

# WellSpan EAP Optional Online Training Service

## Topics now Available

- Avoiding Workplace Harassment
- Essential Stress Management Tips
- Preventing Workplace Violence
- Balancing Work & Family
- Resolving Co-worker Conflicts
- Responding to a Disappointing Performance Review
- Communication Tips for a Happier Workplace
- Anger Management: Tips for Employees
- Developing Resilience in Your Life
- Compassion Fatigue
- Improving Your Assertiveness Skills
- Tips for Avoiding Burnout
- What Everyone Should Know About Working Remotely

**Call WellSpan EAP for more information and to log on to view a free demonstration!**

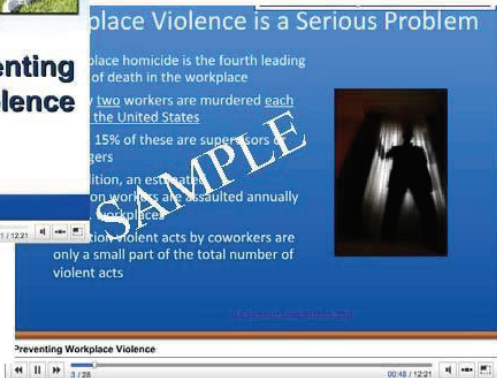
**1-800-673-2514**

Email:  
wellspaneap@wellspan.org



▶ Videos have audio voice over (sound is optional) and a running time of 7-15 minutes each.

▶ **Flash Movies** include fascinating and helpful information, prevention, and intervention tools that employees can access anytime.



**Easy, affordable, online training videos & post-tests developed by WorkExcel.com and brought to you by WellSpan Employee Assistance Program**

- Easy to use - access from any internet connection
- NO expensive per-user seat license fees
- View videos & complete a post-test anytime, just log on!

## How does it work?

1. Employees log on to our training web site and enter a unique Employer ID number.
2. Users then select a training module and view the video.
3. At the end of each video, a special code is displayed for the corresponding quiz (displayed in the last frame of the video so users can't bypass viewing the video).
4. Employees enter the code along with their name, take the five-question quiz and click "submit"- it's that easy!

## Employers develop participation reports on-demand

Employers receive administrative access to our reporting database. You can enter date parameters and download a report spreadsheet that lists participants, dates of completion and credit hours earned.

## What does it cost?

Access to all available training modules (videos, post-tests and administrative access to the reporting database)

- \$1.00 per employee per year (based on entire employee population)



# EAP Online Training – Product Demonstration Information

To access the demo version of our online training site, use this link:

[www.wellspaneap.org/videotraining](http://www.wellspaneap.org/videotraining)

## To preview any of the videos:

- Enter this **employer code = abc123**
- Choose any of the video topics from the menu and click “select”
- Play the video to view the content
- In the last frame of each video, a different code will appear. Use this code to take the quiz that corresponds with each video.
- Viewers cannot bypass viewing the video or advance the timer at the bottom of each video in the “live” version, but for this demo you may bypass viewing a video and skip directly to a quiz by **entering this code to take the Workplace Harassment quiz: TCBY45.**
- Click “submit code”.
- Enter a fictitious name (the more ridiculous the better, so you do not use an actual name). You can then take the quiz and print the certificate of completion.

## To access the admin features of the training site and generate a report:

- Return to the initial log-on page:  
[www.wellspaneap.org/videotraining](http://www.wellspaneap.org/videotraining)
- Scroll down the front page. In the bottom left-hand corner of the page you will see “Admin” (the color for this link is muted so it isn’t obvious to everyone).
- Click “Admin” and enter the following codes:
  - Email address: admin1
  - Password: test1
- After entering the codes above, click “Submit”, and enter the Admin section of the site.
- Choose the “Export data” link to set date parameters and run a report. You choose the start and end dates, and an Excel report is created listing all of the participants from your group in that time window. You can now download the Excel sheet and manipulate the data however works best for you.

**IMPORTANT** – You will see there are options on the Admin page to change the admin password and employer code. **PLEASE DO NOT** change the codes in this demo version.



Online Education  
Series

