

Training Descriptions

Employee Educational Seminars

Celebrating Our Differences – In today’s competitive marketplace many factors contribute to the success or failure of an organization. One such factor being addressed today is employee diversity in the workplace. This seminar will identify factors that create barriers to diversity, and presents information and strategies that help to defuse stereotypes, create awareness and understanding of similarities, and the advantages and benefits of differences.

Is it or Isn’t It? Harassment in the Workplace – Harassment is a serious issue in the workplace and has a negative impact on employees and the employer. This seminar addresses the definition of harassment and how it impacts people, regardless of the intent, identifies the types of harassment, and provides strategies for responding to harassing situations.

Getting Unstuck: Learning to Move with Change – Change and transition can be challenging to navigate. This program explores attitudes, skills, and strategies that are useful in responding to the demands of change and transition. Learn about the three phases of transition, the seven stages of change, and strategies of optimal functioning during these phases.

Care for the Caregiver – Are you part of the “sandwich” generation? Are you a caregiver in your work role? The first job of a caregiver is to be the best and strongest resource for the care recipient. Learn signs and symptoms of burnout, stages of burnout, and stress management skills to resolve it.

Let’s Talk: Effective Communication – The purpose of this seminar is to increase skills in interpersonal communication in the workplace. It is designed to build participant awareness of the elements of effective communication, including communication styles, the importance of non-verbal elements of communication, the role of perception, intent vs. impact, and other barriers to effective communication. Participants will learn active and reflective listening skills, and suggestions for giving and receiving feedback.

Managing Conflict at Work – Strained workplace relationships can be stressful. This seminar explores negative styles of conflict and replaces these with a step by step approach for working through a conflict. Participants will learn strategies to decrease defensiveness, ask the right questions, and respond in ways that allow for clarity and mutual understanding.

Dealing with Challenging Persons: Or How To Bring Out the Best When Someone is at Their Worst – Respectful relationships can be challenging when an individual is hardwired to behave in set ways whenever they feel threatened. This seminar reviews the more common types of challenging persons, underlying reasons for their behavior, and identifies action plans for responding to their behaviors.

Practicing Safe Stress – Eustress, distress, which is it? Stress can be good and bad for us. This seminar explores factors that increase our stress, the physical and mental impact of stress, and various stress management strategies.

Let's Get a Handle on It: Managing Work Stress – This seminar will explore the concept of “managing” one’s workday and establishing healthy work habits to promote productivity throughout the day. Explore a variety of stress and time management techniques, nutritional tips, and the importance of changing our internal “self talk” to elicit change.

Short Circuiting Stress – This seminar explores the mental techniques for controlling stress, demonstrating what psychologists call cognitive restructuring. This approach gives people the tools to handle stress while it’s happening.

Relax Your Stress Away – This is primarily an experiential seminar, focused on some of the more common relaxation techniques. Participants will have an opportunity to try some forms of meditation, yoga, and progressive muscle relaxation, and to discuss their impressions and experience of each technique.

Tis the Season: Coping with Holiday Stress – Holidays can bring out the best and the worst in us and others. Family problems, financial issues, job loss, and single parenthood are just a few of the stressors that make the holidays challenging. This seminar will identify specific coping skills for responding to various holiday stressors.

Retirement Planning: Choices and Challenges – Preparing for retirement involves emotional, psychological, physical and financial concerns. How does one decide to retire? What are some of the conversations we need to have with spouses and significant others? Participants will learn the necessary areas to address and questions to ask in planning for retirement, in addition to local resources that can assist in this process.

Would You Know It If You Saw It? Alcohol & Drug Awareness in the Workplace – This seminar provides participants with information on alcohol and frequently used drugs and the impact on work and home. “Blood Alcohol Concentration” will be explained, in addition to the physical, emotional, and behavioral signs of use and abuse.

Balancing Work and Home – Employees these days experience multiple demands on their time and energy. This seminar challenges employees to identify and prioritize their values as related to work and home, and examines strategies for balancing the demands of both. Participants will learn strategies to assist them with setting personal limits and creating and maintaining boundaries that promote health, living in accordance with values and priorities, and improving self care and reducing negative stress.

Coping With Grief and Loss – No one is ever really prepared for the illness or death of a loved one or co-worker. This seminar examines the symptoms of grief, strategies for managing grief symptoms, and how to best respond to those who are grieving.

Why Me?!: Freeing Yourself from Emotional Traps at Work – Today’s workplace is a stressful, sometimes volatile environment where employees can sometimes rub each other the wrong way. Many times their behavior, which is a normal and predictable response for them, has a negative impact on those around them, even though that is not their intention. This seminar examines how individuals can get drawn into “toxic” relationships at work, the impact this has, and identifies strategies they will need to remove themselves from negative workplace situations and relationships.

Managing Anger at Work - Anger is a normal human emotion. At times however, it can quickly escalate to negative behavior beyond the boundaries of normal workplace conduct. This seminar examines how to successfully manage our own anger and respond to others’ anger in ways that will defuse the intensity of the reactions and allow for clear, open, and honest communication.

Taming Time – In this fast paced, multi-tasking society time management is more valuable than ever. Good time managers can enjoy 5-8 hours per week of activities of their choice. This seminar addresses various time management strategies, including the test of necessity, organizing and planning, prioritizing, and time logs and schedules.

Generations at Work – Beyond working with daily issues and challenges, employers are now faced with a multi-generational puzzle to solve; four generations trying to work together, that sometimes clash due to misunderstandings and other differences. This seminar identifies the core values and memorable events that shaped each generation, examines the job assets and liabilities for each, and strategies for communicating and working with everyone.

Living with Teens: Surviving Adolescents – Parenting adolescents can be challenging. This seminar addresses strategies and tips for effective parenting during these turbulent

and exciting years. Topic areas include cybersafety, choosing your battles wisely, how to set reasonable limits and expectations, and the importance of enforcing consequences.

Can We Talk? Parenting 10-18 Year Old Children – We live in a society where parents and children are faced with overindulgence and increasing stressors that can serve as barriers to both effective parenting and enjoying healthy relationships with their children. This program explores these stressors and ways to prevent them from negatively impacting relationships. It discusses characteristics of healthy relationships with children and offers suggestions for developing more effective communication. It also address ways to promote positive self-esteem in children that can enhance a child's relationship with his/her family as well as peers.

They're Back! (or..Will They Ever Leave?!): Coping with Adult Children at Home – This seminar addresses a common issue with many employees today – adult children living at home. Participants will learn strategies to assist them in maintaining the delicate balance between allowing adult children their independence and setting reasonable expectations for responsibilities and accountability. Additional areas addressed include dealing with adult children who have problems such as addiction, ADD, or other challenges.

Employee Orientation to HelpPeople services (10-15 min.)- This is a brief introduction to HelpPeople's services, and includes common reasons for using services, an explanation of confidentiality, our locations, and information about HelpPeople's counseling staff.