

LifeMatters® Training Summary

2020 Edition

Presented by:

LifeMatters® Training Team



Lunch and Learn Seminars

Short, interactive presentations, ideal for holding over a lunch hour

Stress Management

One hour presentations for all staff

First Aid Kit for the Mind

Everyone at some time will be subject to emotional upsets. How do we know when emotional upsets can develop into something more significant or problematic? Content includes:

- ▶ The warning signs of mental illness
- ▶ Three common areas of emotional concerns
- ▶ Maintaining mental fitness
- ▶ How LifeMatters can help

Happy (Affordable) Holidays

Does your usual holiday celebration focus on those aspects of the celebration that you feel are most important? Content includes:

- ▶ Setting realistic expectations
- ▶ Developing a budget
- ▶ Involving kids
- ▶ Establishing traditions
- ▶ Creating gift ideas
- ▶ Staying healthy

Healthy Remedies for Managing Stress

Develop a general understanding of stress and learn ways to manage the stress that you encounter every day. Content includes:

- ▶ The sources and symptoms of stress
- ▶ Attitude about stress
- ▶ Slowing down and gaining perspective
- ▶ Focusing on the simple things
- ▶ Relaxation

Holiday Stress

Create a holiday season that is relaxed, fun and comfortable for you and your family. Learn to cope with the expectations, holiday blues and more. Content includes:

- ▶ Finding the meaning
- ▶ Evaluating traditions
- ▶ Stress relief techniques
- ▶ Tips for parents
- ▶ Managing the holiday blues

Mind-Body Wellness

Many of us are judged in life by how quickly we can get things done. Because of this, it is difficult to develop the mindset of slowing down, getting centered and getting focused. Content includes:

- ▶ Control vs. letting go
- ▶ The practice of mindfulness
- ▶ Conscious breathing
- ▶ Gentle stretching
- ▶ Guided relaxation

Personal Resilience

One factor influencing our stress level is how well we manage our energy. The concept of energy management is based on a new way of looking at self-discipline. It challenges the widely held view that time management is the key to work/life balance. Content includes:

- ▶ Paradigm shift
- ▶ Energy management principles
- ▶ Engaged vs. stressed vs. disengaged
- ▶ Developing positive energy rituals

Stress or Success: Thriving in a Chaotic World

There is no magical cure for stress. However, this training can offer practical ideas on how to begin working to reduce stress right away as an overall lifestyle change. Content includes:

- ▶ Causes of stress
- ▶ The art of resiliency
- ▶ Mindset and attitudes
- ▶ Habits and actions
- ▶ Connections and relationships

The Stress-Sleep Correlation

Sleep is not optional – it is as important as food, water and breathing. Getting better sleep often requires making small changes to our daily routines. Content includes:

- ▶ Benefits of sleep
- ▶ Effects of sleep deprivation
- ▶ Common causes of poor sleep
- ▶ Developing healthy sleep habits

Getting Organized at Work

One hour presentations for all staff

Art of Decision Making

A key to being successful in both work and life is the ability to make solid decisions, but there are many barriers to this process. Learn to overcome these barriers. Content includes:

- ▶ Qualities of effective decision makers
- ▶ Overcoming indecision
- ▶ The decision making process

Being a Champion: Strategies for Getting Ahead

Career advancement begins long before the opportunity for promotion comes along. If you desire to get ahead in the workplace, focus on becoming an invaluable contributor to the organization. Content includes:

- ▶ Qualities of a workplace champion
- ▶ Building trust and relationships
- ▶ Managing emotions
- ▶ Demonstrating professionalism

Business Etiquette

Basic knowledge and practice of etiquette is a valuable advantage in business. Your actions will be remembered as your company's actions. Content includes:

- ▶ Practicing professionalism
- ▶ E-mail do's and don'ts
- ▶ Proper meeting etiquette
- ▶ Dressing for work
- ▶ Socializing with clients or customers

Lunch and Learn

Conquering Time

When asked how we manage our time, many of us may reply, “Not well.” We know that we could be managing our time more effectively, but it can be difficult to identify the mistakes that we are making and to know how we can improve. Content includes:

- ▶ Accessing our personal energy cycle
- ▶ Prioritizing our to-do lists
- ▶ Managing common time wasters
- ▶ Creating new habits

