
Educational Workshops for Employees and Supervisors

TRAINING PROGRAMS

LAST UPDATED:
DECEMBER 2015



Introduction

Beacon Health Options is committed to helping people improve their lives and their personal effectiveness. Workshop programs allow us to increase the visibility of the employee assistance program (EAP) and reach out to your employees with actionable information, strategies and resources for resolving concerns. We offer in-person and online formats to meet a variety of needs.

About the Workshops

This catalog describes the workshops that are offered on a range of behavioral, health, financial, legal and work and life issues. They are developed by subject matter experts and are delivered by an experienced facilitator, either in person or in a webinar format.

Most workshops require approximately 60 to 90 minutes for the presenter to deliver the information and to conduct learning exercises. Please contact us so that we can discuss your objectives.

Beacon Health Options partners with a legal/financial services organization to provide workshop content on legal and financial issues for an additional fee. These workshops are noted with two asterisks (**) next to the title. These trainings must be requested 6 weeks before the training date. Please contact your account executive for pricing information.

If you are interested in training on a topic that does not appear in this catalog, please contact your account executive or our training team.

Top Workshops

Not sure where to start? Consider requesting one (or more) of our most frequently requested workshops:

- Taking Charge: Managing Stress for Life
- Stress Management and Healthy Well-being
- Managing Change
- Successful Team Building
- Effective Workplace Communication
- The Power of Positive Thinking
- Downsizing: Gaining Resilience and Moving Forward
- Getting Started: Financial Basics

New Workshops

Here are new workshops that have been added to our library:

For employees

- Investing: A Beginner's Guide
- Life Happens! Thriving Through Challenges

For managers

- Fostering Resilience in Employees

Meeting Workforce Development Goals through Workshop Series

Offering a series of workshops may help you teach and reinforce new skills in key areas. Remember that these are suggestions only. You can host any of the in-person workshops individually, or you may want to tailor a series that better fits the needs of your organization.

STRESS MANAGEMENT

Achieving a Better Work/Life Balance
Laugh It Off: Use Humor to Combat Stress
Stress Management and Healthy Well-being
Taking Charge: Managing Stress for Life

COMMUNICATION

A Guide to Assertive Communication
Dealing With Difficult People
Successful Team Building

WORKING RELATIONSHIPS

Creative Ways to Resolve Differences
Effective Workplace Communication
Nurturing Respect in the Workplace
Conflict Management for Managers and Supervisors

RESILIENCE/MANAGING CHANGE

Life Happens! Thriving Through the Challenges
Managing Change
Managing Health Behavior Change: A Stage-by-Stage Approach
The Power of Positive Thinking

Online Workshops

To reach your employees with important skill-building workshops no matter where or when individuals are available, consider promoting the online resources your EAP offers.

ARCHIVED WEBINARS

Beacon Health Options provides recorded 30-minute webinars for employees and managers on its Achieve Solutions website. Webinars are located on the Resources page under "Webinars."

Some of our most popular webinar titles:

- Manager Webinar: How Financial Stress Affects the Workplace
- Take Control of Your Finances: Run Your Home Like a Small Business
- Managing Money in Tough Times
- Healthy Eating and Stress Management
- Tired of Being Tired? Sleep Better!

SKILL-BUILDING PRESENTATIONS

Award-winning presentations are posted on the Achieve Solutions website's Resources page. These short presentations (3 to 5 minutes) provide strategies that employees can use in their everyday lives:

- How Culturally Competent Are You?
- How Well Do You Bounce Back From Life's Challenges?
- Understanding Co-occurring Disorders
- Identifying Emotional Concerns
- Managing Stress
- Reducing High-risk Drinking
- Increasing Physical Activity

After completing a webinar or presentation, attendees can explore related articles, quizzes and other resources on Achieve Solutions.

Ensuring Workshop Success

Our training professionals will work with you throughout the process of planning, promoting and evaluating a program.

