



# 2025 Seminar Training Catalog

Engaging seminars and trainings | Inspirational content | Training action plans

Give your employees and managers the empowering tools they need to face today's demands and enjoy the immediate benefits of a more confident, competent workforce.





## Introduction

### About Carelon Behavioral Health

Carelon Behavioral Health is an industry leader in mental health, emotional well-being, and addiction and recovery services. We serve more than 40 million individuals across all 50 states, providing innovative behavioral health solutions to employers, health plans, and government agencies. We're backed by a nationwide network of providers dedicated to improving the quality of life for people in need. For more information, visit [carelonbehavioralhealth.com](https://carelonbehavioralhealth.com).

### Employee seminars, executive training, and special programs

Compassion fatigue and burnout are common among those in the helping professions. Our award-winning trainers provide specialized programs that help nurses, doctors, social workers, therapists, and other caregivers develop coping strategies that support mental wellness. Our programs help reduce stress, improve resiliency, and cover topics such as managing trauma and conflict deescalation.

### Our speakers and trainers

Our speakers are experts in their respective fields and bring a wealth of talent and experience to our seminars. Working closely with each client, we deliver customized training programs that maximize learning and retention while motivating individuals and organizations forward.

### Delivery

Each seminar is conducted by one of our engaging and experienced trainers. Sessions can be delivered in person at your workplace, or virtually via webinar or teleconference. Programs range from 30 minutes to a full day, so you can choose the program that is best for you and your employees.

### Scheduling and cancellations

To request training, contact your account manager or call your dedicated toll-free number to speak with a workplace consultant. Please provide a minimum of 15 to 20 days' notice to coordinate your seminar. If you need to cancel, we appreciate notice of at least 48 business hours prior to your scheduled event to avoid a cancellation fee or reduction in your available bank of hours.

# Training requests

## Frequently asked questions

**Q: How and when can I schedule a seminar or training?**

A: You can request a seminar or training by contacting your client consultant. To coordinate your event, we request a minimum of 1 to 2 weeks' notice for webinars and 2 to 3 weeks' notice for on-site requests. Tell your client consultant which seminar you want to offer, along with when and where you'd like to have it.

**Q: How long are the seminars?**

A: Most seminars are 60 minutes. If more or less time is needed, please speak with your client consultant.

**Q: Where are the seminars held?**

A: Seminars can be delivered on-site, via webinar, or hybrid. Please let your client consultant know which format you prefer.

**Q: Do I need to have any special equipment to hold an on-site seminar or training?**

A: Yes, you will need to have a computer with Microsoft PowerPoint and the technology to project a slideshow. Plan to have the presentation loaded and ready to go on the day of your seminar. If you do not have this technology, you can still schedule a seminar — just let your client consultant know.

**Q: Can seminars or webinars be recorded for later playback?**

A: Yes. You will need to request the recording prior to your event. Once your event is done, you will receive a link to your recording.

**Q: Will I speak with the facilitator before the seminar?**

A: Yes, your seminar facilitator will contact you for a brief 15- to 20-minute prep call before the seminar date to discuss any outstanding details. Be sure to tell the facilitator about your culture, the work your employees do, and your goals for the seminar.

**Q: How much do training and wellness seminars cost?**

A: Many clients have a bank of training hours. Training and wellness seminars are subtracted from your bank. After you've used your hours, seminars are billed at a fee-for-service rate. Feel free to contact your client consultant for information about your training bank balance.

**Q: Can we cancel a seminar?**

A: Yes, but we ask for a 72-business hour cancellation notice for all on-site and webinar seminars. Failure to give notice may result in a cancellation fee or a deduction of seminar hours from your available bank.

**Q: What happens once a seminar is scheduled?**

A: Prior to your scheduled event, your client consultant will send you a confirmation email, including the presenter's contact information and the presentation materials.

**Q: Do you have a minimum attendance requirement?**

A: No, but we prefer to have a minimum of five employees in attendance.

**Q: How do I obtain the results of the training evaluations?**

A: Your client consultant will provide results after the event.

**Q: What is the best way I can ensure a successful training?**

A: Here are a few steps to ensure success:

1. Select a topic of interest to your employees.
2. Schedule the event well in advance.
3. Promote your event widely and often.
4. Send a reminder message to your employees.
5. Distribute seminar materials.

# Contents

<b>Community .....</b>	<b>12</b>
Community and giving back: leaving our footprints .....	12
Cults: understanding and deprogramming .....	12
Cultural myths in media: fact or fiction .....	12
Decreasing violence on college campuses .....	12
Disaster preparedness .....	2
How safe are you? .....	2
Political anxiety .....	2
Power of volunteering .....	2
The truth about hate crimes .....	2
What you need to know about demonstrations .....	2
<b>Family and friends .....</b>	<b>3</b>
Accessing mental health support during the holiday season.....	3
Accountability .....	3
Becoming a pet parent.....	3
Best practices for supporting others.....	3
Caregiving.....	3
Children and divorce .....	3
Children and stress .....	3
Compassion .....	4
Crying (New) .....	4
Dealing with change for families .....	4
Don't forget your social life .....	4
Elder care.....	4
Empathy.....	4
Family-and-friend guide to PTS .....	4
Fatherhood: a day in the life.....	4
Firearm safety .....	5
Grief, dying, and death.....	5
Handling a family crisis .....	5
Helping our children achieve their dreams .....	5

Helping troubled teens .....	5
Holiday survival guide .....	5
Is high school enough? The new age .....	5
Keeping your aging loved ones safe .....	5
Managing fear and anxiety in children .....	6
Navigating decisions as a family .....	6
Perfectionism .....	6
Raising diversity in your home .....	6
Relationships .....	6
Screen guide.....	6
Step families .....	6
Summer planning for families.....	7
Surviving and thriving through divorce .....	7
Teen suicide prevention.....	7
The sandwich generation.....	7
Today's family: challenges and changes.....	7
Too much gaming .....	7
<b>Financial (virtual only)* .....</b>	<b>8</b>
401(k) savings fundamentals .....	8
Adjustable-rate mortgages .....	8
Advance directives .....	8
Advanced tools and techniques for a fully funded 401(k).....	8
Basic banking and banking tips.....	8
Building good credit and improving your credit score.....	8
Car buying: new or used, buy or lease?.....	9
College tuition: understanding financial aid.....	9
Elder care: financial planning .....	9
Estate planning .....	9
Financial fitness .....	9
Financial planning for higher education .....	9
Financial wellness and moving forward .....	9
Handling financial stress .....	10
Holiday budgeting .....	10

Home buying: the best investment.....	10
How financial stress affects the workplace.....	10
Identity-theft protection and self-help .....	10
Importance of having a will.....	10
Investment basics .....	10
Living off your paycheck.....	10
Managing a budget for the first time.....	11
Managing your money in tough times .....	11
Mind over money .....	11
Money attitudes.....	11
Money basics .....	11
Personal finance boot camp.....	11
Planning a financial future.....	11
Social Security retirement planning.....	11
Take control of your finances .....	12
Tax tips .....	12
Teaching our children about money .....	12
Today's financial trends .....	12
<b>Healthy living.....</b>	<b>13</b>
A balanced retirement life .....	13
Addiction .....	13
Alcohol and substance abuse .....	13
All you need to know about cholesterol.....	13
Allergies .....	13
Alternative medicine: fact or fiction .....	13
Alzheimer's and dementia.....	13
Autism overview.....	13
Be positive .....	14
Beat the heat (New) .....	14
Bicycle safety .....	14
Body image .....	14
Breast cancer awareness.....	14
Cafeteria shopping .....	14

Clean living .....	14
Colorectal cancer screening.....	14
Compassion fatigue .....	15
Creating an annual well-being plan (New) .....	15
Dealing with mental health issues .....	15
Dealing with serious sleep issues .....	15
Depression .....	15
Diabetes.....	15
Eating disorders .....	15
Eating for high energy .....	15
Eating right for life .....	16
Eating right on the run and on a budget.....	16
Embracing happiness .....	16
Emotional eating .....	16
Exercise as you age.....	16
Exercise basics .....	16
Fear and anxiety: moving forward.....	16
Filling the nutritional gaps .....	16
Forgiveness .....	17
Getting organized.....	17
Getting you help.....	17
Gratitude .....	17
Green tips for the home .....	17
Health news .....	17
Healthy aging .....	17
Healthy kids .....	18
Healthy tips for business travel .....	18
HIPAA .....	18
How to boost your self-confidence .....	18
How to speak with your physician .....	18
Increasing mental toughness .....	18
Inflammation, diet, and disease .....	18
Learning about headaches.....	19

Lightening your life with laughter.....	19
Living with COPD.....	19
Loneliness.....	19
The complexities of love.....	19
Managing fear and anxiety.....	19
Maximizing your brain's potential.....	19
Medical/recreational marijuana.....	19
Men and depression.....	20
Men's health.....	20
Menopause.....	20
Mental health.....	20
Mindful meditation.....	20
Navigate life transitions.....	20
Nutrition navigator.....	20
Opioid addiction: employee version.....	20
Overcoming burnout.....	21
Overeating vs. binge eating.....	21
Patient safety.....	21
Promote family health.....	21
Psychology of exercise.....	21
PTS: veterans and military self-help.....	21
Reclaiming your health: the guide to recovery.....	21
Reducing body fat without restrictive eating.....	21
Reducing and managing pain.....	22
Relaxation 101.....	22
Relaxation to suit your lifestyle.....	22
Resiliency.....	22
Resiliency: bounce back stronger.....	22
Resiliency: part one.....	22
Resiliency: part two.....	22
Resiliency: looking back and looking forward.....	22
Self-care in the face of adversity.....	22
Setting boundaries.....	23



Sleep basics.....	23
Smoking cessation .....	23
Staying focused during times of change .....	23
Staying strong and resilient.....	23
Stress-reduction tool bag .....	23
Success .....	23
Sun protection .....	23
Technology and exercise .....	24
The A's and B's of alcohol use (New) .....	24
The art of feng shui .....	24
The connection between exercise and mental health .....	24
The effects of unhealthy eating (New) .....	24
The gut–brain connection (New) .....	24
The importance of unplugging.....	24
The truth about dieting .....	24
Understanding food labels .....	25
Understanding testicular cancer: an overview.....	25
Understanding your immune system.....	25
What is anger? .....	25
What is proactive health? (New) .....	25
Why do cancer screenings matter?.....	25
Women and depression .....	25
Women's health .....	25
Workday workouts .....	26
Yoga 101.....	26
You can be smoke free .....	26
Your healthy heart.....	26
<b>Parenting .....</b>	<b>27</b>
Authoritative parenting .....	27
Coparenting .....	27
Communicating with young children .....	27
First-time parenting .....	27
Internet information for parents .....	27

Navigating the teen years .....	27
Parenting your teen: at-risk behavior .....	27
Parenting your teen: career and life goals.....	28
Parenting your teen: communicating.....	28
Parenting your teen: finances .....	28
Parenting your teen: friends and family.....	28
Parenting your teen: giving back.....	28
Parenting your teen: managing conflict and problem solving .....	28
Parenting your teen: relationships.....	28
Parenting your teen: sibling rivalry .....	28
Parenting your teen: social issues .....	29
Parenting your teen: success in school.....	29
Parenting your teen: teens and sports .....	29
Parenting your teen: test anxiety.....	29
Parenting your teen: tips for parents of teenage drivers .....	29
Parenting your teen: understanding important health issues .....	29
Parenting your toddler: communicate, motivate, and build confidence .....	29
Parenting: preparing to go back to school.....	29
Preparing for college.....	30
Resiliency for the working parent.....	30
Single parenting.....	30
Vaping: what parents need to know .....	30
<b>Work.....</b>	<b>31</b>
Assertive communication .....	31
Becoming Samurai.....	31
Being trauma informed.....	31
Benefitting from ergonomics .....	31
Building a team brand .....	31
Bullying and violence in the workplace .....	31
Business etiquette.....	31
Business writing for managers .....	32
Call center stress management .....	32
Campus to career: transitioning into the workplace .....	32

Career development strategies .....	32
Career transitions.....	32
Change management for leaders.....	32
Coaching.....	32
Collaborative communication .....	32
Collaborative customer service .....	33
Communicating change to employees .....	33
Communicating during times of change .....	33
Communicating in a tech world .....	33
Communication for managers .....	33
Communication skills for the workplace .....	33
Commuting.....	33
Compassionate leadership.....	34
Components for great communication .....	34
Concentration.....	34
Conflict management for employees.....	34
Conflict management for managers .....	34
Creating a great place to work in 10 easy steps .....	34
Creating positive work environments .....	34
Creative problem solving and decision making .....	34
Critical thinking.....	35
Cross-cultural sensitivity in the workplace.....	35
Curiosity.....	35
Customer expectations .....	35
Dare to be bold .....	35
Dealing with challenging people.....	35
Dealing with the elephant in the room.....	35
Deescalation for managers .....	35
Delegation.....	36
Disability inclusion in the workplace .....	36
Discipline.....	36
Diversity in the workplace .....	36
Domestic violence .....	36

Dual-career relationships .....	36
Dynamics of change management.....	36
Effective interviewing skills for interviewers .....	37
Effective one-on-one conversations .....	37
Effective performance appraisals.....	37
Effective presentation and public speaking skills .....	37
Effective presentation skills for leaders .....	37
Emotional intelligence .....	37
EQ: making it work for you .....	37
Ethics and values.....	37
Everything you need to know about LinkedIn.....	37
First responders: focus on wellness .....	38
Fostering inclusion in the workplace .....	38
Giving constructive feedback vol. 2 (New) .....	38
Handling and managing chaos.....	38
Handling death in the workplace .....	38
Health and well-being in the workplace.....	38
How to be an inclusive leader .....	38
How to create the secret sauce: the perfect team.....	39
How to deliver amazing online presentations.....	39
How to execute in business .....	39
How to take the edge off giving feedback .....	39
Interacting with ill coworkers .....	39
Interviewing for interviewees.....	39
Introduction to neurodiversity .....	39
Introduction to social media marketing.....	39
Kindness .....	40
Leadership .....	40
Leadership for women .....	40
Life in today's uncertain times .....	40
Maintaining a health-conscious workplace.....	40
Maintaining a safe work environment.....	40
Making meetings effective.....	40

Making the most of a multigenerational workforce .....	41
Manager's guide to burnout .....	41
Manager's guide to check-in conversations .....	41
Manager's guide to self-care .....	41
Manager's guide to promoting family health.....	41
Managing pregnant employees .....	41
Managing priorities to maximize your day .....	41
Managing social connections .....	41
Managing stress for managers.....	42
Managing strong emotions: for employees .....	42
Managing strong emotions: for managers.....	42
Managing teleworkers: for managers.....	42
Managing trauma in the workplace .....	42
Managing your boss.....	42
Mental health: a guide for managers and leaders .....	42
Mentally healthy culture: a focus on workplace well-being.....	43
Mental health impacts .....	43
Mentoring .....	43
Motivate, recognize, and energize employees .....	43
Motivation: bringing out the best .....	43
Motivational interviewing .....	43
New Year's resolutions .....	43
Nonverbal communication.....	43
Opioid addiction: manager version.....	43
Overcoming work fatigue .....	44
Performance management.....	44
Practical productivity .....	44
Preparing for interviews .....	44
Preventing sexual harassment.....	44
Preventing sexual harassment in CA .....	44
Preventing sexual harassment in NY .....	44
Procrastination .....	44
Productivity skills.....	45

Professional use of texting .....	45
Professional writing and email etiquette .....	45
Psychological wellness in the workplace .....	45
PTS in the workplace .....	45
Quality improvement .....	45
Reading the room and getting to know your audience (New).....	45
Recognizing the troubled employee .....	46
Renewing your human resources .....	46
Resilient leadership.....	46
Respect for all in the workplace .....	46
Riding the change wave.....	46
Science of goal setting .....	46
Sexual identity in the workplace.....	46
Shifting priorities: being your best on a shift schedule .....	46
Staying connected in today's digital world.....	46
Stick with it .....	47
Storytelling .....	47
Stress management for high-burnout professions .....	47
Stress management for managers .....	47
Stress management for the new professional.....	47
Substance abuse for managers .....	47
Successful teleworking for employees .....	47
Succession planning .....	47
Suicide awareness and prevention for managers .....	48
Suicide prevention .....	48
Surviving mergers and acquisitions .....	48
Survivor's guide to downsizing .....	48
Taming tech .....	48
Teamwork .....	48
The 5 Buckets Principle™ .....	48
The art of negotiation .....	48
The furloughed employee .....	49
The importance of showing up to work .....	49

The new resume .....	49
The power of persuasion: how to influence others .....	49
Thinking traps .....	49
Trust.....	49
Unconscious bias .....	49
Understanding colleagues with autism .....	49
Understanding personality types .....	49
Using your EAP .....	50
Values conversation around justice, equity, diversity, inclusion, belonging, and accessibility (JEDIBA).....	50
What makes a successful EAP training?.....	50
When the worst happens .....	50
Working with children at home .....	50
Working with millennials.....	50
Workplace trauma: for managers.....	50
You're promoted: the new manager .....	50

## Community

### Community and giving back: leaving our footprints

Fewer things in life give us more joy than helping others. It is a feeling that provides us with purpose and meaning, but the journey to finding and participating in service can be daunting and intimidating. Sometimes, it's easier to find reasons not to do something than to do anything at all. In this training, you will learn the mental and physical benefits of service along with tips on how to overcome your fears to help you find purpose and get involved.