Managing Multiple Priorities

How do you manage when you have a number of priorities that require your attention? Do you end the day feeling frustrated or overwhelmed because you were not able to complete your tasks? Content includes:

- ▶ Planning your day
- ▶ Prioritizing tasks
- ▶ Organization tips
- ▶ Managing workload stress

Managing Life Outside of Work

One hour presentations for all staff

Clutter Busters

People often note that feeling overwhelmed is the greatest obstacle standing in the way of getting organized. We may feel defeated by simply looking at the cluttered desk, unfinished projects, or the endless piles of paper. Content includes:

- ▶ Creating instant results
- ▶ Conquering “trouble zones”
- ▶ Maintaining an organized life

Elder Care: The Emotional Challenge for Caregivers

It is estimated that 80% of all care received by older Americans is provided by family members. This can be emotionally challenging for family members as they try to balance their work and children in addition to taking care of a loved one. Content includes:

- ▶ Common reactions
- ▶ How to involve other family members
- ▶ Active loving
- ▶ Caring for the caregiver
- ▶ How LifeMatters can help

Lunch and Learn

Elder Care: Practical Tips & Resources for Caregivers

It is understandable that most older people want to live in their own homes for as long as possible. However, family members have concerns about their safety and security. There are practical tips and resources to make this transition more manageable. Content includes:

- ▶ Assessing the situation
- ▶ Strategies to adapt home environments
- ▶ Continuum of care options
- ▶ How LifeMatters can help

Getting the Most Out of Your Life

Often people get caught up in the hectic pace of life. What they really desire is a simpler, more meaningful life. Content includes:

- ▶ Assessing your values, commitments and time
- ▶ Simplifying your life
- ▶ Seven strategies for happiness

Identity Theft

Learn how to protect your personal information and the proper steps to take for recovery from identity theft. Content includes:

- ▶ Common practices for theft & typical outcomes
- ▶ Suggestions for protecting your personal information
- ▶ Credit protection and monitoring
- ▶ Recovery from identity theft to minimize damage

Living to Work or Working to Live: Finding Life Balance

We need to let go of the desire to achieve a perfect balance between work and family. In most cases, it is impossible and only causes more stress and guilt. However, there are things we can do to bridge the gap that exists between the two. Content includes:

- ▶ What is life balance?
- ▶ Identifying values
- ▶ Barriers to life balance
- ▶ Goal setting
- ▶ Tips for life balance

Overcoming Procrastination: Strategies for Reducing Procrastination – NEW!

Tips for overcoming procrastination and removing roadblocks to productivity. Content includes:

- ▶ How to prioritize
- ▶ Developing decision-making skills
- ▶ Appropriately assertive behavior

Transition to Retirement

Many people only think of things like relaxation and financial planning when they think of retirement. There is an emotional aspect to retirement that is important to explore as well. Learn how to emotionally prepare for retirement through this brown bag. Content includes:

- ▶ The phases of retirement
- ▶ Mentally preparing for retirement
- ▶ Potential hazards
- ▶ Opportunities in retirement
- ▶ Reaching a rewarding retirement

Improving Communication Skills

One hour presentations for all staff

Assertive Communication

There is a fine line between communicating assertively and aggressively. Learn how to appropriately assert yourself when communicating with co-workers and others. Content includes:

- ▶ Four styles of interpersonal behavior
- ▶ Boosting self-esteem
- ▶ Addressing conflict
- ▶ Communicating with “I” statements
- ▶ Setting boundaries

Co-Worker Communication

Effective communication is essential to building and maintaining important relationships. Good communication skills are central to handling disagreements and resolving conflicts with your co-workers. Content includes:

- ▶ Understanding conflict and resolution
- ▶ Tips for eliminating defensive behavior
- ▶ Practicing active listening
- ▶ How to use problem solving skills

Lunch and Learn

Communicating Effectively with Your Children – NEW!

Healthy communication is a key to helping your child grow and develop as a human being. Content includes:

- ▶ How to connect with your child's feelings and build stronger bonds
- ▶ Building your child's self esteem
- ▶ How communication will help your child develop good relationships with other people
- ▶ The role communication plays in personality development

Cross-Cultural Communication

Our culture influences many aspects of who we are – how we live, how we work, how we approach problems and how we participate in the world around us. Therefore, it is not surprising that our cultural differences can open up communication challenges. Regardless of the extent of our diversity, it is important to recognize that “different” does not imply “wrong.”