We request 6 weeks' notice so that there is ample time to secure a facilitator, and give the facilitator adequate time to prepare and customize the materials if necessary.

6 WEEKS BEFORE THE EVENT:

- Assess the needs of your workforce through EAP utilization trends, demographics and employee and manager surveys. Consider any significant changes underway at the worksite or in the community.
- Select a workshop(s) that addresses your needs. We offer a variety of topics on mental health, health and wellness, personal development, legal/financial, work/life and workplace issues.
- Review your annual training schedule to determine dates and times for workshops.
- Check to see if management approval is needed before scheduling the workshop.
- Request a workshop by contacting your Beacon Health Options representative through your EAP telephone number.

4 TO 6 WEEKS BEFORE:

- Promote the workshop frequently by using a variety of communication mediums (posters, e-mails, intranet notices, newsletters, staff meetings, etc.). Ask participants to reserve a seat. Tell your workforce what they can gain from attending.

3 TO 4 WEEKS BEFORE:

- Work with your internal departments to secure a location, necessary equipment and tech support for the scheduled workshop date.
- Continue promoting the workshop through identified communication mediums.

2 WEEKS BEFORE:

- Connect with the facilitator to confirm date/time/location and to discuss any concerns or questions about the workshop or the audience. Make sure the presenter has a phone number for the contact person and at least one other person at the workshop site.
- Continue promoting the upcoming workshop.
- If there is a need to cancel, change or reschedule a workshop, please contact your Beacon Health Options representative at least 5 business days in advance of the workshop. Please note that you will be charged for changes with less than 5 full business days' notice.

1 WEEK BEFORE:

- Send reminder notices through identified communication mediums.
- Contact the presenter to confirm the date, time, location, directions, security procedures and room set-up, and provide the estimated number of participants.

1 DAY BEFORE:

- Send out a reminder notice (e-mail).
- Check supplies—Are pens or pencils for attendees needed? Does the projector and computer work? Is there a need for a flip chart?
- Print out copies of materials for all registrants, including the evaluation form.
- Create a sign to post on the workshop room door.
- Remind security and/or front desk personnel that a presenter will be coming to the site.

DAY OF THE EVENT:

- Post a sign on the workshop room door.
- Set up the equipment that the speaker needs and ensure it's working properly.
- Set out a glass of water for the speaker.
- Be available for any problems that may occur.
- After the workshop, collect all evaluation forms provided by Beacon Health Options and return them to your Beacon Health Options representative.

Financial Wellness

A HOLIDAY SPENDING SURVIVAL GUIDE**

Creating an action plan that includes activity planning and budgeting can help ensure holiday cheer rather than holiday fear. This workshop reviews planning and organizing, shopping tips and technology and traditions.

A PRESCRIPTION FOR FINANCIAL WELLNESS**

This workshop reviews 10 simple steps that allow participants to plot a course toward financial peace of mind. Information covered includes planning and goal setting and debt consideration.

ADJUSTING TO YOUR ADJUSTABLE MORTGAGE**

In this workshop, attendees can consider their options for dealing with a somewhat unpredictable mortgage payment such as understanding how and when payments adjust and knowing when to refinance.

DEALING WITH MY CREDIT CARDS**

This workshop helps participants understand all of their options regarding their credit cards. Education is provided about interest rates, monthly payments and debt-reduction strategies.

DREAMING OF RETIREMENT**

This workshop presents tips for creating a solid financial plan for retirement. Information covered includes retirement costs, estimated income needed and calculating savings to accomplish goals.

GETTING AND KEEPING GOOD CREDIT**

Attendees gain the knowledge to use credit to their advantage and learn steps to get back on top of credit issues. Components covered include the best time to use credit, why credit is important, how to manage credit and techniques for maintaining good credit.