### Cults: understanding and deprogramming

The word 'cult' may likely remind you of names and events from long ago. However, the reality is that cults are still with us today and remain as powerful and dangerous as in days gone by. This training will help you understand cults, recognize their tactics, and help you learn how to help loved ones break free from the stranglehold of a cult's grip.

### Cultural myths in media: fact or fiction

In our culture, pictures have become tools used to elicit planned emotional reactions. In today's world of news, blogs, and online media, it is important to learn how to be a critical viewer to differentiate what is true and what is false. Participants will learn why these myths matter and how they can impact and construct our views.

### Decreasing violence on college campuses

As parents, we want our children to thrive during their college years. We want them to be challenged academically, enjoy their new surroundings, and make new friends as they successfully step into the new,

young-adult phase of their lives. Understanding the facts about violence on campus, learning how to talk with your young adult about these issues, and becoming aware of available resources are important first steps to help protect your children.

### Disaster preparedness

When events such as hurricanes strike, we often have no warning. In all situations, basic knowledge and preparation are the keys to survival and recovery. We will talk about taking care of people and pets in a disaster as well as how to prepare everything from documents to home protection and what you need to have ready to go so you can take care of your family.

### How safe are you?

We live in a world where personal safety is an issue that cannot be ignored. This class covers some basic steps we can all take to be safer in our surroundings. This includes best practices and options for making yourself safer, as well as changes you can make in your personal behavior to reduce the risk of becoming a victim.

### Political anxiety

By now, nearly all of us have encountered those uncomfortable situations where friends, or even family members, have engaged in heated political conversations. Our culture has become so divisive that many folks are afraid to join their families for the holidays — even virtually — for fear of inadvertently sparking a confrontation over politics. Regardless of political affiliation, there are ways to avoid this stress. This course offers strategies for acknowledging our anxieties by addressing the areas of our lives that we can control and engaging with each other in respectful ways.

### Power of volunteering

This class explores why volunteering benefits both individuals and organizations. The physical, intellectual, and emotional benefits of volunteering are discussed in depth. Participants will gain a deeper understanding of both the personal and professional benefits of volunteering.

### The truth about hate crimes

Learning about the history and the definition of the term 'hate crimes' is critical to our understanding of what is happening in our world. In this course, we will discuss the rise of hate crimes against specific communities, along with ways to get involved and support those who are disproportionately affected.

### What you need to know about demonstrations

This presentation will provide participants with the history and background of political demonstrations and demonstrators. Attendees will learn about the psychology of protests, the differences between looting and peaceful protesting, and strategies to help explain these sensitive topics to children.



## Family and friends

### Accessing mental health support during the holiday season

The holidays can be joyful, but they can also be an unexpected source of grief and stress. In certain cultures, there is a fear of judgment or disapproval around seeking mental health support. During this session, we'll discuss the importance of reducing stigma so people can access the assistance they need. Participants will learn how to find support, tools, and resources available through their employer. Remember — the only mistake you can make is not asking for help.

### Accountability

Accountability means accepting responsibility for honest and ethical behavior. Practicing accountability can also help minimize communication breakdowns. In this meaningful conversation, participants will learn how to identify the benefits and challenges of accountability, including how to hold others to shared standards.

### Becoming a pet parent

Have you been considering pet adoption? This seminar offers valuable information to prospective pet parents, with topics that include selecting the right pet for your family, expenses associated with pet care, and the differences between pet stores and animal shelters. Attendees will also be provided with numerous topics for further research to aid them in their pet adoption journeys.

### Best practices for supporting others

This seminar will allow participants to discuss the basic techniques for providing help and support to others. Participants will learn how to provide support without taking on the role of a counselor or therapist and gain real-life strategies they can use to help support their loved ones.

### Caregiving

Nearly one out of three Americans is currently providing care for a family member. This class will cover the issues of self-care, how to assess your family's needs, and how to maintain balance within your life. We will also discuss common emotions and special situations that caregivers may experience.

### Children and divorce

This class will discuss the issues children may experience during a divorce. Topics include how to break the news to your children, how you can reassure them, and how to help them manage feelings of self-blame. We will look at children's basic needs during a divorce, including ways to help your children effectively communicate and achieve continuity while living in multiple homes.

### Children and stress

Stress impacts children as young as 7 years old, which can prevent them from having a happier, more balanced childhood. This workshop outlines the causes, signs, and red flags of stress among children and when parents should seek additional guidance. In addition to discussing the symptoms of stress in children, we will talk about techniques to help them on an everyday basis.

## Compassion

This workshop is geared to teach children ages 4 to 8 about the importance of being kind to each other. Children will brainstorm ways to "fill their bucket" with good deeds and kind actions toward their friends.

## Crying (New)

While far too many have been raised to believe that crying is a sign of weakness, modern research shows the emotional, mental, and social benefits of being brave and letting ourselves cry. Participants in this interactive session will learn how crying is portrayed in the media, across different cultures, and throughout different periods of time. Please join us and share your own experiences and viewpoint.

## Dealing with change for families

Change is inevitable, but some changes can be harder to adapt to than others. This seminar will equip participants with the tools they will need to successfully navigate change as a family. We will discuss changes going on in participants' lives and what is needed to work through those changes. Children, partners, spouses, and friends will all be addressed in this seminar.

## Don't forget your social life

Are you working your life away six days a week, or 12 hours a day? Don't forget that it's important to sometimes close that mental office door and kick back for some leisure and fun. Remember, stress reduction activities are an essential part of life. Make time for your favorite hobbies, as well as the people who are important to you. This seminar is all about balancing your job with your social life.

## Elder care

It's not uncommon for one family member to be the sole caregiver for an older relative. This seminar will teach participants how to create a family approach to caregiving. We will discuss how family dynamics and family history impact a family's ability to work together as caregivers. Participants will learn strategies for problem solving and managing conflicts with siblings and other family members.

## Empathy

In today's world, we often hear the word "empathy." What does it really mean, and how does it differ from sympathy? Learn the answer in this meaningful session. We'll examine the spectrum of empathy, how to identify and practice compassion, and the barriers you may face in doing so. Participants will learn techniques for increasing empathetic awareness at work and at home.

## Family-and-friend guide to PTS

We hear a lot about post-traumatic stress (PTS), but it can be confusing for family and friends to support loved ones who live with it. This training addresses what PTS is and how it can develop. This seminar will cover ways to support loved ones who are dealing with PTS symptoms and the sometimes-frustrating situations it can create.

## Fatherhood: a day in the life

This journey we call life has plenty of plot twists along the way. Becoming a father is a major chapter in this great story. You are your son's first superhero and your daughter's first love. In this seminar, we will talk about how to prepare for the changes of fatherhood, balance your priorities, and establish routines.

## Firearm safety

Firearms are on the minds of many, especially in a world where the suicide rate is alarmingly high. This important conversation about keeping weapons safe helps you protect those you care about by exploring the rights, responsibilities, and obligations of owning firearms.

## Grief, dying, and death

This thoughtful and compassionate seminar is designed to help people talk about and deal with a topic that's not often discussed. For many, losing someone close can be very confusing, especially when we don't have a lot of experience in managing grief. In this session, people can share, explore, and learn ways to cope with grief and loss.

## Handling a family crisis

For those going through or expecting a family crisis, this class will cover how to manage expectations and guilt. Learn how to cope with financial challenges and what to expect during transitional times. This class can also be geared toward managers supporting employees going through a family crisis.

## Helping our children achieve their dreams

In this seminar, participants will gain the knowledge to empower their children with tools to turn their dreams into realities. We will focus on the importance of fostering a supportive and nonjudgmental environment. This presentation will aid parents in coaching their children to achieve their dreams.

## Helping troubled teens

This seminar discusses the experience of a teen living with a mental illness. We will discuss signs and symptoms, when a parent should be worried, and how to get help. We will also discuss addiction and offer suggestions on how parents can help their children.

## Holiday survival guide

We all have certain feelings about the holidays. For many, it's a time of celebration, family gatherings, and joyful memories. For others, it's a time of sadness that may come with feelings of being overwhelmed. In this seminar, participants examine sources of holiday stress and learn strategies for coping and managing their emotions, time, relationships, and finances.

Participants will also share ideas for organizing holiday tasks and managing holiday demands as they look at the role of holiday traditions.

## Is high school enough? The new age

Today, a college education has taken on the role once held by a high school education — a college degree is now necessary to find a good job and live a comfortable lifestyle. In this seminar, we will go over the important life skills and responsibilities one gains in college, along with how to determine if the expense is worth it. We will also go over goal setting at an early age, and how to create a plan for your child.

## Keeping your aging loved ones safe

As we age, we all want to be safe and enjoy our lives to the fullest. For that to happen, both caregivers and seniors need to be well informed on basic safety procedures. This seminar will introduce six essential areas of safety, along with resources and tips that seniors and caregivers can use to stay as safe as possible

throughout the years. (This program is available in two parts covering three areas each, or as a single combined presentation.)

### Managing fear and anxiety in children

During this presentation, we will discuss ways to help children of all ages deal with fear and anxiety. Parents will learn to manage their own fears and anxieties in order to support their children, using strategies that include compassion, structure, and flexibility.

### Navigating decisions as a family

Sometimes, decisions must be made quickly, and we need to effectively communicate these choices to our children and families. In this seminar, we address family decisions and how to navigate them with minimal stress. This seminar will provide you with the tools you will need to navigate decisions as a family, and give participants the opportunity to talk about concerns over decisions they may be facing and how those decisions may affect the family.

### Perfectionism

This seminar examines perfectionism through an objective lens. It explores the dangers of being “perfect” and explains why it is beneficial to change this behavior. This interactive and motivating presentation provides real-world strategies for overcoming perfectionism.

### Raising diversity in your home

This is an opportunity for all parents and caregivers to learn how to effectively communicate about diversity. We all come in different shapes and sizes, and we all have different backgrounds, beliefs, and abilities. This seminar offers tools for talking about stereotypes and setting a positive example for your kids.

### Relationships

The definition of a good relationship is personal, but in many cases, it is shaped by a supportive partnership that fosters each person's growth. This class will include interactive, lively discussions on misconceptions about relationships, the meaning of fulfillment, the importance of communication, and the real definition of happiness.

### Screen guide

In today's digital world, many parents are conflicted on when and how often to let their children use screens. We will discuss age limits and recommend some approved apps and websites to help parents safely set limits. We will also discuss the challenges associated with setting limits, and how to tell our children why guidelines are necessary.

### Step families

We all come in different shapes and sizes, and we have different backgrounds, beliefs, and abilities that may depend in part on our families. Whether we're from an adoptive family, single-parent household, blended family, family with a stay-at-home father, or a same-sex household, the care and support family members provide one another is essential to the adequate functioning and development of children. In this session, we will discuss discipline, family values, and how to have fun regardless of your family composition.

## Summer planning for families

In this seminar, we discuss options for summer camp, summer school or tutoring, child-care programs, and summer jobs. We'll also talk about how to approach planning, including finding the balance between structured and unstructured time, how to involve your children in the decision-making process, determining budgets for camps or summer programs, and helping create a summer job action plan. Other topics covered will include family vacation planning and camp health and safety.

## Surviving and thriving through divorce

This seminar provides helpful and practical information for those experiencing all stages of a divorce or separation, including an overview of the divorce process, litigation vs. mediation, coping skills, and tips on surviving the emotional toll of separation or divorce.

## Teen suicide prevention

"13 Reasons Why" was a 2017 Netflix series based on the book by Jay Asher. Although the series has become popular, it has raised major concerns from the mental health community around the topic of suicide. To some, the series portrays suicide in an irresponsible and dangerous manner. To others, it shows suicide as a romanticized notion of "speaking from the grave" that incite blame and revenge. Educational opportunities to teach youth about depression, help resources, and treatment are glaringly absent. Adults are portrayed as preoccupied and out of touch. The series depicts rape, bullying, accidents, and alcohol use, along with a graphic depiction of suicide. Without adult supervision, these themes can be difficult for youth to process, putting those with a history of depression at increased risk of self-harm. There is a fear among the mental health community that without full awareness of the finality of death, the series may lead to copycat behavior. We will discuss these issues and more.

## The sandwich generation

Most employees today will face having to take care of an elderly relative while still taking care of their own families. This is known as "the sandwich generation." This class will discuss how to collect information, communicate with family members, and be proactive about planning for the care of your aging parents or relatives.

## Today's family: challenges and changes

Whatever the makeup of your household, families face many of the same challenges. Parenting is still one of the toughest jobs we have, and this discussion-based class looks at the history of families and offers best practices for how to keep the family dynamic healthy.

## Too much gaming

Gaming addiction is a newly named disorder that can affect one's life in the same way as a substance addiction. In this program we will discuss the difference between playing games and having an addiction to games, and how to spot a potential disorder.

Treatment options will also be discussed, so those affected can get the help they need.

## Financial (virtual only)\*

### 401(k) savings fundamentals

The goal of this class is to provide you with a fundamental understanding of retirement savings and why it is so important to start saving now. Once you learn the fundamentals, investing in 401(k) savings plans will not be so daunting. By starting early in a plan, you will have the advantages of building up wealth for retirement.

Finally, we will provide you with information on resources to support your investment planning.

### Adjustable-rate mortgages

Adjustable-rate mortgages provide distinct advantages and risks for homebuyers. This seminar will examine a variety of available adjustable-rate mortgages to help homebuyers make educated decisions about their home financing.

### Advance directives

There are many things in life you can't prepare for, but advance directives, as the name implies, can help you plan what you want done in the future. This class will define advance directives and identify their benefits. Participants will learn about living wills and durable powers of attorney for healthcare. We will also identify strategies for communicating with older relatives about the need for advance directives, as well as resources to help you complete them.

### Advanced tools and techniques for a fully funded 401(k)

This class will introduce participants on ways to manage their current 401(k) holdings to reduce future taxes, expand their legacy to family, and coordinate IRAs. We will discuss tax advantages (i.e., NUA technique), stock options in company plans, applicability of a Roth IRA when deciding on income sources, the opportunity of "in service" withdrawals, and additional deductible investment tools to manage risk as you get older.

### Basic banking and banking tips

Learn the different aspects of banking, including banking products, services, and procedures, and their effect on managing your money. In this class, we discuss the role banks have in the creation of money supply, the importance of maintaining a healthy cost-to-income ratio, and basic accounting concepts such as assets, liabilities, debits, and credits. Participants will also learn to balance multiple accounts and understand the difference between mutual funds and certificates of deposit (CDs).