Content includes:

- ▶ Defining culture
- ▶ Evaluating the impact on communication
- ▶ Improving cross-cultural communication skills

Effective Family Communication

When people complain of a lack of communication, they usually are complaining about unclear expectations. In most cases, they don't need to communicate more, they need to express themselves more effectively. Content includes:

- ▶ Nonverbal communication and listening
- ▶ The two meanings of words
- ▶ Talking to kids as they grow
- ▶ Talking about tough subjects
- ▶ Creating family talk time and guidelines

Strategies for Balanced Communication

Communication is something we do reflexively -- like breathing. It might seem easy, but communicating effectively actually takes quite a bit of skill. Content includes:

- ▶ Identifying balanced communication
- ▶ Strengthening connections through rapport
- ▶ Becoming an engaged listener
- ▶ Effectively sharing your message

Managing Wellbeing

One hour presentations for all staff

Building Self-Esteem Through Positive Self-Talk

Positive self-talk can help you in a number of ways, including building self-esteem, managing conflict and handling criticism. Content includes:

- ▶ Power of self-talk
- ▶ Origin of thought patterns
- ▶ Replacing negative thinking

Coping With Grief and Loss

Knowing and recognizing the symptoms of grief are the first steps toward feeling good again. Learn about grief, including common reactions and symptoms. Content includes:

- ▶ Coping with grief and loss
- ▶ The stages of grief
- ▶ Letting go and moving on
- ▶ Grief and the holidays

Depression

Depression is a serious illness which can significantly affect a person. Learn how to help family and friends cope with this illness. Content includes:

- ▶ Symptoms and causes of depression
- ▶ Risk factors for depression
- ▶ Treatment options
- ▶ Supporting someone with depression

Domestic Violence

Domestic abuse is the misuse of power in a relationship. It occurs in every economic class, gender and ethnic and racial group. Learn to help family and friends experiencing this difficult situation. Content includes:

- ▶ Myths, facts and statistics
- ▶ The cycle of violence
- ▶ Possible signs of abuse
- ▶ How to support a co-worker

Lunch and Learn

Eat Right, Live Well

Everywhere you look, someone is trying to sell you the secret to a better body. But is it really healthier? Find out the not-so-secret way to a healthier way of life. Content includes:

- ▶ Components of a healthy diet
- ▶ Meal planning strategies
- ▶ Exercise
- ▶ Healthy lifestyle

Emotional Eating

Many of us were raised to look to food as comfort for physical pain when we fell down or from the sadness we felt when our friends let us down. Using food to help us feel better has resulted in feeding our emotions rather than using food to fuel our bodies. Content includes:

- ▶ Signs of emotional eating
- ▶ Short and long-term effects
- ▶ Healthy patterns
- ▶ Tips to create change in lifestyle

Expressing Anger: Do's and Don'ts

Anger in itself is not negative, but how we express it can be. Anger is a normal emotion – just like being happy, sad, scared, etc. What is important about anger is what you do with it. Content includes:

- ▶ Underlying emotions associated with anger
- ▶ How we experience anger
- ▶ What triggers our anger
- ▶ Confronting anger and addressing the situation

How to Shake a Bad Mood

Many experts believe that our level of happiness is actually a learned skill, which means that you can learn to shake a bad mood or look at the world through more optimistic eyes. Content includes:

- ▶ Being in the present
- ▶ Changing negative thinking
- ▶ Monitoring the company you keep
- ▶ Mood and nutrition

Pathways to Healing Self and Others

As caregivers, we focus on taking care of others. However, by doing this, we may minimize the importance of taking care of ourselves. Content includes:

- ▶ Identify signs of caregiver stress
- ▶ Discuss ways to care for oneself
- ▶ Understanding future vs. present hope

Post-Traumatic Stress Disorder (PTSD)

Anyone who has witnessed or been part of a traumatic event can suffer from PTSD. Content includes:

- ▶ Sources of trauma
- ▶ Symptoms, risk factors and treatment options
- ▶ Assisting loved ones with PTSD
- ▶ Supporting a co-worker with PTSD

Tobacco Cessation

Making the decision to quit using tobacco products is a big step. Many people relapse because they didn't plan ahead and prepare for withdrawal symptoms and high risk situations. Content includes:

- ▶ How did I get here?
- ▶ How motivated am I?
- ▶ Stages of change
- ▶ Am I really addicted?
- ▶ LifeMatters Tobacco Cessation Program

The Winter Blues

The transition into the winter season can bring lowered energy and a change in mood. Learn the causes and effects of the winter blues. Content includes:

- ▶ Do you get the winter blues?
- ▶ The "blues" vs. Seasonal Affective Disorder
- ▶ Recognizing symptoms
- ▶ Tips for yourself and your family

Lunch and Learn

Tackling the Challenges of Parenting

One hour presentations for all staff

Autism

Autism is one of the most talked-about medical conditions today; but when you take a step back, you may find you have more questions than answers. This session is an educational overview designed to provide a better understanding of autism. Content includes:

- ▶ What is Autism Spectrum Disorder (ASD)?
- ▶ Symptoms that may indicate ASD
- ▶ Treatments for managing ASD symptoms
- ▶ Ways to support children with ASD

Family Routines

Family life is filled with positive and negative experiences, calm times and chaotic ones. Family routines help organize life, relieve stress, and create special family time. Geared toward families with younger children. Content includes:

- ▶ Impact of routines
- ▶ Developing routines
- ▶ Helping kids succeed
- ▶ Family meetings

Helping Teens Cope with Relocation

Experts consider moving to be one of the major stressors in life. Leaving behind friends, familiar places and activities can create tension for everyone involved. But it's especially difficult during a time in a teen's life when there are already so many physical and emotional changes taking place. Content includes:

- ▶ Teenage concerns
- ▶ Managing the transition
- ▶ Supporting teens through the move
- ▶ Do's and don'ts when talking to teens

Parenting

There is so much to learn when becoming a parent. Children experience so many changes between birth and adolescence. Learn the different stages of development. Content includes:

- ▶ What to expect – infants to adolescents
- ▶ Setting and enforcing family rules
- ▶ Positive approaches to disciplining your child
- ▶ Taking care of yourself

Lunch and Learn

Roots and Wings: Practical Strategies for Surviving the Teen Years

Parenting adolescents – helping them to learn and grow and move on into the world – can be challenging and rewarding. Content includes:

- ▶ The stages of adolescence
- ▶ Normal and “not so normal” teen behaviors
- ▶ Signs of teen depression
- ▶ Communicating with your teen
- ▶ Reinforcing values

Successful Single Parenting

Families today look different from those most of us grew up with years ago. The number of households headed by single parents has increased more than three times faster than the number of married parent households. Content includes:

- ▶ Challenges and joys of solo parenting
- ▶ Common misconceptions
- ▶ Positive discipline
- ▶ Creative life balance

Lunch and Learn

The Workplace Series

Interactive programs that focus on many of today's organizational needs

Developing Interpersonal Skills

Length varies based on audience and topic

Conflict Management Styles

While everyone has conflict in their lives, many would just as soon avoid it. Take the step to better manage and grow from conflict situations. Content includes:

- ▶ Common types of workplace conflict
- ▶ Assessing conflict management styles
- ▶ Determining the best style for use in each situation
- ▶ Identifying chronic conflict situations
- ▶ How to listen and what to say to avoid conflict

Customer Service

Providing good customer service is vital to any organization. Whether your “customer” is external or internal there are proven methods to providing service successfully. Content includes:

- ▶ The importance of quality customer service
- ▶ Dealing effectively with customers
- ▶ Appropriate ways to deal with upset customers
- ▶ Building customer service skills

Dealing with Difficult Personalities

The success of an organization is due in large part to the diversity of skills, talents and backgrounds of the people who come together to create a work group. This also means, of course, working with people who have different attitudes, habits and personalities which may be difficult to manage. Content includes:

- ▶ Examining your mindset and attitude
- ▶ Common personality types
- ▶ Strategies for dealing with these personalities

Expanding Your Sphere of Influence

Leadership has less to do with title and position and more to do with your ability to influence others. You can lead others from anywhere in the organization, and when you do, you make the organization better. How can we cultivate influence we when don't have "manager" in our title? Content includes:

- ▶ Qualities of effective leaders
- ▶ Understanding influence
- ▶ Key traits to expanding our influence
- ▶ Strategies for building leadership skills

Generational Diversity

For the first time in history there are four different generations in the workplace. Learn how to value the new ideas and embrace the change that each new generation brings. Content includes:

