

EAP TRAINING PROGRAM DESCRIPTIONS

TITLE	DESCRIPTION	Duration
<i>Managing Stress for Life</i>	Stress can affect all areas of our lives. If not managed, it can have negative effects on our emotional and physical health. Participants will learn to recognize sources of stress in their lives, recognize the signs and symptoms of unmanaged stress and utilize effective coping strategies to better manage stress.	90 minutes
<i>Change Management</i>	Change is normal, natural and inevitable. In this workshop, participants learn how to anticipate their response to change and develop resilience so that they can successfully manage the effects of change.	120 minutes
<i>Conflict Resolution</i>	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.	90 minutes
<i>Gaining Power by the Way You Think (Positive Thinking)</i>	The power of positive thinking can help employees reduce anxiety and stress. Workshop participants will explore this relationship and practice techniques that can help them maintain a more optimistic response to negative experiences and events.	90 minutes
<i>Financial Uncertainty: What to do Today</i>	Financial uncertainty can cause even the most organized and calm person to feel anxious and worried. This training will help people identify a personal action plan for financial management and change management strategies. Participants will learn how they can practice resilience so they can successfully manage the effects of financial changes.	60 minutes

EAP TRAINING PROGRAM DESCRIPTIONS

TITLE	DESCRIPTION	Duration
<i>Dealing with Difficult People</i>	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 some overall strategies for dealing with difficult people, then explores specific things participants can do to cope effectively with the most frequently encountered difficult personality types.	90 minutes
<i>Effective Communication in the Workplace</i>	Now more than ever, communication plays a major role in both business and personal relationships. In this training, participants will learn to recognize the many factors that often interfere with communication, and develop the essential skills that contribute to effective interpersonal communication in the workplace.	90 minutes
<i>Managing Multiple Priorities at Work</i>	In this high-speed, high-expectation world, many employees feel significantly overwhelmed by their workload. This workshop will offer participants specific skills and strategies to help them gain greater control over their workday, reduce their stress levels and accomplish their most important tasks.	90 minutes
<i>Caring For Aging Relatives</i>	Worry, distraction, exhaustion, time missed from work-these are symptoms of burnout that a working caregiver knows all too well. Elder care resources and strategies can help. Workshop participants will learn how to negotiate both the public and private service mazes, how to cope with long-distance caregiving responsibilities, and how to plan for long-term needs.	90 minutes

EAP TRAINING PROGRAM DESCRIPTIONS

TITLE	DESCRIPTION	Duration
<i>Balancing Work and Family</i>	Participants will 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.	90 minutes