GETTING STARTED: FINANCIAL BASICS

This lesson shows attendees how to give themselves a fiscal checkup and save money to meet their goals. Attendees learn how to set goals for short-term and long-term saving and investing, calculate what they need to save now to afford retirement, college or other plans, and make a budget and saving plan that fits their income, goals and needs.

I WANT TO BUY A HOUSE**

This workshop provides tips and strategies to help attendees buy a house such as learning the benefits of home ownership, how to get started and mortgage loan options and cost considerations.

IDENTITY THEFT: PREVENTION & RESOLUTION**

This workshop covers helpful information and strategies people can use to reduce the chance of having their identity stolen. Participants review identity theft prevention tips, the need for identity theft assistance and what to do if they are a victim.

INVESTING: A BEGINNER'S GUIDE**

This presentation clears up some of the mystery of investing and uses language that a beginner will understand. Topics covered include market-based investment choices; retirement accounts and other investments; risk, time, and diversity and the impact of budget on your investments.

***Premium pricing applies.*

IT'S MY BUDGET, AND I'M STICKING TO IT!**

This workshop will discuss keys to making a successful budget including income projections, tracking expenses and trouble spots and helpful hints.

MAKING TAX RETURNS LESS TAXING**

Filing tax returns can be stressful. In this workshop, participants will discuss key decisions, common mistakes and "less taxing" tips.

MONEY BASICS: SPENDING, BORROWING & SAVING**

Participants review how to create a workable monthly budget and techniques for building savings and managing debt.

NEW YEAR...NEW YOU! 10 FINANCIAL RESOLUTIONS YOU CAN KEEP!**

The 10 financial resolutions discussed in this workshop will help participants create an action plan and implement a monthly budget.

PAYING FOR COLLEGE 101**

Planning for the future, deciding on immediate financing options or dealing with the reality of paying back student loans? In this workshop, participants will discuss available options and strategies.

SELECT YOUR BENEFITS...TO BENEFIT YOU**

This workshop will review popular health plan options and discuss ways to help attendees make better choices during open enrollment.

SURVIVING A PERSONAL FINANCIAL CLIFF**

Notice of a furlough, job termination or other loss of income can be devastating news to an already tight budget. Careful analysis leading to an action plan can be the difference between panic and peace of mind.

UNDERSTANDING INVESTMENT BASICS**

This workshop provides education on stock investments, bonds and mutual funds, and considerations such as inflation, risk tolerance and asset allocations.

WHEN MORTGAGES GO BAD**

In this workshop, participants will go over tips and strategies for dealing with bad mortgages including keeping the house vs. letting it go, credit implications and tax consequences.

WHEN PAY PERIODS CHANGE**

Changing payday or the frequency of paydays can make a tight budget seem impossible. Planning and saving tips can help soften the blow. Participants learn how to use pay period calendars, schedule debt and expense payments and learn savings and budgeting suggestions.

Health and Wellness

CREATING A CULTURE OF HEALTH

Participants can assess the healthiness of their behaviors (including eating and exercise habits) and how they can influence their family and co-workers to live a healthier life. Instruction is given on how to create a wellness vision and set realistic, attainable goals.

***Premium pricing applies.*

HEALTHY EATING AND STRESS MANAGEMENT

Participants explore the relationship between unhealthy eating and stress, and learn ways to develop healthier eating and stress management habits.

GETTING HEALTHY FOR LIFE

Adopting a healthy lifestyle and getting fit for life can seem overwhelming for most people. Participants learn steps to improve their short-term and long-term health through healthy eating and exercise.

KICK IT! SUCCESSFULLY QUIT TOBACCO USE

A variety of biological, psychological and social factors are associated with addiction to tobacco. Participants gain a better understanding of the addiction and learn quitting strategies and tips for preventing relapse.

MANAGING A CHRONIC ILLNESS: DON'T LET THE CONDITION DEFINE YOU

Chronic illnesses have a profound effect on the physical, emotional and mental well-being of individuals, often making it hard to carry on with daily routines and relationships. Participants learn skills to cope with a chronic illness and strategies to educate and help those who are living with chronic illness.

