better experiences and interactions. To get there, we have to restructure our thinking and create long-term changes we can sustain. This training encourages taking small steps that can make a big difference in your overall health.

Topics include

- ◆ What it is to be well
- ◆ Knowing where we stand
- ◆ How we change behaviors
- ◆ Overcoming habits and hesitation

REDEFINING RETIREMENT



Retirement used to mean putting your feet up, traveling occasionally, taking up golfing. Now, those retiring are focused on creating a new way of living, equipped with a new way of thinking about the next chapter.

This training will address:

- ◆ Stages of retirement transition
- ◆ Emotional planning
- ◆ Shifting focus and identity



PERSONAL WELL-BEING TRAINING

Encourage a healthy approach to the elements of daily life that impact everyone on your team.

SANDWICH GENERATION



Working adults caring for multiple generations can easily become distressed, as they feel caught balancing the needs of children, aging parents, and themselves. This seminar focuses participants on finding the support and resources to help with their largest responsibilities.

Objectives include:

- ◆ Reaching out
- ◆ Gathering vital information
- ◆ The importance of self-care
- ◆ Care-giving resources

STAYING FIT AT WORK



It's incredibly easy to find ourselves sitting more than nine hours in the day, but our bodies are meant to be in motion and fueled with good food. This topic takes a light-hearted look at how we can creatively find time to stay healthy and active even while at work

Topics include

- ◆ Ways to get out of the chair throughout the day
- ◆ How to pack nutritionally-dense lunches and snacks
- ◆ Reading nutrition labels to make the best choices
- ◆ Keeping the healthy decisions going at home

SWEET DREAMS: THE IMPORTANCE OF SLEEP



With such a strong link between sleep difficulties and many serious health issues, it is valuable to examine what could be keeping us awake, and how to get around it to make the most of our sleepy hours.

Topics include

- ◆ Phases of unconsciousness
- ◆ Creating a relaxing environment
- ◆ Symptoms of sleep disorders
- ◆ Monitoring your nighttime routine

PERSONAL WELL-BEING TRAINING

Encourage a healthy approach to the elements of daily life that impact everyone on your team.

TAKE CHARGE OF YOUR HEALTHCARE



We know that healthcare can be expensive and confusing; being an educated consumer is the best way to start getting the most out of the process. Learn strategies to stay informed and in control before, during, and after a visit to the doctor.

Topics include

- ◆ Talking with your doctor
- ◆ Your healthcare tool kit
- ◆ How to control costs and be healthier

TALKING TO YOUR KIDS ABOUT INTERNET SAFETY & CYBER BULLYING



Recent advances have brought undeniable global benefits and educational opportunities, so much so that today's children tend to embarrass their parents with an innate technological prowess. Many parents might feel more comfortable about their child's electronic and Internet use if they were prepared with limitations and safety guidelines.

This training will address:

- ◆ Youth online culture
- ◆ The realities of internet use
- ◆ Monitoring online behavior

TALKING TO YOUR KIDS ABOUT MONEY



It's never too early to start teaching your children the value of money. Day-to-day activities can translate to powerful lessons about price comparison, responsible spending, and long-term planning. Set your kids on the path to financial responsibility by fostering good habits now.

Topics include

- ◆ Setting a good example
- ◆ Establishing appropriate limits
- ◆ Stages of financial understanding and independence

PERSONAL WELL-BEING TRAINING

Encourage a healthy approach to the elements of daily life that impact everyone on your team.

THE SCIENCE OF FORGIVENESS



Recent research in the field of psychology has found the act of forgiveness carries tremendous health and social benefits that are essential to any workplace culture. Surely now is a time where we could use more forgiveness in the world. While it may be easier in the moment to hold onto the past or denigrate others who have wronged us, ultimately this carries negative consequences for our physical, emotional, mental, and social well-being.

Topics Include:

- ◆ Differentiating between what is forgiven and what is not
- ◆ Identifying the short- and long-term benefits of forgiveness in our personal and professional roles
- ◆ Research based strategies for steps towards forgiveness and beginning to feel at peace in our lives



PERSONAL WELL-BEING TRAINING

Encourage a healthy approach to the elements of daily life that impact everyone on your team.



TOBACCO CESSATION: INTRODUCTION TO QUITTING



This compelling seminar provides a foundation of data on which to build a personalized quit plan. By first examining practical and personal motivations for quitting, participants set themselves up for a successful quit.

This training will discuss:

- ◆ Motivations for quitting
- ◆ Overcoming triggers
- ◆ Treating tobacco as an addiction, not a habit
- ◆ Taking the first step

TOBACCO CESSATION: PLANNING TO LIVE TOBACCO-FREE



We all know tobacco use is not good for us. The average tobacco user makes five attempts to quit during their lifetime. And it's no wonder: research has shown that nicotine is more addictive than cocaine or heroin. As a follow-up to the introductory course, this training takes a closer look at how to build an effective, customized plan to stop your tobacco usage for good.

Topics include:

- ◆ The best combination of intervention methods
- ◆ Should I use prescription aids?
- ◆ Safe alternatives to manage your quitting
- ◆ Techniques to handle your recovery symptoms





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