### Building good credit and improving your credit score

Your credit score is very important. In this seminar, we will motivate and reassure participants with low credit scores that there are ways to make it better. We will explain how the FICO system works, what you should and should not do, and how you can use this information to improve your credit score.

### Car buying: new or used, buy or lease?

Deciding to buy a new car or lease a used one can be a tough financial decision. There is a lot to understand when it comes to this type of purchase. Weighing options between different leasing fees or large down payments for purchase is a lot to figure out on your own. This seminar will help you evaluate your options when it comes to this significant purchase.

### College tuition: understanding financial aid

“Financial aid” is an umbrella term that includes many different types of grants, loans, and other methods of assistance to pay tuition. This seminar helps parents understand the college financial aid process, which can make a high-tuition college more affordable than they imagined. Participants will learn how to apply for aid and understand what a financial aid package means to their financial lives and those of their children.

### Elder care: financial planning

Many of us help our older relatives with their finances; this seminar will guide you through that process. This seminar will give you an opportunity to create a budget to cover the basics of Social Security and Medicare while respecting your loved ones’ wants and needs. You will also learn some warning signs that your loved ones may need extra help, along with knowledge of scams and pitfalls that have affected seniors.

### Estate planning

This seminar explains the documentation needed for estate planning. You will learn the terms for will planning, guardianships, and trusts, and review the pros and cons of various options. This seminar does not offer legal advice.

### Financial fitness

Even smart people with good jobs and high pay can find themselves in financial problems. This includes cash flow and debt issues that can be a daily distraction and make for 'bad' corporate and personal behavior. This course will address the personal impacts of financial inaction, effects on family, and some of the simple and small steps necessary to initiate significant change.

### Financial planning for higher education

College is expensive, and figuring out a way to afford it can be overwhelming. In this session, we will make it easier for you to prepare for and anticipate the challenges of funding a college education. Participants will learn about a variety of options to help cover the cost of college, including 529 savings plans, loans, scholarships, and different types of financial aid. We will also cover things to consider when selecting a college.

### Financial wellness and moving forward

Reflecting on past experiences can help us move forward in a positive direction. In this course, participants will explore the steps everyone can take to better their finances, health, and interpersonal relationships, and how these three areas are interrelated. This will give participants an understanding of how to improve their situation this year and beyond through the use of best practices.

## Handling financial stress

A significant subset of Americans live paycheck to paycheck, including many with six-figure incomes. Are you one of them? What can you do about it? This course focuses on concrete ways to stabilize and support your income, control your spending, and plan for emergencies.

## Holiday budgeting

We may have our finances under control during the year, but holidays can seriously send spending out of control. This class will help you avoid waking up on January 2 thinking, "How could I have spent and eaten that much?" This motivational class teaches a skill set to manage your holiday financial balance.

## Home buying: the best investment

In today's economy, few investments offer a better return than a home. In this seminar, we will explain the process of buying a home and the preparation needed for such a major, long-term investment. We will cover terminology and provide you with resources so you can make informed decisions when buying a home.

## How financial stress affects the workplace

The past years have proven that financial stress is here to stay, and sometimes it can spill over into areas such as work performance. By examining financial stressors, participants will begin to take charge of financial aspects of their lives that can improve their workplace experience.

## Identity-theft protection and self-help

Identity theft has become a fact of life for many Americans. This class reviews how identity theft occurs, how it can be prevented, and how to recognize some of the red flags. Participants will receive a checklist and list of resources to help prevent, protect, and recover from identity theft, including actionable steps to take if identity theft happens to you.

## Importance of having a will

You work hard for your money. You should make sure that it, and your other assets, end up where you want after your death. There is much confusion about what you need to do to preserve your wealth and intentions — in this class, participants will gain an understanding of the components of a will and alternatives to their choices.

## Investment basics

This class will help participants understand the difference between saving and investing. We will discuss how to identify investment goals, learn how to create a mix of investments, identify key points to investing, and develop a plan to get started.

## Living off your paycheck

This seminar presents common-sense, no-nonsense advice for making ends meet. We will cover goal setting and how your money beliefs can affect the way you save and spend. We will discuss how to reduce debt, learn the difference between "meat and gravy," and consider ways to increase your wealth.



## Managing a budget for the first time

Your first big job comes with your first big paycheck, but it also comes with tough questions about how to use this hard-earned cash. Taking time to devise a plan can be critical; this class will help you to create a solid budgeting plan by analyzing your income and expenses.

## Managing your money in tough times

For years, we have heard that following sound financial practices and sticking to a plan with a solid foundation will make you come out ahead. Financial times today have changed not only the rules, but also how we need to react. In this session, we will give you new ways to think and new actions to implement that will not only help you survive tough financial times, but actually come out even or ahead.

## Mind over money

This class examines your personal history with money and how money affects emotions. This includes healthy vs. unhealthy attitudes and best practices in dealing with money decisions.

## Money attitudes

This class takes a deeper dive into the newer fields of financial psychology and financial therapy. The topics covered include money scripts, mindset vs. skillset, financial beliefs, and the partner/spouse dynamic, with tips to managing each.

## Money basics

In this class we discuss spending and saving money. Participants will learn about various types of credit, like secured and unsecured cards, as well as information on credit scores, their importance, and how to manage paying bills.

## Personal finance boot camp

This comprehensive, three-hour program (available in one or three sessions) puts together the pieces of the financial puzzle in terms anyone can understand. It gives participants the knowledge and tools to move forward to relieve financial stressors created by lack of knowledge and confusion. With tools in hand, participants will gain perspectives on personal finances that will help them make smart decisions throughout their lives.

## Planning a financial future

Preparing for the future means being financially savvy in wealth, savings, investments, and even in times of emergency, yet too many of us do not save like we should. In this class, we will talk about some typical roadblocks to saving and how we can deal with them.

## Social Security retirement planning

There are many aspects to Social Security that employees should be made aware of well before retirement age. Due to application deadlines, planning and understanding these benefits is very important. This class reviews what people need to know and when they need to act so they can include Social Security retirement in their financial plan.

## Take control of your finances

For many individuals and families, dealing with finances can be challenging. If you get to the end of the month and feel like money has control over every aspect of your life, then this session is for you. You will learn the basic skills to be able to take control of your finances, as well as learn how to communicate about your finances and develop a plan to achieve your financial goals.

## Tax tips

This class will help you understand the secrets of reducing your taxable income, how to understand the federal tax reporting system, and how to remove the mystery behind the ever-elusive tax return. You will discover simple changes to make regarding deductions and exemptions, and learn the four tax-saving strategies to help reduce your taxable income.

## Teaching our children about money

Surveys repeatedly show that many teenagers do not understand even basic financial concepts. This class will explore how we look at and communicate our money values so we can effectively teach our children. We will discuss parental attitudes toward allowances and working, as well as how to set goals and create spending and saving strategies.

## Today's financial trends

In times of uncertainty and change, it can be helpful to understand current financial trends and revisit tried-and-true principles that have served us well. In this session, participants will learn the impact of inflation and the cost of living on a household budget. The session also covers protections available through the Federal Deposit Insurance Corporation (FDIC) and the National Credit Union Association (NCUA). Participants will learn ways to reduce stress by clearly communicating financial goals and making a conscious effort to spend money where it matters most.

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\* On-site legal and financial workshops are available in our premium catalog. For more details on pricing and to schedule a session, please contact your account executive or training coordinator.

## Healthy living

### A balanced retirement life

The goal of this seminar is to help people ask the right questions so they can make decisions that are appropriate for their retirement. We will cover the issues to consider for future planning and help you evaluate your current road map. Our goal is to focus on the positive aspects of retirement — not just the challenges.

### Addiction

This seminar will cover it all, including what defines an addiction, the signs of addiction, and how someone becomes addicted. If you or someone in your life is dealing with addiction, this seminar will help you understand the symptoms, components, and even the myths surrounding this disease. It will also include tips and steps on the recovery process.

### Alcohol and substance abuse

This class will address the basics of alcohol and substance abuse. We will look at how to identify whether someone has a problem, the difference between substance abuse and substance dependence, and how drugs affect the body, along with common family and social problems that arise from substance abuse and how to get help for these issues.

### All you need to know about cholesterol

In this program, participants will explore the complex role of cholesterol plays in nutrition and health, and learn about the numbers that indicate good cholesterol levels. There will be an opportunity to discuss the various types of fats that contribute to good and bad cholesterol numbers. Additionally, diet suggestions will be offered.

### Allergies

This is a class to discuss allergies, what causes allergies, the different types of allergies, symptoms, and certain risk factors. During this class, we will review the various treatment options for allergies and strategies to manage them. You will leave this class feeling equipped to effectively manage your allergies and improve your quality of life.

### Alternative medicine: fact or fiction

Learn the basics of the most common alternative healing arts, including chiropractic, homeopathy, herbal and Chinese medicines, naturopathy, acupuncture, and therapeutic massage. See how these healing modalities can contribute to and enhance your overall health and wellness.

### Alzheimer's and dementia

This is not a medical class about what Alzheimer's is — it's a seminar about lifestyle and caring for those living with Alzheimer's. You will learn that it is possible to prevent Alzheimer's symptoms by living a brain-healthy lifestyle. We will talk through and suggest the steps you can take to slow down, or possibly reverse, the process of deterioration that the disease can have.

### Autism overview

Autism is a condition that impacts many families. This class is designed to provide an overview of the autism spectrum and how to identify potential signs of autism. This class will provide guidance on how to cope with the

challenges of raising an autistic child. There will be opportunity for discussion and a review of resources for help and support.

## Be positive

Positive thinking has been utilized around the world for centuries. Today, scientists understand why the attitudinal approach — positive vs. negative energy — dramatically impacts us and our relationships with others. In this class, we will discuss our ability to benefit from the power of positive thinking by making changes to our thought process and perspective.

## Beat the heat (New)

This seminar will help you understand why heat safety is important and how you can beat heat-related illnesses. It will cover certain risk factors, signs of dehydration, how to stay properly hydrated, and when to know you need to ask for help. During this class, participants will leave with a better understanding of how to prepare and work during times of excessive heat temperatures.

## Bicycle safety

This seminar will provide you all the information you need for safe bicycling, including bike maintenance to road safety, so that you can enjoy the ride.

## Body image

Do you ever catch a glimpse of yourself in the mirror and feel judgmental, self-critical, or ashamed? We are all probably guilty of it from time to time, but if your body image is something you find yourself struggling with on a daily basis, this seminar can help. We will guide you through tips and tools to overcome your image issues and help you love your body exactly the way you are.

## Breast cancer awareness

The purpose of this seminar is to educate and empower participants regarding breast cancer. This seminar is for informational purposes only. It is not intended to give medical advice, diagnose, or make treatment recommendations. A breast self-exam demonstration can be added to this presentation.

## Cafeteria shopping

For many people, trying to eat healthy during the workday seems unachievable. This workshop will lead you through the typical cafeteria choices to help you create a personal "shopping list" of foods for better health.

## Clean living

Clean living is all about cleaning out the toxins in your life. This is a mind–body approach to living a clean and healthy lifestyle. We will discuss what adds toxins to your mind and body, and how to eliminate them for good. In this seminar, we will discuss ways to establish a healthier way of eating through whole, real, nutrient-rich food. We'll also look at how eliminating processed food that is a normal part of most people's diets can help support a clean-living lifestyle. We will discuss toxic products we use in the home, along with a discussion on vitamins, supplements, and many more areas.

## Colorectal cancer screening

To beat colorectal cancer, it is paramount that the disease is detected as early as possible; this is why colon cancer screening is so important. This presentation discusses symptoms, tests, treatments, and prevention.

## Compassion fatigue

For many of us, our day-to-day jobs are not only physically exhausting, but also mentally exhausting. This class will guide you through what compassion fatigue is, its signs and symptoms, and real-life strategies to combat the exhaustion in our everyday lives.

## Creating an annual well-being plan (New)

In today's fast-paced world, maintaining a balanced and healthy lifestyle requires intentional planning and commitment. An annual well-being plan serves as a roadmap to prioritize your physical, mental, and emotional health throughout the year. By setting achievable goals, incorporating regular wellness activities, and monitoring your progress, you can ensure a holistic approach to your well-being. Let's delve into the steps and strategies for crafting an effective annual well-being plan that supports your long-term health and happiness.

## Dealing with mental health issues

Mental illness can affect your life and those around you. Whether it is a friend or loved one dealing with mental illness, there are things you can do to help clear a path for better living.

## Dealing with serious sleep issues

Do you have difficulty sleeping? In this program, you'll explore sleep disorders and their causes, with discussions on circadian rhythms, insomnia, snoring, and sleep apnea. We will also discuss the benefits of sleep studies and examine sleep's relationship to stress and the release of cortisol. Additionally, you'll identify ways to address insomnia and leave with helpful resources.

## Depression

Depression occurs in persons of all genders, ages, and backgrounds. It's among the leading causes of disability worldwide and affects over 120 million people. In this seminar, we will discuss the causes, symptoms, and impacts of depression, as well as ways to both seek and receive help. Though depression can be reliably diagnosed, few of those affected receive the proper treatment. We will learn the barriers to treatment as well as ways to overcome them for a happier, healthier life.

## Diabetes

What is diabetes? This class will answer all your questions. We will discuss the causes, signs, and symptoms of diabetes, and explore the differences between the different types of diabetes. By the end of this seminar, we aim to help participants be aware of the lifestyle and nutrition changes they need to make to live more easily with diabetes.

## Eating disorders

What is an eating disorder? What are the different types of eating disorders? What are the things to look for in someone that may have an eating disorder? These questions and many more will be addressed during this presentation. The facilitator will explain how eating disorders affect work and home life, and offer resources and next steps to get help for yourself or for others.

## Eating for high energy

This class is focused on looking at how food can make you feel more energized. We will discuss blood sugar levels, exercise, and the best foods to fuel your mind and body.

## Eating right for life

Donuts for breakfast, candy bar for lunch? Eating on the run? Does this sound familiar? Participants in this seminar, learn the benefits of nutrition, including the importance of making informed food choices, to develop and maintain sound eating habits.

## Eating right on the run and on a budget

We all make excuses for eating "junk or "fast" food. This seminar will cover realistic strategies to allow us to eat well without breaking the bank. There are many options, and knowing the truth empowers us to make the right choices for our health and even our wealth. Learn the basics of eating healthy within your financial means, including when to select organic foods.

## Embracing happiness

We have so many things at our disposal, but are we really happy? This seminar focuses on what it means to be happy and provides insight into what we need personally to live a happy, more satisfying life.

## Emotional eating

Are you an emotional eater? This program will define emotional eating and identify the reasons behind it. Participants can explore their own personal food histories and examine the relationship between mood and cravings. They will also answer questions that help heighten awareness of their choices and determine their own eating behaviors. For those who want to move out of emotional eating, we offer identified steps, best practices, and helpful resources.

## Exercise as you age

As the body gets older, understanding mechanical changes to the body is important in determining what kinds of exercise are optimal for overall health. In this seminar, we will journey through some common methods for injury and illness prevention and treatment through fitness and wellness.

## Exercise basics

Can't seem to find the time to fit exercise into your daily schedule? This workshop looks at the benefits of fitness and exercise. Strategies to incorporate exercise into your busy lifestyle will be discussed. Learn how to enjoy exercise at home, at work, and when you travel.

## Fear and anxiety: moving forward

Fears and anxieties can cause us to feel nervous and make it harder for us to live our lives with ease. In this class, we will talk about the similarities and differences between fear and anxiety, and how they impact our ability to be productive and live well. We will talk about how harnessing our thoughts can be a very powerful way to put us on a path toward overcoming our fears and anxieties. We will also cover a variety of coping strategies that can help us to move forward.

## Filling the nutritional gaps

In this program, participants will explore snacking, learn about its benefits, and examine its impact on blood sugar. They will discuss how effective snacking meets the body's need for recommended nutrients, and how myplate.gov can be used to determine nutritional gaps and recommend foods to address those gaps. Participants will explore the role of fiber, learn the difference between soluble and insoluble fiber, and identify sources of each.