MANAGING HEALTH BEHAVIOR CHANGE: A STAGE-BY-STAGE APPROACH

Whether they are considering changing a bad habit, an addiction or lifestyle, attendees gain insight into the process of change and receive step-by-step instructions for making healthy, informed and responsible changes.

SLEEP: UNDERSTANDING THE BASICS

This workshop helps participants understand how sleep quality affects their health, productivity and emotional well-being. They will also learn about the components of good sleep habits and treatments for sleep disorders.

Legal Issues

ESTATE PLANNING, WILLS AND TRUSTS**

Participants learn why it is important to undertake estate planning, what assets to include, what tools are available and how the process works. They also develop strategies for communicating about estate planning with older relatives and other family members.

LEGAL ISSUES FOR OLDER OR DISABLED RELATIVES**

This workshop reviews estate planning decisions people need to make for their future, describes the legal tools that help older people and disabled family members when others must make decisions for them, and identifies how and when to use these tools. Finally, attendees learn how to prepare for a meeting with a loved one's attorney.

POWERS OF ATTORNEY/ADVANCE DIRECTIVES**

Attendees gain an understanding of advance directives and their benefits, the difference between a "living will" and a "durable power of attorney" and preparation tips. Participants also develop strategies for communicating with older relatives about the need for advance directives.

***Premium pricing applies.*

Mental Health and Emotional Wellness

ANGER MANAGEMENT

This workshop helps participants understand how they express anger and find constructive ways of managing angry feelings. Upon workshop completion, each participant will be able to explain how anger occurs, understand the constructive and destructive effects of anger, and develop a personal anger management plan.

CORPORATE RESPONSE TO DOMESTIC VIOLENCE

This workshop is designed to raise employee awareness about this serious societal problem and educate participants about steps they can take to prevent or curtail instances of domestic violence.

DEPRESSION: MORE THAN THE BLUES

This workshop increases awareness about depression. It teaches participants how to recognize the signs and symptoms and identifies resources that can help depressed individuals and their loved ones.

HAVING THE TIME OF YOUR LIFE: ENJOYING THE TRANSITION TO RETIREMENT

Participants learn how to anticipate and manage the emotional aspects of retirement. Areas of focus include caring for one's emotional health, the impact of retirement on a marriage and the importance of staying mentally and physically active.

KEEPING THE "HAPPY" IN HOLIDAYS

The holiday season can bring mixed feelings of joy, anticipation, disappointment and, sometimes, depression. This workshop helps participants learn how to set realistic expectations for the holidays, establish priorities and limits for holiday obligations, and focus on the important.

LAUGH IT OFF: USE HUMOR TO COMBAT STRESS

Laughter is our body's natural stress-release mechanism. Participants learn how laughter wards off stress and improves mood, and how to incorporate laughter into their daily lives.

LIFE HAPPENS! THRIVING THROUGH THE CHALLENGES

How we deal with the challenges we face—our ability to be able to “bounce back”—can be described as our personal resilience. This workshop defines what resilience is and how it can be developed.

MANAGING ANXIETY

This workshop offers insight on how to understand, identify and better cope with anxiety and fear. Participants learn coping strategies for themselves and loved ones who may be experiencing anxiety.

MEMORY FITNESS: PROTECTING A VALUABLE ASSET

Participants learn what memory is and how it works. They also gain tools for sharpening memory functioning and preventing memory loss.

POSITIVE PSYCHOLOGY: THE SEARCH FOR HAPPINESS

Positive psychology is the study of the strengths, attributes and behaviors that enable individuals, families and communities to thrive in an emotionally healthy way. Participants learn how positive emotions are linked to increased longevity, lowered rates of depression and emotional distress, good health and better coping skills during hardships or times of stress.

