



Well at Work

EAP Educational Trainings

EAP Topics for Employees

Running on Empty? Overcoming Burnout & Compassion Fatigue: Highlights that both compassion fatigue and burnout can lead to significant complications in an individual's life both personally and professionally. This training focuses on self-care and explores strategies to promote healthy habits and ways to possibly prevent the onset of compassion fatigue and burnout.

Adjusting the Sails – How to Navigate Through Change: All change, even positive change, can be stressful. This training reviews how change can lead to increased stress and what we can do manage the varying thoughts and emotions that change can create.

Fundamentals of Diversity, Equity, Inclusion and Belonging: This session allows staff members to consider the benefits of diversity, equity, inclusion, and belonging, as well as the challenges that it may create in the workplace. Respectful communication, recognition of our own bias, and sensitivity to differences will also be discussed.

Emotional and Mental Well-Being (Stress Management): Emotional and mental well-being is how well individuals are able to process their emotions and cope with life's stressors and challenges. In this presentation we will lead you through activities, exercises, and conversation to grow your emotional and mental well-being muscles. Learn to manage stress, foster positive social connections, and take care of your physical and mental health to maintain good emotional and mental well-being.

Emotional Intelligence: Emotional Intelligence (EI) is the ability to identify emotions, control your emotions, and relate to others. Developing strong EI can benefit you in the workplace and in your personal life. This presentation will provide you with tools to support your EI while also understanding why high EI is valued. EI is something that can grow over time by understanding yourself and those around you.

Gratitude is an Attitude: Learn how to incorporate gratitude in your life and recognize the psychological, social, emotional, and physical benefits that are associated with it.

Mental Health Awareness: Reviews the current state of mental health in our society, highlighting the signs of emotional distress, addresses the issue of stigma as well as the importance of reaching out for and giving support.

It's a Zoo Out There - Personality Profiles: Do you ever feel like you're speaking a different language or living in a different reality than some of your coworkers? Our differences aren't about who's right or who's wrong. We just have different personalities and different perspectives. This training will give your team an opportunity to explore a variety of individual personality traits, with a goal of greater understanding of (and patience with) each other. We also cover why differences among team members are so valuable.

Positive Co-worker Relationships: Focuses on the important common factors that promote a positive work environment and enhance co-worker relationships by building a desire to work together for the good of one another and the mission of the organization. This presentation can also include discussion of assertiveness techniques, the impact of negativity, the importance of collaboration, and other issues related to team dynamics.

Psychological Safety: Psychologically Safe work teams foster an environment where team members feel safe to share opinions, contribute, speak up, present challenges, and even fail. By learning the skills of psychological safety, participants can begin to create a culture of trust on their teams for continued learning and innovation.

Reaching the Summit – A Guide to Developing Resilience: Identifies 6 characteristics of building resiliency and teaches strategies that can support individual and team growth. Each participant will have time to develop their own Resiliency Roadmap.

Tips for Effective Time Management: Focuses on how to organize and structure your time to maximize productivity both at home and work. You will get ideas on how to make time work for you.

Identifying, Understanding, and Reporting Inappropriate Workplace Conduct: Covers the definition and examples of harassment, tips for responding if an employee witnesses or experiences harassment at work, and time for Q & A. The manager/supervisor version of this session also explores the potential costs to an organization if harassment is allowed, as well as what constitutes retaliation and how to avoid it. The topic of bullying can be included if requested.

EAP Topics for Managers & Supervisors

Developing a Positive Work Environment and Team: This presentation discusses dealing with a negative work environment and team members, possible causes of employee negativity, the role supervisors might play in inadvertently creating a negative environment, the risks of not confronting negative employees, strategies for doing so, and hiring for attitude.

Crucial Conversations: Discusses the importance of employee accountability, what happens when managers avoid difficult conversations with staff, as well as concrete strategies for setting limits and discussing performance issues with employees.

Managing a Hybrid/Remote Workforce: During this presentation, you will learn the importance of establishing healthy habits and protecting your energy for yourself and team members while working from home. In addition, time will be allocated for the group to share potential pitfalls and best practices with each other.

Poof! You're a Manager!: Explores basic skills and strategies for effective management, supervision, and leadership. The session also addresses the ways in which the roles and responsibilities of a supervisor or manager are different than that of a front-line employee, and why those differences matter. Keys to success in supervisory roles are also presented. This session is particularly helpful for employees who are newly promoted into supervisory positions.

Reasonable Suspicion (1-1.5 hrs.): Addresses alcohol and drug abuse trends, warning signs of drug and use and abuse in the workplace, reasonable suspicion, and strategies for intervening with employees you're concerned about. We can also review your D & A policy and/or your Reasonable Suspicion observation form during the session if needed. A 2-hr. DOT version of this training is also available.

Compassionate Leadership – Why Self-Compassion Can Make you a Better Leader: This presentation looks at what it means to be a compassionate leader by understanding the importance and impact of leading with a focus on self-compassion. Through discussion and exercises designed to lean into mindfulness, self-kindness, and common humanity you will learn the benefits of self-compassion for you and your work environment.

Reminder: Employee re-orientations can be provided at no cost when needed. We are also happy to provide Supervisory re-orientations at any time and no additional cost to strategize with leadership and provide a more comprehensive overview of our services.

- These training sessions are traditionally one hour long, unless otherwise noted.
- There may be some adaptation of the content of each training, so please contact us to discuss your specific training needs.
- If you have training needs that aren't listed, please let us know. We may be able to offer training on additional topics.

Contact your EAP Representative at: 1-800-673-2514