## Forgiveness

We all carry around grudges — some large, some small. The consequences of living with these grudges can negatively impact personal relationships, our weight, levels of jealousy towards others, and even difficulty achieving success at work. This course follows the art of forgiveness, showing us the lasting effects of harboring grudges and the power that returns to us when we allow ourselves to "let go" and move on.

## Getting organized

If you need help getting organized, this program is for you. It looks at the downside of being disorganized, helps you determine your own organizational quotient, and explores why we become disorganized. This session also examines the benefits of organization and identifies how to start organizing. It addresses organization issues in both our homes and at work, storage issues, helps you determine if disorganization is a problem, and offers helpful resources.

## Getting you help

Often, things in life can get so busy that we forget to check in with ourselves and see how we are doing. We need to stop from time to time and evaluate our own mental health — are we anxious all the time, sleeping well at night, over- or under-eating? This class will provide you with the opportunity to remind yourself to run through a mental health checklist to evaluate both your emotional and physical well-being, and help you find the help you might need.

## Gratitude

This seminar will explore the science behind gratitude and how it can help to increase meaningful relationships in all areas of your life. This course empowers individuals to incorporate gratitude both at work and home. This topic is a continuation of increasing the awareness of our lives' complicated relationships. When we focus on what we are grateful for each day, it offers a new perspective on our daily life.

## Green tips for the home

This seminar provides an overview of practical actions you can take to reduce your carbon footprint while saving money. In addition to detailing the advantages of using organic and natural products, you will learn how to increase thermal efficiency and save electricity. The curriculum demystifies many elements of an more eco-friendly lifestyle, to start you on the road to going green in your own life.

## Health news

The sheer volume of health news available today is overwhelming. The good news is that we have access to a constant flow of information that keeps us informed and allows us to make good decisions about our health and healthcare. This class will teach you to filter out the information you need, understand which sources to trust, and teach you how to make sure the information you find is accurate and relevant to your healthcare decisions.

## Healthy aging

There is a new saying that "60 is the new 40." In this class, we will discuss age as a state of mind and in relation to our surroundings. The way our society looks at age is changing, reflecting longer lifespans and conditions that have never been experienced before. The ways in which we relate to and interact with our surroundings make a huge difference in our individual perceptions of the aging experience.

## Healthy kids

Healthy kids grow up to be healthy adults. We will discuss the research behind living a healthy life and practicing preventive healthcare for kids, as well as the impact healthy living can have on the children's minds and bodies as they grow. Learn how you can raise a healthy kid, with areas of discussion that include nutrition, exercise, immunizations, and sleep needs.

## Healthy tips for business travel

Do you love or loathe business travel? Are you somewhere in between? In this program, participants will identify ways to prepare things ahead of time, learn how to avoid unhealthy temptations on the road, and explore ways to incorporate exercise, sleep, and healthy food choices into business travel. We will also examine hazards and best practices.

## HIPAA

You keep hearing about HIPAA, but what is it? This program explains HIPAA, discusses patient rights, examines the Security Rule, identifies protected information, explores when information can be disclosed, and addresses compliance mandates.

## How to boost your self-confidence

When handling today's challenges, believing in ourselves can help us be our best. This seminar will outline why confidence is so important and discuss ways to continue feeling strong and empowered. We will have an interactive, engaging conversation that will help you feel more confident both at work and at home.

## How to speak with your physician

This seminar is offered due to the many changes happening in healthcare today. Because doctors have very little time to spend with patients, every minute you spend with a physician truly counts. This seminar is designed to give patients a set of specific tools to optimize visits, including preappointment preparation and communication during and after an appointment.

## Increasing mental toughness

The goal of this seminar is to provide participants with the opportunity to reflect on the challenges of the past year and recognize opportunities for growth in the face of adversity. We will discuss what it means to be mentally tough, how to find the positive in negative circumstances, manage ambiguity, and react to change with agility. We will also dive into the importance of "grit," defined by Dr. Angela Duckworth as "passion and sustained persistence applied toward long-term achievement," which is a much-needed skill for both personal and professional growth in today's world.

## Inflammation, diet, and disease

In this program, participants will explore inflammation — including chronic inflammation — and learn how it leads to disease. They will also have an opportunity to identify and discuss foods that comprise pro- and anti-inflammatory diets and determine ways to reduce chronic inflammation by leveraging healthy diet and lifestyle choices.



## Learning about headaches

If you or a family member suffers from headaches, you know how disruptive they can be to work and life in general. In this class, we provide you with an overview of headache types, what causes them, and helpful ways to prevent and eliminate them.

## Lightening your life with laughter

This informative and enjoyable workshop shares proven techniques for using laughter to reduce stress in your life. The history, practices, and beliefs of this therapy, as well as how to become more positive, will be explored. This seminar reminds participants about the wonderful energizer called laughter and its many therapeutic benefits, which includes ways of looking at life that can reduce stress.

## Living with COPD

With more than 3 million cases diagnosed each year (Mayo Clinic, 2014) and numerous drug commercials from pharmaceutical companies, there is a clear need for honest, unbiased education on chronic obstructive pulmonary disease (COPD). The goal of this course is to present a variety of topics related to COPD and spark a conversation on the overall topic of lung health. We will talk about effective treatments and debunk myths about COPD — and no, it is not just a smoker's disease. This course can serve as an excellent introduction to anyone who is newly diagnosed with COPD, or anyone simply interested in learning.

## Loneliness

What is loneliness? Are you lonely? How can you overcome loneliness? Loneliness is something that can affect our well-being along with our physical and mental health. All your questions, plus some very practical suggestions and tips for overcoming loneliness, will be discussed during this seminar.

## The complexities of love

What the world needs now is love. One of the key ingredients to being successful in life is to embrace love in all its complexity. Interestingly, many of us have never embraced the study of love. This class will delve into defining and analyzing love, and challenging us to love ourselves, others, and our jobs in a more holistic way.

## Managing fear and anxiety

Fears and anxieties are made up of thoughts that are based upon either personal experiences or beliefs. Pretending that these fears and anxieties do not exist, or are not as bad as they seem, can actually make them worse. In this class, we will learn how to talk through our thoughts to realize that our fears and anxieties are manageable and controllable.

## Maximizing your brain's potential

It is extremely important to make the most of your brainpower for both work and fun, and doing so means taking care of your whole self. This program draws on ongoing research in neuroplasticity, the brain's ability to continue to grow. In this class, you will learn how everything you do — including learning — impacts your brainpower.

## Medical/recreational marijuana

Since several states have legalized the use of marijuana, we now offer a class to bring clarity to some of the issues surrounding this change. The information discussed includes facts and guidance from the American Medical Association and includes resources for adults and parents.

## Men and depression

Men are less likely to suffer from depression than women, but also less likely to seek help. This presentation discusses the various causes and effects of male depression, and why it is rarer for men to seek professional help. Participants will learn how to recognize signs of depression, how they can help themselves, and ways to support others.

## Men's health

It has become clearer that men have their own set of health issues, but also that they are less likely to seek help on their own. This class will emphasize the importance of preventive measures for men's health and discuss everything from sleep issues to cancer screenings and how to find a doctor.

## Menopause

Even though menopause can be a unique experience for each woman, there are many shared experiences. This program will define menopause and contrast it with perimenopause. We will identify what you can expect with menopause, examine its causes, and explore potential complications. We will also look at tests, treatments, and remedies, as well as the importance of partnering with your doctor.

## Mental health

It is important to recognize how common mental health problems are, and that someone can get better with the right help and treatment. This class focuses on people who need information on mental health and illness but may not live with or love someone with mental illness. This includes an overview of mental illness, with a discussion of statistics, facts, stigmas, treatments, and resources.

## Mindful meditation

In our busy, automatic-pilot lives, we may crave opportunities to be mindful. In this program, participants will examine the focus of mindful meditation, define it, explore what it is and isn't, identify its benefits, discuss data that supports mindful meditation, and have an opportunity to practice it.

## Navigate life transitions

Changes in our personal and professional lives often occur around major life transitions, such as moving, marriage, death, and divorce. In this session, we will cover strategies to make these transitions easier.

## Nutrition navigator

Looking to plan some healthy meals during your busy week? Looking to have a better understanding of components like nutrition labels, blood sugar levels, and fiber? This seminar is a nutrition navigator that will help you plan healthy meals and introduce some nutrition basics on your journey to a healthier you.

## Opioid addiction: employee version

Opioid abuse and dependence have become a national epidemic. This training will provide education on what opioids are and provide information on signs and symptoms of opioid abuse and dependence. We will also discuss treatment options available to those struggling to recover from opioid addiction.

## Overcoming burnout

If you're feeling overwhelmed by the pressures of everyday work and home life, this workshop focusing on burnout issues will help you bring your life back into balance.

## Overeating vs. binge eating

Food fuels and prepares us for activities and events, and it replenishes us after a long day. Eating too much every so often is normal, but people who compulsively overeat may use food as a way of coping with negative emotions or feelings. They may feel that their eating is out of control, which can lead to feelings of guilt, disgust, and depression. Binge-eating disorder (BED) is a very serious disease that isn't always easy to spot in loved ones, family members, or friends. We will discuss BED symptoms, treatments, health concerns, and effects in detail. We will also talk about what you can do to help yourself or a loved one through counseling, group therapy, or alternative means.

## Patient safety

What do we need to know to be safe? We and our loved ones will all be patients of the healthcare system at some point or another, and it is critical for our safety and care that we are well informed. This class will help make patients aware of their rights and remind them of potential problems that can arise in hospitals or under a physician's care.

## Promote family health

It is a family's responsibility to take care of each other. We will discuss how people can be empowered with knowledge to promote healthy living in the home.

## Psychology of exercise

Going into your workout with the proper mindset can drastically change the results you yield. Practicing mindfulness, breathing techniques, and meditation can increase your mental strength to help you tackle your day with optimal energy and focus.

## PTSD: veterans and military self-help

During this self-help workshop for veterans and members of the military, we explore what's happening, how we're feeling, and most importantly, what we can do about it. Events happening in our community and around the globe may have a direct impact on the feelings, emotions, and thoughts of veterans and those currently serving. What can we do about it?

## Reclaiming your health: the guide to recovery

Many people today struggle to regain a healthy lifestyle after experiencing a life-threatening disease, addiction, or physical or mental disability. Learn how to overcome 'symptom management' mode, gain back energy, and be more productive.

## Reducing body fat without restrictive eating

Many discussions around losing body fat involve eliminating certain foods. This seminar takes a different approach. Join this conversation and learn five ways you can start reducing body fat without cutting out food. Believe it or not, it's simpler than you may think.

## Reducing and managing pain

Experiencing short-term pain? Chronic pain? Looking to figure out what could be causing your pain? If you answered yes to any of these questions and want to learn more about what pain is, its common causes, and how we can begin to reduce it, this is the seminar for you. We will discuss everything from treatments to medications and the mind–body connection to pain.

## Relaxation 101

In this introductory meditation workshop, we will use guided imagery and breathing to learn relaxation techniques that can make you even more productive during the day and help you sleep better at night.

## Relaxation to suit your lifestyle

Relaxation is necessary for staying healthy physically and emotionally. This seminar explores obstacles to practicing relaxation in our lives and provides practical tips and techniques to fit some relaxation into every person's lifestyle.

## Resiliency

Civil rights issues, financial concerns, and feelings of uncertainty have taken this world to a whole new level, which is why resiliency is crucial today. This state-of-the-art class focuses on the key attributes of resilient people and invites us to examine the specific skills we need to thrive during times of adversity.

## Resiliency: bounce back stronger

Resiliency is all about bouncing back, which is what this seminar teaches. No matter what life throws at us, we can always learn ways to help us become more resilient and bounce back from any challenge. The knowledge and steps shared during this seminar will empower participants to become more resilient.

## Resiliency: part one

Resiliency is a major factor in our personal well-being. We all face difficult times in our careers and in our personal lives, but the challenge is how to bounce back and forge ahead despite adversity. In this two-part class, our goal is to educate participants about ways to become more resilient and how to implement these strategies in their daily lives.

## Resiliency: part two

Resiliency is learning to manage your life to the best of your ability every day, to prepare you to deal with life's challenges and rebound quickly. In the second part of this class we will identify our major daily challenges learn effective goal-setting techniques to help us respond positively and proactively to life's challenges.

## Resiliency: looking back and looking forward

The past few years have brought tremendous change, transition, joy, and loss. Join this interactive class to reflect, learn, and exhale as you shift your focus toward the future and growth.

## Self-care in the face of adversity

This course provides information on the history of trauma and racism, trauma symptoms, triggers, and how to care for yourself while dealing with these issues. Participants will explore the different sources and types of

traumas. After attending this seminar, you will have the tools you need to set healthy boundaries and maintain optimal self-care.

## Setting boundaries

With a growing to-do list and more demands than ever, setting boundaries is a must. In this class, you will learn strategies to avoid feeling overwhelmed. We will explore best practices, including how to define reasonable limits, set expectations, and stay consistent.

## Sleep basics

In this seminar, you will learn the physical and mental benefits of a good night's sleep, along with ways to establish daily habits that promote and improve your sleep environment. We will also discuss techniques for relaxation and dealing with insomnia.

## Smoking cessation

Quitting nicotine can be a challenge, but when you are equipped with the necessary tools and knowledge, you can successfully quit nicotine for good and almost immediately start reaping the benefits to your health.

## Staying focused during times of change

This class is designed to explore the value of mindfulness and focus during times of change. We will look at how the brain works and the importance of regulating our emotions. We will also discuss steps and tools for improving focus.

## Staying strong and resilient

Have you recently changed jobs, had a change or loss in your life, or begun caring for an aging relative? How do you handle challenges, problems, and hardships in your life? Learn strategies for staying strong and resilient, maintaining a positive outlook, and reducing stress in your life.

## Stress-reduction tool bag

How do you know you are stressed? Do you recognize the symptoms of stress? Explore the newest research and what experts are saying about good and bad stress.

## Success

How do we define success in an ever-changing world? Find the answer in this thought-provoking session where participants are invited to reflect on how their experiences have redefined their idea of success. This seminar explores current research and identifies actionable steps to achieve your goals.

## Sun protection

You've heard that it's important to wear sunscreen and limit sun exposure, but do you know about the long-term damage the sun can cause? This in-depth seminar reviews and addresses the sun's dangers. We will discuss sunburn, sun-protection tips, and topics like heat rash and hydration. Participants will leave this class with a true understanding of how to protect themselves from the risks of sun exposure.

## Technology and exercise

Dive into the rapidly expanding world of fitness technology and learn how to benefit from the immense influx of information and innovation. From new types of exercise routines and equipment to suggested apps and tech wearables, knowing what tools are available will provide a huge advantage in reaching your exercise goals.

## The A's and B's of alcohol use (New)

This is a seminar that will help attendees better understand alcohol consumption and its effects. This seminar provides a comprehensive exploration of alcohol consumption and its impact on individuals and society. Participants will gain a thorough understanding of what alcohol is, the different types of alcoholic beverages, and the physiological effects of alcohol on the body and brain.

## The art of feng shui

The term “feng shui” has grown in popularity recently, but what is it? This program defines, explains, and explores the tools used in feng shui. During this presentation, participants will look at the impact of clutter, the role of color, and the five elements associated with feng shui. They will also leave with a list of resources for further learning.

## The connection between exercise and mental health

Exercise is great for our bodies, and our hearts love it too. It boosts our immune system, helps to reduce our risk for many diseases, and just plain makes us look better. But what can it do for our mental state? Explore the ways exercise contributes to a healthy brain, what happens to our brains when we exercise, and why exercise is so essential to our mental health.

## The effects of unhealthy eating (New)

Unhealthy eating is a major contributing factor to the onset of several diseases and heart health issues in many cultural groups. This class will look at the ways cultural differences in eating attitudes and behaviors may influence a person's eating habits and explore ways to move toward a healthier approach to eating.