***Premium pricing applies.*

STRESS MANAGEMENT AND HEALTHY WELL-BEING

This workshop helps participants understand the impact of negative stress on their overall well-being, as well as how it contributes to certain medical conditions. Participants learn how to identify the sources of stress in their lives, and strategies for managing stress. Recommended as a follow-up to the “Managing Stress for Life” workshop.

TAKING CHARGE: MANAGING STRESS FOR LIFE

If not managed, stress can have negative effects on our emotional and physical health. Participants learn to recognize sources of stress in their lives, recognize the signs and symptoms of unmanaged stress, learn the importance of resilience, and use strategies to promote resilience and better manage stress.

UNDERSTANDING AND MANAGING ADHD

This workshop helps participants understand the biological, social and psychological underpinnings of ADHD, and offers strategies and resources to help individuals with ADHD and their families.

Personal Development

ACHIEVING PERSONAL SUCCESS WITH YOUR EAP

This program introduces employees to the EAP so that they feel comfortable accessing services. Employees learn what the EAP is, reasons they might use services and how the program works. Confidentiality is also discussed.

CREATIVE WAYS TO RESOLVE DIFFERENCES

The word “conflict” often conjures negative images that inevitably lead to disastrous outcomes. But it doesn’t have to be that way. This workshop assists participants in learning the

principles of successful conflict management and how to apply those principles to specific personal and workplace situations.

MANAGING CHANGE

Change is normal, natural and inevitable. In this workshop, attendees learn how to anticipate their response to change and develop resilience so that they can successfully manage the effects of change.

PUTTING YOUR EXCEPTIONAL SELF FORWARD: A PERSONAL BRANDING PROCESS

Your personal brand is what you make known to others every day. Your personal brand is not your job description, it’s not your education or degree; it is the sum of your experiences. This workshop will enable attendees to distill those components into a clear, focused, intentional statement of their positive qualities.

RELATIONSHIP SUCCESS FOR YOU AND YOUR PARTNER

This workshop explores strategies for building and strengthening a successful marriage or long-term committed relationship. Participants will learn tools to communicate better, resolve conflicts effectively and enhance intimacy.

THE POWER OF POSITIVE THINKING

Positive thinking may be the most important component of all successful endeavors—be it success in terms of high job performance, satisfying relationships, effective leadership abilities, maximum physical and mental health or personal goal attainment. Participants learn strategies for transforming negative thoughts into positive energy.

***Premium pricing applies.*

TIME BUDGETING: GETTING IT ALL DONE

With so much to juggle between work and home responsibilities, many people are struggling to keep pace. For some of us, it could be a case of piling too much on our plates. For others, it might be that we are poor time managers. Participants learn about the relationship between time management and stress, and how to successfully manage their time.

Work/Life Issues

ACHIEVING A BETTER WORK/LIFE BALANCE

Participants learn how to increase awareness of how well they manage the demands of their employer and family and how to achieve a healthy balance between their work and personal lives.

CARING FOR AGING LOVED ONES

Attendees learn about observing and assessing their relative's ability to perform activities of daily living. The workshop also explains how to communicate more productively about care options, from in-home assistance to assisted living and nursing care.

Workplace Issues

A GUIDE TO ASSERTIVE COMMUNICATION

This workshop addresses the importance of assertiveness and how it differs from aggressiveness or passiveness. Participants learn how to become more assertive and how to improve communication, leadership and conflict management skills.

AVOIDING AND COPING WITH BURNOUT

To protect workers from burnout, this workshop helps attendees foster personal characteristics that will help them avoid this emotionally draining syndrome. They learn to use healthy lifestyle skills and create an action plan to cope with burnout.

DEALING WITH DIFFICULT PEOPLE

Most of us are guilty of being "difficult to get along with" at certain points in our life, but some people seem to provide us with more than a fair share of difficulty all of the time! This workshop looks at overall strategies for dealing with difficult people, including bullying behavior, then explores specific strategies participants can do to cope effectively with difficult personality types.