- ▶ Understanding generational diversity
- ▶ Breaking down generational stereotypes
- ▶ Strengthening work relationships
- ▶ Expanding your management style (manager version only)
- ▶ Engaging valued employees (manager version only)

Impact of Learning Styles in the Workplace

Our learning style impacts how we process information in most areas of our work. Knowing one's particular learning style may prevent mistakes, increase productivity and reinforce self-confidence. Content includes:

- ▶ The three learning styles
- ▶ Characteristics and challenges of each style
- ▶ Tips for maximizing learning
- ▶ Managing different styles (manager version)

Key Conversations

A key conversation is a discussion between two or more people where the stakes are high, opinions vary and emotions run strong. These conversations – when handled poorly or ignored – may lead to strained relationships and poor results. Content includes:

- ▶ Common causes of conflict
- ▶ Benefits and examples of key conversations
- ▶ Planning for the interaction
- ▶ Specific steps for conducting the conversation

Problem Solving

Identifying what type of thinker you (and those around you) are can lead to quicker problem solving. Learn your thought process as well as:

- ▶ How do you deal with problems?
- ▶ Systematic vs. intuitive thinkers
- ▶ Steps in problem solving
- ▶ How to develop possible solutions

Teambuilding

Teambuilding is the process used to create, maintain and enrich the development of a group of people into a cohesive work group. Content includes:

- ▶ Identifying team behaviors
- ▶ The stages and challenges of teambuilding
- ▶ Assessing how different styles impact the team
- ▶ Recognizing the common goal(s) of the team
- ▶ Minimum of two hours and 12 participants required

Workplace Change

Although change happens in an instant, our adaptation to it can be a slow process during which we go through many transitions. Content includes:

- ▶ Understanding change and its impact on people
- ▶ Becoming a positive influence on the change process
- ▶ Strategies to become more adaptable
- ▶ Managing through workplace transitions (manager version only)

Defining Organizational Boundaries

Length varies based on audience and topic

Drug Free Workplace

Drug and alcohol abuse can have a significant impact on safety and productivity in the workplace. Managers and employees have important roles in preventing drug abuse. Content includes:

- ▶ Identifying the impact on the workplace
- ▶ Clarifying manager's responsibilities
- ▶ Reviewing commonly abused substances
- ▶ Addressing performance concerns and reasonable suspicion criteria (manager version only)

Embracing Diversity

Diversity in the workplace adds a special richness and a unique set of challenges. Regardless of your role in an organization, effective working relationships are important for your success. Diversity encourages us to open our minds and learn about what resides on the “inside” of people. Content includes:

- ▶ The meaning of diversity
- ▶ Similarities with others
- ▶ Individual biases and stereotypes
- ▶ Strategies for being more inclusive

Harassment in the Workplace

Learn how to define, recognize and appropriately address various forms of harassment in the workplace. Content includes:

- ▶ Recognizing potential harassment (including sexual harassment)
- ▶ Promoting a respectful workplace
- ▶ Developing strategies for addressing harassment
- ▶ Addressing concerns and complaints about harassment (manager version only)

Preventing Violence in the Workplace

Violent behavior does not “just happen.” The response to early warning signs by employees and managers may influence whether an incident will occur. Content includes:

- ▶ Behaviors that may indicate a potential for violence
- ▶ Reacting appropriately to threatening or aggressive behavior
- ▶ Complying with organizational strategies to prevent violence
- ▶ Identifying and addressing high risk behaviors (manager version only)

Putting an End to Workplace Bullying

Bullying is something we hope we don’t have to deal with beyond childhood. Unfortunately, it is an increasing problem in the workplace. Content includes:

- ▶ What is it?
- ▶ Effects of bullying on individuals & organizations
- ▶ Personality traits of potential bullies
- ▶ Addressing & responding to concerns (manager version only)

Respect in the Workplace

A healthy work environment promotes mutual respect and positive co-worker relationships. Content includes:

- ▶ Recognizing characteristics of a respectful workplace
- ▶ Promoting respect in the workplace
- ▶ Responding appropriately to disrespectful behavior
- ▶ Addressing employee complaints effectively (manager version only)

Sexual Harassment in the Workplace

Sexual harassment in the workplace has a negative impact on individuals as well as the organization. Content includes:

- ▶ Defining sexual harassment
- ▶ Recognizing behaviors that are considered sexual harassment
- ▶ Identify your role
- ▶ Responding to observations or reports of sexual harassment (manager version only)