## The gut–brain connection (New)

Prebiotics, probiotics, and postbiotics, oh my! More and more people are talking about the importance of gut health for mental health, but what does it all mean? The goal of this class is to understand the new research still being done about the gut–brain axis, the impact that gut health can have on your body and mind, and what you can do about it. (Webinar only)

## The importance of unplugging

Today's world of remote work can blur the lines between work and home. Technology allows us to be constantly connected — in this session we discuss the impacts of being connected 24/7, as well as the benefits of unplugging. You will also get tips on how to take action to unplug from work and reconnect to your life.

## The truth about dieting

In this seminar, we discuss why diets don't work and, more importantly, explain what does. Topics covered in this seminar, include when, what, and how much to eat, among other topics. Participants will leave with a good idea of how to maintain a healthy weight — the right way.

## Understanding food labels

Food labels and marketing claims can be hard to understand. In this session, participants will learn to separate jargon from facts so they can make better food choices. We'll talk about the information that really matters, including a review of nutrition fact labels, food date stamps, and the importance of reading ingredient lists.

## Understanding testicular cancer: an overview

This seminar discusses the signs, symptoms, and types of testicular cancer. Participants will learn the risk factors, how to obtain a diagnosis, and current treatment options. The emotional side of coping with a cancer diagnosis will also be discussed.

## Understanding your immune system

The immune system is complex, intricate, and interesting. In this seminar, we look at how the immune system works, providing participants with an understanding of what that system does for us each day. We will also discuss the effects that nutrition, exercise, sleep, and stress have on your immune system.

## What is anger?

What is anger to you? We all tend to get angry at times. In this seminar, we will reflect on our past and present and look at how anger affects us. Knowing exactly what anger is and what it is not can be a big step in helping us learn how to keep it under control. Discussing best practices to avoid any feelings of anger or resentment can help us live a happier and less stressful life.

## What is proactive health? (New)

Proactive health emphasizes preventive measures, healthy lifestyle choices, and regular wellness practices to maintain optimal health and prevent illness before it arises. By understanding and implementing proactive health strategies, individuals can take charge of their health, reduce the risk of chronic diseases, and enjoy a better quality of life. Let's explore how proactive health can transform the way we live and thrive.

## Why do cancer screenings matter?

In this class, we will look at cancer in general. The goal of this class is to have a better understanding of cancer overall: what it is, risk factors, treatments, and everything in between, so you can be proactive about your health. (Webinar only)

## Women and depression

Discover the impact of this illness on women and its effects on one's professional and personal life. We will discuss depression's signs and causes, and talk about ways to cope and get help. Classes for both employees and managers are available on this topic.

## Women's health

Women are more likely to seek out medical help, but they are not always aware of the risks of heart disease (the number one cause of death for women) or strokes — both of which are silent killers — or the risks of many cancers. This class will cover the many preventive steps one can take to avoid these problems, along with signs, symptoms, and information on alternative solutions.

## Workday workouts

The objective of this class is to help participants understand the importance of exercise and how to easily make it a part of their daily lives. We will talk about why good nutrition is just as important as sweating often, and participants will learn some things they can do throughout the workday to stay fit.

## Yoga 101

This class covers a brief history of yoga and provides descriptions that clarify the differences between some of the most popular types of yoga in the United States. There is a version available that is a guided yoga class with a yoga professional.

## You can be smoke free

Whether the occasion is your next birthday or the Great American Smokeout, this class will provide information, facts, and strategies for smokers to become nonsmokers. Participants will develop personal action plans to help them reach their goals.

## Your healthy heart

Paying attention to heart health is one of the best things you can do to improve your quality of life, longevity, and overall health. In this seminar, we will review the terms and factors you need to know to achieve better heart health.



## Parenting

### Authoritative parenting

Authoritative parenting focuses on responsiveness and demands. As we know, there are times when we need to take control of our children and their lives. This particular style of parenting works well to help parents stay in tune with their children. We will discuss communication techniques, appropriate discipline, and listening skills. This class is meant to be interactive and addresses real-life scenarios. This class is best suited for parents of children up to 12 years old.

### Coparenting

Parenting is a challenging responsibility, especially for those going through separation or divorce. The good news is that with planning and understanding, you can parent just as effectively as you did before. In this class, participants will learn the challenges and strategies of successful coparenting and learn how to focus on what is best for their children.

### Communicating with young children

This class specifically covers how to communicate with young children. We will explore the importance of good communication, what to expect at various growth stages, and what kinds of communication techniques work best with younger children.

### First-time parenting

Becoming a parent for the first time can be exciting, overwhelming, and exhausting. Although everyone will have a unique journey as a first-time parent, this class will help you to prepare you for some of the things all parents can expect. In this class, you will also learn tips for staying sane, getting sleep, asking for help, and more.

### Internet information for parents

This class will look at the realities of the internet as well as its benefits. We will discuss the importance of learning the language of the internet and how to identify concerns and risks. Participants will learn strategies to increase online safety regarding instant messaging, social networking, and chat rooms.

### Navigating the teen years

This seminar touches on important topics for parents who are, or will soon be, helping their children navigate their teen years. Participants will take a critical look at the difference between what is important to them vs. what is important to their teen. This seminar includes discussion on risky behaviors and how to prevent them, managing conflicts with your teen, and the dos and don'ts of parenting a teen. Participants will leave this seminar with a toolbox of best practices for managing those tricky teen years.

### Parenting your teen: at-risk behavior

This session addresses essential facts of at-risk behavior, giving parents the chance to have frank discussions about their fears. Parents will learn what to do, what not to do, and what they really need to know.

### Parenting your teen: career and life goals

This module is designed to help parents discuss career and life goals with their teens by exploring their teen's personal values, interests, and work skills in a positive way.

### Parenting your teen: communicating

Do you feel like you and your teen are speaking different languages? In this seminar, we discuss ways to create a comfortable climate for parent–teen communication and setting rules for communication, including the dos, don'ts, and best practices, so you and your teen can be on the same page.

### Parenting your teen: finances

Learning about money at a young age is very important. As a parent, you can teach your teen about finances by determining how your money values impact them. Learn how to teach your children about financial goals and how to develop autonomy with money.

### Parenting your teen: friends and family

This class helps parents of teens understand the distinction between teen–family and teen–friend relationships. We will discuss communication breakdowns, rewards, and the importance of communication, as well as best practices and advice for families with teens.

### Parenting your teen: giving back

Researchers say that people who offer love, care, and support to others have better mental and physical health. They suffer from less chronic pain and lower levels of depression, and they have a better overall sense of well-being compared to those who are less altruistic. The goal of this seminar is to help parents foster a sense of giving back in their teens.

### Parenting your teen: managing conflict and problem solving

Conflict between parents and teenagers is a fact of life. In this seminar, parents explore ways to help their teenagers resolve conflicts and establish guidelines for acceptable behavior. The goal is for your teen to become a mature young adult who can make good decisions independently, so they learn to manage their life in appropriate, autonomous ways.

### Parenting your teen: relationships

Adolescence is a time when peer relationships intensify. Teacher and work relationships grow in significance and parental relationships are routinely challenged. This module will define relationships, review best strategies, and discuss conflict resolution techniques to share with your teen.

### Parenting your teen: sibling rivalry

Many parents with multiple children experience sibling rivalry in their households. In this seminar, we discuss how to reduce tensions between children, sibling conflict, and even the rivalry they have for their parents' attention through habits that may encourage rivalry.

### Parenting your teen: social issues

To understand teen social issues, you must learn what your teen is experiencing and the issues that they face. We will review best practices for tackling social issues like alcohol and drugs. Participants will leave with important takeaways and resources for helping their teens.

### Parenting your teen: success in school

Parents will learn which healthy habits are important to school success, how to help teens deal with teachers and academics, and how to encourage teens to get organized. Parents will also learn to recognize when their teens are overinvolved or underinvolved, how to handle discipline, and how to help teens deal with peer pressure.

### Parenting your teen: teens and sports

Teens today are exposed to multiple entertainment options that can foster inactivity, including video games, television, and other media devices. Participation in organized sports is a great solution, but when can a good thing become too much? In this class, we will discuss the importance of providing teens with balance and perspective for the activities they choose, especially as obesity rates rise in the U.S.

### Parenting your teen: test anxiety

Test anxiety is a reality for many teens, and it can prevent them from showing their true academic competencies. This seminar will give parents the tools to assess whether their teen has test-side jitters or true test anxiety. Parents will also learn how to help teens use proactive exercises to manage their anxiety.

### Parenting your teen: tips for parents of teenage drivers

In this seminar, we will review statistics on teen driving, learn the major causes of accidents, and discuss how to prevent them. We will help parents understand the factors to determine driving readiness as well as proven strategies for parents to manage and guide their teens during this milestone of independence.

### Parenting your teen: understanding important health issues

This candid seminar will help parents understand the physical changes children experience during puberty and how to cope with these changes while supporting your teen's mental and physical health.

### Parenting your toddler: communicate, motivate, and build confidence

The toddler years are the most challenging stage of any child's development. Toddlers are continuously going through developmental milestones as they experience changes to physical coordination and learn how to communicate with complete sentences, all while coping with fast-changing emotions and growth spurts.

### Parenting: preparing to go back to school

The goal of this class is to provide participants with a fundamental understanding of how to provide our school-age children with the social, emotional, and academic support needed to provide a successful return to in-person learning. This class will provide steps on how to capitalize on the summer and ensure a smooth start for all students in the fall.

## Preparing for college

A child going to college is a major family milestone, and household dynamics will never be the same again. This program's goal is to prepare your child, their siblings, your spouse or partner, and yourself for this transition. If your child is enrolled in college, you are already coping with all the changes. If your child is still in high school, you have ample opportunity to take notes to prepare them and yourself for a productive transition.

## Resiliency for the working parent

Today's working parent needs to build resiliency in order to prevent burnout. This class will give you the tools to manage stress while maintaining a sense of work and family life balance.

## Single parenting

This workshop offers a discussion on the challenges of raising children on your own. Techniques for caring for your children's needs while still having time for you and your needs will be covered. We will discuss how to enjoy life even if it has become different from what you had expected.

## Vaping: what parents need to know

The use of e-cigarettes and vaping are becoming a crisis. This class informs parents about the dangers of vaping and how to talk to their children about it.

## Work

### Assertive communication

This class will cover good communication vs. poor communication and offer an understanding of assertive communication. We will review a communication model to determine the purpose, focus, and process of assertive communication. Tips and obstacles to good communication will be reviewed.

### Becoming Samurai

We are excited to partner with best-selling author and researcher, Don Schmincke. His "Becoming Samurai" is the life-changing leadership system that emerged from Don's research and testing with over 7,000 CEOs. CEOs have a platform to accelerate strategic execution and avoid the high failure rates of organizational change programs. "Becoming Samurai" is a nine-week online course that strengthens organizations for superior execution of any new program or organizational change.

### Being trauma informed

Sometimes it's hard to identify who has experienced trauma or how they have been impacted. This class explores strategies for understanding and recognizing trauma to improve ourselves and the workplace.

### Benefitting from ergonomics

Ergonomics is about aligning our bodies with our workstations, sites, and tasks. This program will examine the impact of poor ergonomics on both workers and the workplace and identify common risk factors for different types of injuries. Participants will have an opportunity to identify problems with an office station setup and discuss common factory issues. This program will also offer suggestions for properly setting up an office station.

### Building a team brand

Teamwork is an important part of continuous improvement. No one knows the job's tasks and goals better than the individual team members. To get real change, you need all your team members' knowledge, skills, and abilities to come together. When pulled together, you will be a successful team. This class includes the 'Marshmallow Challenge' exercise.

### Bullying and violence in the workplace

Workplaces are experiencing increased bullying and violence. Regardless of the contributing factors (stress due to downsizing, sandwich generation issues, and financial strains), bullying and violence deteriorates productivity. This class will discuss the warning signs and strategies for both employees and employers, to help them better cope with bullying and violence in the workplace.

### Business etiquette

Good manners and business etiquette have always been based on common sense and thoughtfulness. Social skills can help us build more productive relationships and project a positive image. This class will include an interactive discussion on the dos and don'ts of business etiquette, including email etiquette.

## Business writing for managers

Second only to verbal communication, written communication is key to being a successful manager. Not only does effective writing help communicate what the manager is trying to say, but it also creates an image for the reader — whether they are a client, employee, or associate. Learn how to make your writing convey the right message.

## Call center stress management

Working in a call center can be interesting, enjoyable, challenging, and stressful all at once. In today's difficult economy, most of us feel additional stress in our lives. For customer service representatives, these stresses can heighten an already high-pressure situation. This seminar will provide information to help you better understand call center stress and offer strategies to help you successfully manage it.

## Campus to career: transitioning into the workplace

For most graduates, it can be challenging to make the transition from being a college student to a working professional. Trading campus life and study sessions for a full-time office job is a big change not everyone is prepared for. Making sure you stay motivated early on is key when it comes to transitioning into the workplace. "Campus to career" is a perfect seminar for anyone learning to juggle and accommodate their new lifestyle.

## Career development strategies

This interactive seminar helps participants build effective career development plans by taking a strategic look at self-awareness, career options, and current job skills. This workshop will help participants identify their true passions, learn how to incorporate those passions into their individual career action plans, and develop strategies for implementation.

## Career transitions

Career transitions are inevitable. Facing them because of downsizing, mergers, and relocations takes courage and planning. Regardless of the reason, moving forward with a job change can be a satisfying personal journey. This seminar looks at all aspects of job changing, including self-evaluation, networking, and resourcing opportunities. Participants will gain the tools and attitude they need to build a bright, satisfying future.

## Change management for leaders

This training is designed to familiarize participants with the elements of change. The goal is to help leaders manage the change process and understand the importance of their role in the process. We will provide an overview and definition of each element as they relate to a leader's role in change management. Opportunities for sharing examples from your own experience for each of the elements will be included.

## Coaching

Coaching is a one-on-one process that involves a relationship between two people — the coach and the individual. We can all benefit from coaching. Participants will leave this seminar with the tools and tips needed to be the best coaches they can be, so they can begin working to develop others' professional skills and goals.

## Collaborative communication

Communication is an important skill to develop, but few people understand the importance of communicating well. This class is applicable to parents, spouses, partners, colleagues, and bosses. It explains why better

communication can enhance our lives by teaching us new things. This is an interactive class in which participants will get to practice new techniques.

### Collaborative customer service

The objective of this seminar is for participants to understand the challenges of delivering great customer service through effective, professional customer service communication. We will discuss stress management related to working in customer service as well as final comments, action plans, and evaluations.

### Communicating change to employees

Does your staff dread change? This program will identify the kinds of change organizations face, explain how to develop a communication plan, and explore the importance of being proactive. It will also explain how to communicate change successfully through empathy and active listening skills, anticipate common employee reactions, and explore working through change.

### Communicating during times of change

We have experienced a lot of change in the last 10 years, and social media keeps us in the know every nano-second. When those topics come up at work, it can be an opportunity to share our views, but we need a new set of tools to prepare us for engaging in conversation with others who hold different views. This class will focus on how to look at our thought process and think before talking when controversial topics come up, so that we can reply with tact while being respectful of others.

### Communicating in a tech world

Communicating face to face is not always possible in the business world. Today's communication depends on conference calls, texts, and email chains that make it challenging to know when each outlet is appropriate. It's vital to use technology to communicate with workers worldwide — this class will show you how to use technology to interact professionally in the workplace.

### Communication for managers

Communication may be the most important skill a manager must learn and work to improve if they wish to be effective. From the “One-Minute-Manager” concept to continuous feedback, there are many ways to be an effective communicator. In this class we will learn and practice the various skills needed to communicate as a manager.

### Communication skills for the workplace

Communication may be the most important skill to develop to be effective in the workplace, and it can be developed with practice. This class will help participants learn how to determine the goal of a conversation and what to do before, during, and after, in addition to learning to identify barriers and use best practices.

### Commuting

This class covers all aspects of commuting, including ticket purchasing, tips on traveling to and from the station, and making the most of your commuting time. We will cover how to find balance and what family adjustments might be necessary, as well discuss as the emotional side of commuting.