DOWNSIZING: GAINING RESILIENCE AND MOVING FORWARD

This workshop helps employees work through their emotional reactions to the downsizing of their job and to understand the stages of transition. Attendees develop a personal action plan of strategies, tools and resources to help them in the transition process.

EFFECTIVE WORKPLACE COMMUNICATION

Communication plays a major role in both business and personal relationships. Participants learn to recognize the factors that often interfere with communication, and develop skills that contribute to effective interpersonal communication in the workplace.

MANAGING MULTIPLE PRIORITIES AT WORK

In this high-speed, high-expectation world, many employees feel significantly overwhelmed by their workload. This workshop offers participants skills and strategies to help them gain greater control over their workday, reduce their stress levels and accomplish their most important tasks.

***Premium pricing applies.*

NURTURING RESPECT IN THE WORKPLACE

What behaviors are acceptable in the workplace? Which are not? Attendees explore their role in helping to create a work environment conducive to positive interactions. They identify deficiencies in their own behavior, and learn how to have an assertive discussion with a co-worker about problem behavior.

SEXUAL HARASSMENT IN THE WORKPLACE

This workshop increases employees' awareness of, and prevents, sexual harassment in the workplace. Participants learn how to differentiate between facts and myths about sexual harassment. Federal laws and company policies that protect workers from sexual harassment are discussed. A sexual harassment workshop for managers and supervisors is also available (see page 14).

SUBSTANCE USE AWARENESS AND ASSISTANCE

This workshop provides employees with a greater understanding of the impact of substance use in the workplace.

SUCCESSFUL TEAM BUILDING: A THREE-PART WORKSHOP

PART 1: COMMUNICATION SKILLS

Participants identify different communication styles and their impact on effective team work. Participants also use skills for effective communication, such as active listening and giving constructive feedback, and learn techniques for resolving conflict within a team.

PART 2: SELF-EMPOWERMENT

A successful organization is comprised of teams of people who are "empowered." This means that every individual within the organization takes responsibility for developing his or her capabilities

to the fullest. Participants assess their own empowerment qualities, including core beliefs and values, self-esteem and attitude, and learn how to make decisions and relate to others.

PART 3: TEAM EMPOWERMENT

Each team member possesses unique strengths, and combined with other team members, they further the goals of their work group and their organization. Participants learn the stages of team development, how to identify team dynamics and assess the needs of their work group.

SUCCESSFUL TELECOMMUTING: A COURSE FOR EMPLOYEES

This workshop examines the benefits of telecommuting and helps attendees assess if they are a good candidate for telecommuting. It prepares participants for working remotely and making their arrangement a success.

THE SURVIVOR'S GUIDE TO DOWNSIZING: WHAT'S NEXT?

Employees work through their emotional reactions to being a downsizing survivor, and discover ways to thrive in the new organization and cope with the challenges it brings. They develop a personal action plan of strategies, tools and resources to help them transition through current and future organizational changes. A similar workshop is available for supervisors and managers (see page 14).

THRIVING IN A MULTIGENERATIONAL WORKPLACE

When managed effectively, multigenerational work environments can be a source of positive challenge, opportunity and significant growth. Participants increase their understanding of differences between the generations in today's workforce and learn how to work with those differences and enjoy them.

***Premium pricing applies.*

VALUING DIVERSITY IN THE WORKPLACE

The American workplace includes people of diverse cultures and backgrounds, bringing a wider breadth of experience and ideas to an organization. However, it can also create a clash of cultures that brings tension, frustration and conflict into a work group. This workshop helps supervisors, administrators, consultants and all employees effectively address issues related to workforce diversity.

Supervisory and Management Development

CONFLICT MANAGEMENT FOR SUPERVISORS AND MANAGERS

During this workshop, attendees explore how to reach resolutions that are agreeable to all parties involved in order to get their team focused on moving forward. They learn conflict management strategies that will boost performance and increase collaboration among teams.