## Compassionate leadership

This training will give participants an in-depth look at how to lead with compassion. Attendees will learn about the positive impacts created by empathizing with the workforce. This course will illustrate how genuinely caring for people leads to better feedback and professional development, and increased productivity.

## Components for great communication

Great communication starts with you — this class will equip you with the tools and skills to be a great communicator. The seminar discusses the importance of first impressions and various communication styles as well as how to give effective feedback. This step-by-step class for can help your communication with others easier and more, so you can be at your very best at work and in everyday life. Remember, success in life all starts with you and how you communicate with others.

## Concentration

Have you ever driven to work but not remember the trip? If so, you may benefit from learning the importance of concentration and how to improve it.

## Conflict management for employees

This class will allow participants to understand and dissect their role in conflict, which is the first step in conflict management. This is a journey to assess and learn what you can do differently, and to productively "play in the sandbox" with a wide variety of people.

## Conflict management for managers

About 60% to 80% of all workplace conflicts come from strained relationships between employees and managers. Learn the skill of resolving conflict in the most amicable way, to benefit individual and team productivity.

## Creating a great place to work in 10 easy steps

This seminar will teach participants a vision of the 10 steps needed to create a great place to work, because who doesn't want to come to work every day and love where they are and what they do? Participants will come out of this class with a clear vision of what a healthy work environment looks like and how to create it in their workplace. To make this step-by-step process work, an investment must be made by each and every person.

## Creating positive work environments

Topics covered in this seminar, will be building trust, creating positive communication, setting expectations and needs, creative ideas for recognition and rewards, building teamwork, finding meaning in your work, accepting responsibility, and humor in the workplace. All of these areas help foster a positive work environment.

## Creative problem solving and decision making

Every problem has a solution. In this program, we explore techniques that can help us find a solution sooner rather than later. This interactive class begins by asking for a list of problems the attendees are currently working on, so they can see real-life benefits of these techniques.



## Critical thinking

Beyond memorizing facts or learning by rote, learning to think critically expands a person's ability to problem-solve and see things in a new way. By learning how to ask different kinds of questions, we open the floodgates to different ways of viewing concepts. This class will look at the origins of critical thinking concepts as well as how to apply them in our work and private lives.

## Cross-cultural sensitivity in the workplace

As we work toward more dynamic and inclusive workplaces, we must consider cross-cultural sensitivity in the workplace. This in-depth course touches on unconscious biases and aggressions we may commit or experience in the workforce, while also presenting solutions to help avoid these situations in the first place. We will also discuss the importance of fostering inclusion and how to combat aggressions when we see them.

## Curiosity

It is important to look at what we are curious about, and why. Curiosity drives motivation and often encourages us to take our careers and lives to new levels.

## Customer expectations

Every customer has perceived expectations when entering a business relationship. To manage those expectations, you must first start by understanding what they are. Delivering on expectations means excellent customer service. You must learn how to manage your promises and how to measure customer satisfaction. To understand what level of service your customers expect, you first need to ask them. Once you find out what your customer wants from your product or service, you can work out how you can meet those needs.

## Dare to be bold

In today's world, boldness can be an asset. This seminar encourages us to achieve what we have yet to accomplish, while helping us create action plans to get there. We will touch on why we need to be bold, what holds us back, and what empowers us to move forward. This highly motivating class will leave all participants thinking about their next steps in work and life.

## Dealing with challenging people

We all have different perspectives when defining a challenging person. Some people challenge the lives of many others, while some just get under our skin and push our buttons. Regardless of the particulars, we have two choices: we can learn how to effectively deal with a difficult person, or we can remove the possibility of interaction with them. In this class we will learn how to deal with the challenging people in our lives.

## Dealing with the elephant in the room

This communications development seminar helps participants learn the skills needed to talk to anyone about anything. Participants begin by identifying uncomfortable issues and realities they face at work and at home, then they learn how to confront those issues with tact, empathy and clarity. This seminar helps increase productivity and improve relationships by proactively addressing problems, conflicts, and misunderstandings.

## Deescalation for managers

Purposeful actions, clear communication, and reassuring body language can calm potentially volatile situations. This session discusses actionable deescalation techniques that individuals and teams can use to identify potential issues and solve problems effectively.

## Delegation

The concept of delegation garners agreement in practice but can be difficult to achieve. This program will define delegation, determine what it is and what it's not, explain when to delegate, and explore the barriers and benefits of delegating. There will be plenty of opportunities for discussion, and participants will use a delegation pyramid to describe the delegation process, examine the importance of regular and frequent communication, and learn when to say "no."

## Disability inclusion in the workplace

This seminar is a deep dive into the importance of having an inclusive work environment, with discussion on best practices for being more aware. During this seminar, we will do a review of the Americans with Disabilities Act and have a facilitated discussion on ways to foster inclusivity in the workplace.

## Discipline

Join us for an engaging one-hour class on "The Importance of Discipline," where we explore the pivotal role discipline plays in various aspects of life. This session will cover personal, professional, academic, and health-related discipline, offering practical techniques and inspiring stories to illustrate its impact. Participants will engage in interactive activities, group discussions, and a Q and A session to share experiences and strategies. By the end of the class, you'll be equipped with the tools and motivation to incorporate discipline into your daily routine, enhancing your productivity, resilience, and overall well-being.

## Diversity in the workplace

This class is not meant to fulfill a diversity requirement. It is meant to be an honest and open exchange of how detrimental and unacceptable certain demeaning behaviors are to groups that are different from the majority. The goal is not to attempt to change people's beliefs on diversity, but instead change their behavior and reactions to situations.

## Domestic violence

On average, more than one in three women and one in four men in the U.S. will experience some form of domestic abuse or violence. Ending the myths and stigmas that surround domestic violence requires us to educate ourselves. This class provides a better understanding of what domestic violence is, signs to look out for, traits of what an abuser can look like, and tips on how to get help for yourself or someone else.

## Dual-career relationships

Dual-career relationships are here to stay. They require special attention to remain healthy, productive, and loving. By recognizing that we may not have grown up with a model of two working parents, we need to delve into how to make these relationships work in today's world. We will also discuss the division of work and home responsibilities, with or without children.

## Dynamics of change management

Change is stressful, and learning how to manage and cope with change is crucial to our well-being in this ever-changing world. Although change is unavoidable, you can learn how to deal effectively with change in the workplace and in your personal life. In this seminar, participants will learn effective ways to cope with change and learn how to take charge of the things that can be controlled. Core concepts related to stress and our emotional and physical responses to change will be discussed, along with effective stress management strategies.

## Effective interviewing skills for interviewers

In this interactive seminar, participants will learn and practice essential skills for conducting successful interviews and creating a systematic hiring process that will yield effective results.

## Effective one-on-one conversations

It is our goal to help participants learn how to be understood in one-on-one conversations. We will examine why the conversation is happening, what needs to happen, and how to achieve your goals effectively.

## Effective performance appraisals

Delivering a performance appraisal can be as intimidating for a manager as it is for the employee. The goal should be to not only document and evaluate the employee's performance, but also set goals for growth and allow for an open and honest dialogue about expectations.

## Effective presentation and public speaking skills

Having excellent presentation skills is essential for success. In this seminar, participants will learn how to plan for successful presentations, build confidence, practice verbal and body language elements, and learn how to build a rapport with an audience to keep them engaged. We will also discuss how to use humor in presentations and manage adversity.

## Effective presentation skills for leaders

Everyone can learn how to become a more effective speaker. A leader needs to influence and inspire their team. This class looks at some effective, proven orators and how the power of words empowers individuals to accomplish things they never thought possible. We will cover powerful word choices as well as dos and don'ts.

## Emotional intelligence

Many of us know that getting along with others is the key to success. Our ability to "play nicely in the sandbox" is fundamental to both our career and our health. We will discuss what an emotion is and why you are having it, and understand how our feelings can affect our moods in our day-to-day life.

## EQ: making it work for you

This seminar is meant to follow the "Emotional intelligence" class, although that is not a prerequisite. This is an in-depth class focusing on what an emotion is and how understanding our emotions can help make or break situations. This interactive, tool-based seminar dives deeper into the amazing world of emotional intelligence.

## Ethics and values

What a changing world we live in. What are the core values and ethics of our business world? How do we live by them and why are they important? This workshop addresses the philosophical aspects of ethics and values through hands-on, practical approaches to events in participants' personal and professional lives. We will also address how to show your manager, partner, or child that you are a person of ethics and values.

## Everything you need to know about LinkedIn

This program defines LinkedIn and explains what it does and how it's used. The presentation gives instructions for getting on LinkedIn, as well as how to network on the site and connect with participants' interests.

Participants will also explore types of LinkedIn services, additional networking options, and how to successfully use LinkedIn for marketing.

### First responders: focus on wellness

First responders experience a high degree of workplace stress and trauma. This can take its toll on their individual well-being, their work, and their families. Join this interactive conversation to learn about the special skills, knowledge, and tools necessary for caring for this population. This seminar is also relevant to healthcare workers.

### Fostering inclusion in the workplace

Inclusive work environments are productive environments. This seminar discusses how employees and managers can create an inclusive workplace. Participants will learn to identify activities, attitudes, and assumptions that exclude coworkers. They will then explore ideas to include others in ways that enrich the office environment as well as their own personal lives.

### Giving constructive feedback vol. 2 (New)

"Listening, accountability, and results" delves into the essential components of effective feedback. This volume emphasizes the importance of active listening to understand the recipient's perspective fully. It also highlights the need for fostering accountability to ensure feedback leads to actionable improvements. By focusing on tangible results, this approach aims to drive personal and professional growth. Whether you're a manager, team leader, or colleague, mastering these elements can transform feedback into a powerful tool for development and success.

### Handling and managing chaos

This class will engage participants in learning how to handle chaos. Chaos can be a major source of anxiety — participants will be invited to examine their preconceived notions of chaos and begin the process of welcoming it into their everyday lives.

### Handling death in the workplace

There are many ways people handle grief and death. Following a loss, the workplace can be a challenging place to manage high emotions and coping strategies. Participants will delve into handling awkward, uncomfortable interactions at work while acknowledging varying relationships between coworkers.

### Health and well-being in the workplace

Discover how to enhance your health, well-being, and productivity by relieving stress with simple relaxation techniques. Explore ergonomics and learn how to prevent on-the-job injuries from lifting, repetitive stress (such as carpal tunnel syndrome), and computer-related injuries (headache, eyestrain, and back pain). The discussion will include work-life balance, how to establish priorities, and the importance of healthy eating and regular exercise.

### How to be an inclusive leader

Specific skillsets are needed to ensure our workplaces allow all thoughts and actions to be voiced without fear. This class will focus on tools to unlearn our biases, the importance of psychological safety, and best practices for creating an inclusive work environment.

### How to create the secret sauce: the perfect team

This class addresses the elements that go into creating a high-functioning team. This interactive discussion provides a glimpse into the way a team needs to work in today's fast-paced environment. It encourages individuals to think about what they do that adds value to the team.

### How to deliver amazing online presentations

The goal of this class is to provide participants with a fundamental understanding of how to effectively facilitate online presentations for colleagues and customers. While providing an extensive overview of best practices for online workplace etiquette, this class also highlights specific action steps to ensure video meetings are engaging, professional, and productive.

### How to execute in business

Having a vision is only half of the equation in a successful business. Leaders can be derailed from a great strategy when they are unaware of the proper steps to take to execute that strategy. This class will focus on the key building blocks that ensure your business strategy is successfully executed.

### How to take the edge off giving feedback

The objective of this course is to teach participants how to give constructive feedback. Topics to be reviewed include reasons to give feedback and why we avoid giving it. Participants will also learn about an effective feedback model and how to avoid value judgments.

### Interacting with ill coworkers

Having a seriously ill employee in the workplace can be difficult for both the employee and their coworkers. The situation can create stress and awkward conversations. This class is meant to ease the stress of these interactions by teaching real strategies as well as dos and don'ts.

### Interviewing for interviewees

We spend more time at work than anywhere else, so the decision of where to work deserves thought and planning. In this class we will look at our values, interests, skills, and passions. Participants will also learn how to put their best foot forward and be prepared for the interviewing process.

### Introduction to neurodiversity

This class offers a discussion on understanding and embracing the multiple ways our brains work. Whether it's ADHD, autism, mental health issues, or other differences, understanding neurodiversity is relevant to us all. Join this conversation to learn how we can partner to celebrate the value neurodiversity brings to our workplace, home, social community, and lives.

### Introduction to social media marketing

Are you overwhelmed with the vastness of social media and wonder how to even begin using it as a marketing tool? This introductory session will help you understand the basics of social media marketing. You will receive an overview of Facebook, Twitter, LinkedIn, Instagram, Pinterest, Snapchat, Google, and Hootsuite. This session is a good first step toward creating a social media marketing plan for your organization.

## Kindness

The goal of this seminar is to equip participants with the self-reflective tools needed to define kindness in their own lives. We will acknowledge why empathy and emotional intelligence are essential traits for everyone, and how kindness — an act of doing good deeds towards others — is needed in the workplace and at home with our friends, families, and in our communities.

## Leadership

Leadership is a critical skill that every professional should possess to be successful in today's work environment. In this interactive workshop, we will discuss essential skills to enhance your leadership abilities, including ways to motivate employees and strategies to strengthen communication skills. Through discussion and role playing we will explore the five components of an emotionally intelligent leader.

## Leadership for women

This class is specifically for women and covers the history and trends of women in leadership as well as the special challenges and needs women have when in positions of leadership.

## Life in today's uncertain times

The uncertainty of our world poses challenges at home and in the workplace. Increasing social and racial tension, along with our changing climate, requires us to be able to make good decisions. This class will look at the dynamics of this environment and provide the tools for managing the range of emotions we feel from it. This includes ways of talking with coworkers regarding sensitive issues, as well as taking care of ourselves and increasing our resiliency.

## Maintaining a health-conscious workplace

For many of us, the last time we heard about incident command, safety, or a healthy work environment was during our onboarding process — which could have been many years ago. However, these topics along with others have remained relevant. Recent events have highlighted the need to reinforce and reinvent the way we communicate these ideas during yearly training. This class is centered on a novel, general pitch of these topics that illustrates how employees can become involved and raise awareness of workplace policy management. While not a formalized training, this seminar will spark conversation and ideas about how to better implement safety- and health-conscious attitudes in the workplace and serve as a springboard to government-certified courses.

## Maintaining a safe work environment

A safe work environment is created by organizational leadership and staff. It involves understanding risk, defining unacceptable behaviors, and establishing consequences for those behaviors. Workplaces are safer when employees know how to handle disruptive situations and effectively document incidents. Workplaces that are open to the public, and that service clients and customers, face special challenges that are also addressed in this session.

## Making meetings effective

We often must spend more time in meetings than we would like. Whether you attend or run meetings, we will review ways to make them efficient, effective, and productive.

## Making the most of a multigenerational workforce

This is the first time in history that it's possible for five generations to work together. This class will help you understand each generation's identifiable characteristics and how to best work with each generation, to create a cohesive and productive workforce.

## Manager's guide to burnout

Burnout is a serious workplace issue. When unaddressed, it can drastically lower employees' work performance along with their mental and physical health. In this presentation, managers will learn what burnout is, how to recognize it in their employees, and how to help.

## Manager's guide to check-in conversations

From time to time, everyone needs a check-in. This class will provide you with tips and tools to use during these conversations with your employees. During this session, we will look at our role as a manager when we notice or hear about an employee with a mental health concern. We will look at what is OK to do and say, and what is not ok. We will talk about situations in which we need to bring in help to handle a situation, and how to make referrals.

## Manager's guide to self-care

We often think that the best manager is the one who can take care of everyone else, so it can be a challenge to get managers to buy into the notion that they come first. During this class, we will discuss why it is important to put yourself first and how to do so. We need to understand and embrace the notion that we can't just keep giving — we must take time to unplug and recharge so we can be the best version of ourselves. Only then can we be good role models and effective leaders.

## Manager's guide to promoting family health

When managers show they care, employees are more likely to be more dedicated to their work. Managers will learn how to empower employees with knowledge to promote and maintain healthy living on the home front.