CORPORATE RESPONSE TO DOMESTIC VIOLENCE: A MANAGER'S GUIDE

This workshop addresses the problem of domestic violence as it relates to the workplace, with a focus on the role of managers in responding to workers affected by domestic violence.

EAP ORIENTATION FOR SUPERVISORS

This workshop increases the supervisor's knowledge of the EAP, including the services it provides, how the program works and how it can be used as a management resource when dealing with a troubled employee.

EMPLOYEE ENGAGEMENT: HOW TO MAXIMIZE THE PRODUCTIVITY OF YOUR EMPLOYEES

This workshop defines employee engagement and explains why it matters to businesses and managers. Participants learn the drivers of engagement and how to better involve their employees.

FOSTERING RESILIENCE IN EMPLOYEES

How we deal with the challenges we face—our ability to be able to “bounce back”—can be described as our personal resilience. This workshop defines what resilience is and how managers and supervisors can develop a resilient workforce.

LEADERSHIP ESSENTIALS

This workshop explores the role leadership plays in managing others. Attendees learn methods to achieve success in guiding and motivating others, while leading with a sense of focus, purpose and direction.

MANAGING AGGRESSION IN THE WORKPLACE

This workshop increases awareness and capabilities with regard to managing threats of violence and other aggressive behaviors in the workplace.

MANAGING FOR TOP PERFORMANCE

This workshop focuses on the importance of leadership setting a positive work culture in order to develop and strengthen high-performance teams. Key materials from the body of research called “emotional intelligence” are presented and discussed.

***Premium pricing applies.*

MANAGING REMOTE WORKERS SUCCESSFULLY

This workshop is for employers who have already implemented a successful remote worker program. It helps them fine tune their program by helping managers strengthen their ability to handle challenging situations, create an effective team environment, help staff with their professional development and enhance team communication.

MEMBER ASSISTANCE PROGRAM ORIENTATION FOR UNION REPRESENTATIVES

This workshop increases the union representative's knowledge of the MAP, including the services it provides, how the program works and how it can be used as a resource when dealing with a troubled member.

MEMBER ASSISTANCE PROGRAM ORIENTATION FOR UNION REPRESENTATIVES AND SUPERVISORS

This workshop increases the union representative's and supervisor's knowledge of the MAP, including the services it provides, how the program works and how it can be used as a resource when dealing with a troubled member.

RESPONDING TO SUBSTANCE USE IN THE WORKPLACE: A GUIDE FOR SUPERVISORS

This workshop provides managers and supervisors with a greater understanding of the impact of substance use on the workplace. Participants learn skills for identifying and responding to employees with substance use problems.

RESPONDING TO SUBSTANCE USE IN THE WORKPLACE: DOT STYLE

To comply with Department of Transportation (DOT)-mandated training requirements for supervisors, this workshop addresses the impact substance use has on safety-sensitive positions and the workplace. Managers learn specific skills for identifying and responding to employees with substance use problems. It also reviews DOT regulations regarding alcohol and drug testing procedures.

SEXUAL HARASSMENT IN THE WORKPLACE: FOR MANAGERS AND SUPERVISORS

This workshop increases awareness and capabilities with regard to sexual harassment in the workplace. Federal laws and company policies regarding sexual harassment are discussed. A sexual harassment workshop for employees is also available (see page 12).

SUCCESSFUL TELECOMMUTING: A COURSE FOR MANAGERS

Technology has made it easier for off-site employees to stay in touch, prompting many employers to offer telework opportunities to their employees. Participants understand what makes remote workers successful and how to choose them, and learn the secrets of successful remote management.

THE SURVIVOR'S GUIDE TO DOWNSIZING: FOR MANAGERS

Attendees work through their emotional reactions to being a downsizing survivor, and discover ways to thrive in the new organization and cope with the challenges it brings. They also will understand the importance of being an effective leader during a downsizing transition.

***Premium pricing applies.*