## Managing pregnant employees

Managing pregnant employees means balancing concerns of the employee, the requirements of the Americans with Disabilities Act, and the need for reasonable accommodations. Discussion will include ways to support your entire team through a pregnant employee's transition, during maternity leave, and upon her return.

## Managing priorities to maximize your day

To keep up in today's dynamic and fast-paced business environment, people need to continuously improve their planning and prioritizing skills. Feeling overwhelmed by competing priorities, tight deadlines, meetings, emails, and interruptions can derail professional growth, impair team performance, and lead to stress and burnout. The focus of this program is on obtaining practical skills, tools, and techniques to maximize collective gains in effectiveness and increase productivity. Through interactive participation and analysis of their own data, participants will learn a set of tools they can apply to achieve better results.

## Managing social connections

Managing social connection is essential for our workplace to be an environment of appropriate work relationships between direct reports, employees, and supervisors. In a competitive world, savvy searchers can discover corporate strategy that has been unintentionally disclosed through communication on social networks.



Workers may expose themselves to wrongful termination, their companies to harassment, or other legal actions through inappropriate communications. Participants will learn how to protect their reputations and the productivity of their company.

### Managing stress for managers

This seminar will equip managers with tools to identify stressors — both good and bad — as well as the physical symptoms of stress and the bad habits that can arise when stress goes unchecked. Participants will examine many areas of life, including work expectations, relationships, nutrition, exercise, sleep, finances, and time management. Managers will learn how to create a healthy lifestyle that ultimately benefits work and home.

### Managing strong emotions: for employees

Strong emotions are inevitable. This class goes beyond identifying emotions to help us manage and control ourselves when our buttons have been pushed. We need real strategies to enable us to say and do the right thing. We will share state-of-the-art techniques that help ensure you keep your cool.

### Managing strong emotions: for managers

Preventing outbursts has become one of our most important tasks. Learn how to read your employees so you can keep strong emotions under control. This class will also cover appropriate strategies for managing emotions.

### Managing teleworkers: for managers

This class addresses the unique challenges that managers face with their teleworkers. We will discuss reservations about allowing work to be done from home, the realities of today's workplace, the characteristics of good telemanagers and good candidates, potential benefits to managers, and telework challenges.

### Managing trauma in the workplace

This training is about the signs and symptoms of traumatic experiences and post-traumatic stress disorder (PTSD). In this training, you will learn about the history of PTSD, its signs and symptoms, what qualifies as a traumatic event, and how to intervene when someone is experiencing a flashback or nightmare, or if they have been triggered. This training also discusses appropriate ways of coping with trauma stressors and how to practice self-care after experiencing a traumatic event.

### Managing your boss

Is your boss brilliant and focused, or a procrastinator who makes thoroughness impossible? The answer to these and other challenges is to manage your boss. This seminar will give participants tools to analyze both their skills and work habits, as well as their bosses'. Participants will learn to make work meaningful and productive by creating a game plan that includes communication tools.

### Mental health: a guide for managers and leaders

During this seminar, you will learn about mental health and the factors that contribute to it. As managers and leaders, it's important to know what signs and symptoms to look for in employees. It is also critical to know what role you play, when it is or isn't appropriate to intervene, and who to partner with when you or an employee need help. You will leave this seminar with an understanding of the tools and techniques you can use to initiate and navigate these difficult situations and conversations.



## Mentally healthy culture: a focus on workplace well-being

Everyone plays a role in ensuring a positive work environment. This class helps managers and employees understand the many facets of a healthy workplace culture. Participants will learn about the rise of mental health concerns and review actionable solutions that help cultivate a healthy workplace.

## Mental health impacts

The events of the past few years have taken a toll on many people's mental health. Now more than ever, employees are looking to their employers to help address their needs on the job and beyond. This seminar explores ways to properly support yourself, your colleagues, and your employees.

## Mentoring

Explore your potential through mentoring. Personal and professional growth goals can both be significantly supported by a mentor. This topic will help you understand what a mentor is, the different types of mentors, how to find and utilize the best mentor for your goals, the many benefits of having or being a mentor, and much more.

## Motivate, recognize, and energize employees

This high-energy seminar will help participants create a tool bag of techniques to motivate employees and managers. We will cover self-care, positive psychology, resiliency, laughter, and more. This workshop discusses how motivation and recognition lead to increased productivity. Nonmaterialistic ways to make your employees feel special and valued will also be shared.

## Motivation: bringing out the best

In this class, we explore inspiring theories of motivation and how they help us every day in our work. This is a chance for all of us to examine what gets us motivated. This class is geared to employees, but it can be oriented as an effective manager's tool.

## Motivational interviewing

This class teaches the history of motivational interviewing, how to do it, what questions to ask, and when this technique might be useful (e.g., for weight loss, smoking cessation, or gambling addiction).

## New Year's resolutions

Even though this class is meant for January 1, everyday can be like January 1. This is a fact-filled class about resolutions that, done properly, can truly change our lives. This seminar offers help, encouragement, and guidance. The class is meant to be extremely interactive and participatory.

## Nonverbal communication

In this class, we will discuss how we communicate without words. We'll look at the importance of body language and the messages it can convey. Discussion will focus on awareness and practice.

## Opioid addiction: manager version

Opioid abuse and dependence have become a national epidemic. This training will educate on what opioids are, as well as provide information on signs and symptoms of opioid abuse/dependence. This training also

outlines what to do if you suspect an employee has an opioid problem and what the employer's responsibilities are in this situation.

## Overcoming work fatigue

Working remotely is no longer new, but the joys of working in sweatpants from the comfort of home have given way to some unexpected challenges. From video-call fatigue to social isolation, this topic explores strategies to implement consistent work-from-home success for employees and organizations alike.

## Performance management

When properly implemented, the performance management process ensures that people have the right training, support, and feedback to accomplish their jobs. As a manager, you play an integral role in this process. In this session, we will look at what an effective performance management process looks like and how providing coaching and developmental opportunities can increase the likelihood that employees will achieve results in line with the organization's mission and objectives.

## Practical productivity

During this seminar, we will look at how current events affect productivity, while also identifying and understanding the pros and cons of constant connection. We will discuss ways to deal with changing technology and how we can be more effective through email, smartphones, and other devices. The goal is to understand how we can make technology work for us.

## Preparing for interviews

The interview is the opportunity for you to sell your skills and to show the interviewer why you are the right fit for the position. In this class, we will cover the tools and techniques to learn how to make a great first impression in an interview.

## Preventing sexual harassment

In this seminar, we discuss the definition, history, and types of sexual harassment. This complex topic will be broken down for employees to understand how important it is to create a respectful workplace. Bullying behavior is also explained, and best practices to handle it are discussed.

## Preventing sexual harassment in CA

This class will meet the requirements of the state of California's mandated training for compliance, which supervisors are required to take every two years.

## Preventing sexual harassment in NY

This class will meet the requirements of the state of New York's mandated training for compliance, which employees are required to take annually.

## Procrastination

Do you tend to "get stuck" and put things off? Are you often faced with panic surrounding a deadline? Many of us procrastinate, which is why it's vitally important to understand what drives your procrastination. Join us to discover why you procrastinate and learn tactics to get unstuck, just do it, and move forward productively.

## Productivity skills

Being productive is not limited to finishing your work — it also includes organizing your tasks, building relationships within the office, and being able to manage your time effectively. This includes the ability to learn new skills, such as multitasking and being able to block out distractions. Everyone can learn ways to be more productive. This class will give you tips and pointers on how to be more productive at work each day.

## Professional use of texting

With so much technology at our fingertips we have become very accustomed to is texting, whenever and wherever we are. One thing we must be careful of is texting appropriately in the workplace. This seminar is designed to help both employees and managers use texting in a professional way.

## Professional writing and email etiquette

How do you ensure your email will be read? This program identifies the dos and don'ts of email and offers suggestions for writing emails in a way that captures the attention of the recipient and gives them all the pertinent information. The presentation includes information about subject lines, format, content, emotions, grammar and punctuation, signatures, and the use of CCs and BCCs.

## Psychological wellness in the workplace

This class explains how and why it is critical that we learn how to feel safe at work. We will delve into the challenges and practices of creating a safe workplace. The focus will be on the benefits of creating a psychologically safe space for all employees, as well as some of the consequences of not having a safe environment.

## PTS in the workplace

During this seminar, you will learn about post-traumatic stress, how it impacts people in the workplace, and what role you play. It's important to know that PTS is a human condition not exclusive to veterans, and that many people you know and work with may have experienced PTS in the past. Some will have more intense symptoms of post-traumatic stress than others — our role is to try to respect their experiences and be supportive during and following difficult situations.

## Quality improvement

Making an organization, team, or department the best it can be is something we all need to be responsible for daily. Continuous improvement is the only way to look at and make the necessary changes. We will explore an overview of a few tools that can help you move forward. Fishboning, process mapping, and change management are a few of the skills that will be introduced.

## Reading the room and getting to know your audience (New)

Reading the room and getting to know your audience is a crucial skill for effective communication and engagement. This involves not only observing and interpreting the mood, body language, and energy of the group but also understanding their needs, interests, and expectations. By tuning into these verbal and nonverbal cues, you can tailor your message to resonate more deeply, foster stronger connections, and create a more engaging and impactful experience. Whether you're presenting in a meeting, leading a workshop, or simply conversing with others, this skill helps ensure your interactions are meaningful and effective.

## Recognizing the troubled employee

In this seminar, you will learn to recognize employees who may be struggling with issues that may impact their work and learn how these issues can impact an organization. You will learn key strategies to address these issues to help the employee be productive and thrive in the work environment.

## Renewing your human resources

This class is meant to cover work burnout, depression, and the blues. It's a motivational pep talk that teaches self-care and the importance of daily self-motivation.

## Resilient leadership

In this season of change, there has never been a better time to build resiliency. This session helps participants learn to demonstrate resiliency while supporting employees and colleagues in doing the same.

## Respect for all in the workplace

This class provides participants with an understanding of the power of creating an inclusive workplace for colleagues while demonstrating respect for all members of an organization. An inclusive, respectful environment for all is a universal expectation, and this class highlights specific action steps to show respect and support to members of the LGBTQI+ and African American communities. Finally, participants will gain a deeper understanding of implicit bias, microaggressions, and code switching.

## Riding the change wave

Change is one of life's constants. Like waves on the ocean, one always comes after the next. Each can provide excitement and a challenge, or it can wipe you out. This workshop begins with a look at the change process and types of change, then provides eight strategies to help when the transition is at home or work.

## Science of goal setting

This class examines goal setting as a brain function. We will look at how the brain works by creating an awareness of the mental process, making it easier for us to develop new habits in relation to goal setting.

## Sexual identity in the workplace

Sexual identity has aspects that can affect us, our colleagues, our families, and our children. The goal of this class is to present information and frame the issues around sexual identity in the workplace to help create a good work environment for all.

## Shifting priorities: being your best on a shift schedule

Changing to a shift schedule can be a dramatic change for you and your family. Variable schedules pose challenges, but the benefits can also be positive. In this class, we will show that a little planning combined with family cooperation goes a long way to making the most of the opportunities of shift work.

## Staying connected in today's digital world

Advances in technology make it easy to connect with others, but loneliness is at an all-time high. During this training, we will look at how technology has changed our day-to-day social interactions and how these changes have affected the way we connect and interact with others. We will explore ways to use technology wisely, yet still maintain that personal touch in our relationships.

## Stick with it

What dreams or goals do you harbor that seem out of reach? In this program, participants will gain tips and insights into making those dreams a reality using plans, anticipating what may come, saying yes, identifying myths and obstacles, determining techniques for starting and exploring motivators, encouraging flexibility, and finding the ability to keep moving forward to achieve your goals.

## Storytelling

Storytelling is a powerful way of putting ideas into the world. Not only do they move us, inspire us, and make us feel alive, stories can bring us hope and help us better understand life. This is not just a feel-good class — storytelling is now recognized as one of the top five skills business leaders need. We will examine what goes into good storytelling, and how it can be a powerful tool for business.

## Stress management for high-burnout professions

This seminar is designed to give managers and directors the tools to assess and address their needs as well as those of their employees in a high-stress, high-trauma work environment. We will explore the newest research and what experts are saying, including an examination of the seven signs correlated with burnout.

## Stress management for managers

This is a step-by-step seminar on what stress is, how it affects your team, and how managers can help deescalate their own stress and that of their staff. This seminar includes tips and tools to manage stress for both you and your employees.

## Stress management for the new professional

Stress, especially the pressures of handling a new profession, can be difficult to deal with. Knowing how to effectively deal with this stress is crucial for being positive at work. Excessive stress can interfere with your emotional and physical well-being, which can affect the start of a new career. In this class, you will learn ways to cope with and manage your stress to keep yourself at the top of your game.

## Substance abuse for managers

Managers need to know certain things about substance abuse to deal with workplace issues legally, sensitively, and fairly. Your employee assistance program (EAP) is the ultimate resource, but managers are often the gatekeepers for making sure that employees get the help they need.

## Successful teleworking for employees

This seminar is designed for those considering or currently working from home. We will discuss what teleworking is, who is impacted, how to document your arrangement and communication needs, and the potential impacts of telework on home life. We will review telework challenges and discuss crucial self-care.

## Succession planning

Having a roadmap for what's next is critical to business continuity. This seminar explores the ins and outs of succession planning and explains how to keep things running during leadership transitions. Participants will learn about transitional challenges, including the emotional responses of those leaving and those staying.

## Suicide awareness and prevention for managers

In this class, we review myths and facts about suicide, discuss warning signs, and talk about when and how to intervene. Managers will leave this session with tips for navigating difficult conversations, as well as how to get employees the help they need.

## Suicide prevention

It's critical to know the early warning signs of suicide. This seminar will sensitively explore how we can identify those warning signs and implement suicide prevention programs at work and in our community.

## Surviving mergers and acquisitions

This seminar teaches participants what to expect in the midst of organizational change, including helping them navigate the process and reviewing the five stages of change. They will also learn about the opportunities and importance of self-care, and how to make a commitment to the new business structure and culture.

## Survivor's guide to downsizing

Companies are under pressure to remain competitive and survive. Downsizing (or rightsizing) is happening everywhere. The major purpose of this workshop is to help move you to action.

## Taming tech

This seminar is designed for participants to look at their work habits while using technology. It will teach them to look at their usage of technology and organizational skills in setting new goals. For many, our workdays have gotten longer and harder, and sometimes technology seems to make our life worse. This class will help to show how technology can and should be our friend.

## Teamwork

The ability to understand and communicate effectively in teams is an important part of our personal and professional success. Through discussion, interactive exercises, and a debriefing session, we will learn how to apply successful team concepts and strategies in practical ways and explore how teams can work together most effectively.

## The 5 Buckets Principle™

Is it possible to meet the competing demands of finances, friends and family, work, health, and community? The resounding answer is yes. In this fun, interactive seminar, participants will learn the 5 Buckets Principle of work-life balance and gain the tools to prioritize what is and should be important to them. They will learn how to think about the big picture without ignoring the little things that matter. We will show them how to find the time to manage it all, including time for themselves and for fun, by identifying priorities, making choices, and managing expectations.

## The art of negotiation

There is no job that doesn't use negotiation; it is the key to our career success. We all know that no one gives us anything for free — it is all about give and take. This motivating class teaches individuals to strengthen their own negotiation techniques.

## The furloughed employee

An unprecedented number of employers have furloughed employees. This course will explore the concepts of furloughs vs. layoffs. Versions of this course are available for employees and managers.

## The importance of showing up to work

Showing up for work demonstrates one's commitment, work ethic, and an understanding of one's role in the larger scope of the organization. In this training, participants will identify work ethics and explore the impact of absenteeism in the workplace (the cost to business through the theft of time and its effect on morale) to determine how to encourage attendance and look at illness, root causes of absenteeism, and tardiness.

## The new resume

If you have not looked for a job within the last five years, you may not know that the entire job-search process has completely changed, and that the role of the resume is very different. This class will teach participants how to create their new resume.

## The power of persuasion: how to influence others

We all need to convince people to do or avoid certain things. We will cover best practices, tips, and examples of ways to shift your style in a way that best appeals to your audience.

## Thinking traps

This seminar offers an exploration of how our thoughts can decrease our productivity and our passions. We will define thinking traps and discuss ways to create action plans to overcome them.

## Trust

A cornerstone of every relationship is trust. Defining trust and understanding its components are essential for meaningful relationships within our personal and communal lives. We will discuss why it is important to trust others, along with how trust is earned, lost, and regained.

## Unconscious bias

Are we on top of our biases, or might we harbor prejudices that lie outside of our awareness? This program will define unconscious bias and give us a framework to understand it. Participants will have numerous discussion opportunities to explore biases, look at how unconscious bias is measured, examine the conflicts that arise between one's natural inclination to categorize vs. the conscious drive towards diversity, and identify ways to overcome these biases. Live session recordings are not available for this course.

## Understanding colleagues with autism

This training provides important information related to adults living with autism spectrum disorder (ASD). This training identifies common ASD behaviors and challenges and talks about ways to set your ASD employees up for success within your organization.

## Understanding personality types

Understanding someone's personality can be confusing. This one-hour seminar is designed to provide a practical understanding of the different types of personalities and explain how they can impact our behavior.



Participants will identify their own personality types and learn how to use type preference as an energy management tool that enhances their skills in interpersonal communication.

## Using your EAP

Learn about all of the benefits that your employee assistance program (EAP) offers, from finding child care to receiving legal advice, and anything in between. We want to make sure you know the ins and outs of using your EAP and how it can help support you in your work and personal life.

## Values conversation around justice, equity, diversity, inclusion, belonging, and accessibility (JEDIBA)

Recent events have underscored the importance of continuing discussions about diversity, equity, and inclusion. In this class, we will explore how justice, belonging, and access are key components to a thriving diversity program.

## What makes a successful EAP training?

This course on successful employee assistance program (EAP) trainings covers ways to make trainings interactive, how to handle difficult audience members, and what to avoid in an EAP training. After this seminar, participants will be better equipped to deliver the best possible training sessions and leave the audience wanting more.

## When the worst happens

This seminar is designed to help participants plan and prepare for the worst. This class can be a great option when a company, team, or individual experiences a traumatic event, giving them ways to help them cope with that event.

## Working with children at home

This class cover best practices to maintain routines and structure for younger and older children. We will offer suggestions on how to be most productive while also enjoying family time.

## Working with millennials

In this seminar, we will look at tips, tools, and misconceptions to be aware of while working with the mission-based generation of millennials. We will talk about the reasons behind those misconceptions and enjoy a deeper discussion on the contributions and traits millennials bring to the workplace.

## Workplace trauma: for managers

Understanding trauma is a part of living in today's challenging world. In this seminar, participants will learn about the different types of trauma, including traumatic stress, post-traumatic stress disorder (PTSD), grief, and organizational trauma. The focus of the class is to give participants an understanding of how trauma affects the workplace and instill leaders with best practices.

## You're promoted: the new manager

Participants who were recently promoted will discuss the importance of influencing and inspiring others. They will learn what it takes to make an effective manager by reviewing communication skills that build confidence within their team, along with a discussion on how and when to delegate certain tasks.



## Index

- 401(k) savings fundamentals, 8
- A balanced retirement life, 13
- Accessing mental health support during the holiday season, 3
- Accountability, 3
- Addiction, 13
- Adjustable-rate mortgages, 8
- Advance directives, 8
- Advanced tools and techniques for a fully funded 401(k), 8
- Alcohol and substance abuse, 13
- All you need to know about cholesterol, 13
- Allergies, 13
- Alternative medicine: Fact or fiction, 13
- Alzheimer's and dementia, 13
- Assertive communication, 31
- Authoritative parenting, 27
- Autism overview, 13
- Basic banking and banking tips, 8
- Be positive, 14
- Beat the heat (New), 14
- Becoming a pet parent, 3
- Becoming Samurai, 31
- Being trauma informed, 31
- Benefitting from ergonomics, 31
- Best practices for supporting others, 3
- Bicycle safety, 14
- Body image, 14
- Breast cancer awareness, 14
- Building a team brand, 31
- Building good credit and improving your credit score, 8
- Bullying and violence in the workplace, 31
- Business etiquette, 31
- Business writing for managers, 32
- Cafeteria shopping, 14
- Call center stress management, 32
- Campus to career: transitioning into the workplace, 32
- Car buying: new or used, buy or lease?, 9
- Career development strategies, 32
- Career transitions, 32
- Caregiving, 3
- Change management for leaders, 32
- Children and divorce, 3
- Children and stress, 3
- Clean living, 14
- Coaching, 32
- Collaborative communication, 32
- Collaborative customer service, 33
- College tuition: understanding financial aid, 9
- Colorectal cancer screening, 14
- Communicating change to employees, 33
- Communicating during times of change, 33
- Communicating in a tech world, 33
- Communicating with young children, 27
- Communication for managers, 33
- Communication skills for the workplace, 33
- Community and giving back: leaving our footprints, xii
- Commuting, 33
- Compassion, 4
- Compassion fatigue, 15
- Compassionate leadership, 34
- Components for great communication, 34
- Concentration, 34
- Conflict management for employees, 34
- Conflict management for managers, 34
- Coparenting, 27
- Creating a great place to work in 10 easy steps, 34
- Creating an annual well-being plan (New), 15
- Creating positive work environments, 34
- Creative problem solving and decision making, 34
- Critical thinking, 35
- Cross-cultural sensitivity in the workplace, 35
- Crying (New), 4
- Cults: understanding and deprogramming, xii
- Cultural myths in media: fact or fiction, xii
- Curiosity, 35
- Customer expectations, 35

- Dare to be bold, 35
- Dealing with challenging people, 35
- Dealing with change for families, 4
- Dealing with mental health issues, 15
- Dealing with serious sleep issues, 15
- Dealing with the elephant in the room, 35
- Decreasing violence on college campuses, xii
- Deescalation for managers, 35
- Delegation, 36
- Depression, 15
- Diabetes, 15
- Disability inclusion in the workplace, 36
- Disaster preparedness, 2
- Discipline, 36
- Diversity in the workplace, 36
- Domestic violence, 36
- Don't forget your social life, 4
- Dual-career relationships, 36
- Dynamics of change management, 36
- Eating disorders, 15
- Eating for high energy, 15
- Eating right for life, 16
- Eating right on the run and on a budget, 16
- Effective interviewing skills for interviewers, 37
- Effective one-on-one conversations, 37
- Effective performance appraisals, 37
- Effective presentation and public speaking skills, 37
- Effective presentation skills for leaders, 37
- Elder care, 4
- Elder care: financial planning, 9
- Embracing happiness, 16
- Emotional eating, 16
- Emotional intelligence, 37
- Empathy, 4
- EQ: making it work for you, 37
- Estate planning, 9
- Ethics and values, 37
- Everything you need to know about LinkedIn, 37
- Exercise as you age, 16
- Exercise basics, 16
- Family-and-friend guide to PTS, 4
- Fatherhood: a day in the life, 4
- Fear and anxiety: moving forward, 16
- Filling the nutritional gaps, 16
- Financial fitness, 9
- Financial planning for higher education, 9
- Financial wellness and moving forward, 9
- Firearm safety, 5
- First responders: focus on wellness, 38
- First-time parenting, 27
- Forgiveness, 17
- Fostering inclusion in the workplace, 38
- Getting organized, 17
- Getting you help, 17
- Giving constructive feedback vol. 2 (New), 38
- Gratitude, 17
- Green tips for the home, 17
- Grief, dying, and death, 5
- Handling a family crisis, 5
- Handling and managing chaos, 38
- Handling death in the workplace, 38
- Handling financial stress, 10
- Health and well-being in the workplace, 38
- Health news, 17
- Healthy aging, 17
- Healthy kids, 18
- Healthy tips for business travel, 18
- Helping our children achieve their dreams, 5
- Helping troubled teens, 5
- HIPAA, 18
- Holiday budgeting, 10
- Holiday survival guide, 5
- Home buying: the best investment, 10
- How financial stress affects the workplace, 10
- How safe are you?, 2
- How to be an inclusive leader, 38
- How to boost your self-confidence, 18
- How to create the secret sauce: the perfect team, 39
- How to deliver amazing online presentations, 39
- How to execute in business, 39
- How to speak with your physician, 18
- How to take the edge off giving feedback, 39
- Identity theft protection and self-help, 10
- Importance of having a will, 10
- Increasing mental toughness, 18
- Inflammation, diet, and disease, 18
- Interacting with ill coworkers, 39
- Internet information for parents, 27
- Interviewing for interviewees, 39
- Introduction to neurodiversity, 39
- Introduction to social media marketing, 39
- Investment basics, 10

- Is high school enough? The new age, 5
- Keeping your aging loved ones safe, 5
- Kindness, 40
- Leadership, 40
- Leadership for women, 40
- Learning about headaches, 19
- Life in today's uncertain times, 40
- Lightening your life with laughter, 19
- Living off your paycheck, 10
- Living with COPD, 19
- Loneliness, 19
- Maintaining a health-conscious workplace, 40
- Maintaining a safe work environment, 40
- Making meetings effective, 40
- Making the most of a multigenerational workforce, 41
- Manager's guide to burnout, 41
- Manager's guide to check-in conversations, 41
- Manager's guide to self-care, 41
- Managers guide to promoting family health, 41
- Managing a budget for the first time, 11
- Managing fear and anxiety, 19
- Managing fear and anxiety in children, 6
- Managing pregnant employees, 41
- Managing priorities to maximize your day, 41
- Managing social connections, 41
- Managing stress for managers, 42
- Managing strong emotions: for employees, 42
- Managing strong emotions: for managers, 42
- Managing Teleworkers: for managers, 42
- Managing trauma in the workplace, 42
- Managing your boss, 42
- Managing your money in tough times, 11
- Maximizing your brain's potential, 19
- Medical/recreational marijuana, 19
- Men and depression, 20
- Men's health, 20
- Menopause, 20
- Mental health, 20
- Mental health impacts, 43
- Mental health: a guide for managers and leaders, 42
- Mentally healthy culture
  - a focus on workplace well-being, 43
- Mentoring, 43
- Mind over money, 11
- Mindful meditation, 20
- Money attitudes, 11
- Money basics, 11
- Motivate, recognize, and energize employees, 43
- Motivation: bringing out the best, 43
- Motivational interviewing, 43
- Navigate life transitions, 20
- Navigating decisions as a family, 6
- Navigating the teen years, 27
- New Years' resolutions, 43
- Nonverbal communication, 43
- Nutrition navigator, 20
- Opioid addiction
  - employee version, 20
  - manager version, 43
- Overcoming burnout, 21
- Overcoming work fatigue, 44
- Overeating vs. binge eating, 21
- Parenting your teen: at-risk behavior, 27
- Parenting your teen: career and life goals, 28
- Parenting your teen: communicating, 28
- Parenting your teen: finances, 28
- Parenting your teen: friends and family, 28
- Parenting your teen: giving back, 28
- Parenting your teen: managing conflict and problem solving, 28
- Parenting your teen: relationships, 28
- Parenting your teen: sibling rivalry, 28
- Parenting your teen: social issues, 29
- Parenting your teen: success in school, 29
- Parenting your teen: teens and sports, 29
- Parenting your teen: test anxiety, 29
- Parenting your teen: tips for parents of teenage drivers, 29
- Parenting your teen: understanding important health issues, 29
- Parenting your toddler: communicate, motivate, and build confidence, 29
- Parenting: preparing to go back to school, 29
- Patient safety, 21
- Perfectionism, 6
- Performance management, 44
- Personal finance boot camp, 11
- Planning a financial future, 11
- Political anxiety, 2
- Power of volunteering, 2
- Practical productivity, 44
- Preparing for college, 30

Preparing for interviews, 44  
 Preventing sexual harassment, 44  
 Preventing sexual harassment in CA, 44  
 Preventing sexual harassment in NY, 44  
 Procrastination, 44  
 Productivity skills, 45  
 Professional use of texting, 45  
 Professional writing and email etiquette, 45  
 Promote family health, 21  
 Psychological wellness in the workplace, 45  
 Psychology of exercise, 21  
 PTS in the workplace, 45  
 PTS: veterans and military self-help, 21  
 Quality improvement, 45  
 Raising diversity in your home, 6  
 Reading the room and getting to know your audience (New), 45  
 Reclaiming your health: the guide to recovery, 21  
 Recognizing the troubled employee, 46  
 Reducing and managing pain, 22  
 Reducing body fat without restrictive eating, 21  
 Relationships, 6  
 Relaxation 101, 22  
 Relaxation to suit your lifestyle, 22  
 Renewing your human resources, 46  
 Resiliency, 22  
 Resiliency for the working parent, 30  
 Resiliency: bounce back stronger, 22  
 Resiliency: looking back and looking forward, 22  
 Resiliency: part one, 22  
 Resiliency: part two, 22  
 Resilient leadership, 46  
 Respect for all in the workplace, 46  
 Riding the change wave, 46  
 Science of goal setting, 46  
 Screen guide, 6  
 Self-care in the face of adversity, 22  
 Setting boundaries, 23  
 Sexual identity in the workplace, 46  
 Shifting priorities: being your best on a shift schedule, 46  
 Single parenting, 30  
 Sleep basics, 23  
 Smoking cessation, 23  
 Social Security retirement planning, 11  
 Staying connected in today's digital world, 46  
 Staying focused during times of change, 23  
 Staying strong and resilient, 23  
 Step families, 6  
 Stick with it, 47  
 Storytelling, 47  
 Stress management for high-burnout professions, 47  
 Stress management for managers, 47  
 Stress management for the new professional, 47  
 Stress-reduction tool bag, 23  
 Substance abuse for managers, 47  
 Success, 23  
 Successful teleworking for employees, 47  
 Succession planning, 47  
 Suicide awareness and prevention for managers, 48  
 Suicide prevention, 48  
 Summer planning for families, 7  
 Sun protection, 23  
 Surviving and thriving through divorce, 7  
 Surviving mergers and acquisitions, 48  
 Survivor's guide to downsizing, 48  
 Take control of your finances, 12  
 Taming tech, 48  
 Tax tips, 12  
 Teaching our children about money, 12  
 Teamwork, 48  
 Technology and exercise, 24  
 Teen suicide prevention, 7  
 The 5 Buckets Principle™, 48  
 The A's and B's of alcohol use (New), 24  
 The art of feng shui, 24  
 The art of negotiation, 48  
 The complexities of love, 19  
 The connection between exercise and mental health, 24  
 The effects of unhealthy eating (New), 24  
 The furloughed employee, 49  
 The gut-brain connection (New), 24  
 The importance of showing up to work, 49  
 The importance of unplugging, 24  
 The new resume, 49  
 The power of persuasion: how to influence others, 49  
 The sandwich generation, 7  
 The truth about dieting, 24  
 The truth about hate crimes, 2  
 Thinking traps, 49

Today's family: challenges and changes, 7  
Today's financial trends, 12  
Too much gaming, 7  
Trust, 49  
Unconscious bias, 49  
Understanding colleagues with autism, 49  
Understanding food labels, 25  
Understanding personality types, 49  
Understanding testicular cancer: an overview, 25  
Understanding your immune system, 25  
Using your EAP, 50  
Values conversation around justice, equity,  
diversity, inclusion, belonging, and accessibility  
(JEDIBA), 50  
Vaping: what parents need to know, 30  
What is anger?, 25  
What is proactive health? (New), 25  
What makes a successful EAP training?, 50  
What you need to know about demonstrations, 2  
When the worst happens, 50  
Why do cancer screenings matter?, 25  
Women and depression, 25  
Women's health, 25  
Workday workouts, 26  
Working with children at home, 50  
Working with millennials, 50  
Workplace trauma: for managers, 50  
Yoga 101, 26  
You can be smoke free, 26  
You're promoted: the new manager, 50  
Your healthy heart, 26

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