Empowering Managers

One to two hour presentations for managers

Boosting Staff Morale

From time to time, you might find your staff suffering low morale. Budget cuts, declining profits and layoffs are often the culprits, but reorganizations, canceled projects and extended work schedules can contribute to a poor attitude as well. This session will help managers recognize low morale and offer suggestions to keep employees motivated and engaged. Content includes:

- ▶ Signs and causes of low morale
- ▶ Impact of low morale on the organization
- ▶ Tips for improving morale

Depression in the Workplace

Develop skills necessary to recognize symptoms of depression, understand the impact it has and steps to take to support employees dealing with depression in the workplace. Content includes:

- ▶ What causes depression?
- ▶ Risk factors
- ▶ Creating a mentally healthy environment
- ▶ Why treatment is important
- ▶ Behavioral signs of depression in the workplace
- ▶ Coaching concerned co-workers

The Workplace Series

Developing Champions at Work

Developing champions in the workplace could be compared to successful athletes or scholars. Not everyone is ready to move into a new position at any given time. This session will assist managers with identifying qualities that may indicate potential leaders. Content includes:

- ▶ Valuing employees
- ▶ Sharing vision
- ▶ Building trust
- ▶ Delegating authority

Effective Management Styles

A manager sets the tone for an organization through his or her management style. Explore effective approaches to managing employees. Content includes:

- ▶ Qualities of effective managers
- ▶ What motivates employees?
- ▶ Three approaches – coaching, counseling and teaching
- ▶ Giving constructive feedback

Effective Meeting Planning

Meetings continue to be an important part of conducting business. Research indicates that over 50% of meeting time is unproductive. Therefore, it is crucial to examine ways to improve their effectiveness. Content includes:

- ▶ Effect of unproductive meetings
- ▶ Establishing ground rules
- ▶ Considerations for virtual meetings
- ▶ Addressing problematic behaviors in meetings
- ▶ Evaluate meetings

Emotional Intelligence

Emotional intelligence (EI) plays a significant role in being an effective manager or leader in an organization. Understanding EI may offer many benefits to becoming a stronger leader. Content includes:

- ▶ The role of EI in relationships
- ▶ Using EI in the workplace
- ▶ Growing your EI
- ▶ Addressing your challenges

Fundamental Management Skills

A work environment based on trust is key to improved performance and relationships. This training is ideal for new managers or as a refresher for seasoned managers. Content includes:

- ▶ Creating a climate of trust
- ▶ Building relationships with employees
- ▶ Steps to developing, measuring and evaluating performance
- ▶ Conducting a performance evaluation meeting

Motivate, Manage and Lead

On a daily basis managers are challenged to motivate and lead their workgroups. The key to managing successfully is building trusting and respectful relationships with employees. Content includes:

- ▶ Recognizing the challenges of leading people
- ▶ Using planning/motivation to maintain control
- ▶ Identifying how to approach a variety of performance issues
- ▶ Exploring what motivates employees

Promoting Wellbeing: Understanding and Preventing Suicide

It is important that we educate ourselves so that we can be comfortable talking about and understanding our role in preventing suicide. Content includes:

- ▶ Suicide facts and risk factors
- ▶ Warning signs
- ▶ What to do if you are concerned
- ▶ How LifeMatters can help

LifeMatters® Orientations

Interactive programs that familiarize staff with what LifeMatters has to offer

Employees

30-45 minute presentation

LifeMatters Services Overview

Learn what LifeMatters has to offer and how to access our services. Content includes:

- ▶ What LifeMatters provides
- ▶ How to access services
- ▶ Situations where LifeMatters may be of assistance

Managers

60-90 minute presentation

LifeMatters Services Overview

Learn what LifeMatters has to offer and how it can help supervisory personnel address performance issues. Content includes:

- ▶ What LifeMatters provides
- ▶ How to access services
- ▶ How to make a performance referral
- ▶ How supervisory consultation services may be of assistance

The COVID-19 Series

Interactive programs that provide strategies for coping with the pandemic

Reentry for Employees (One hour)

Helps employees prepare to reenter the work environment, take on a new mindset, reawaken their inner resources, and discover practical assessment tools. Content includes:

- ▶ Stages of change. Where are you in the process?
- ▶ Character traits of adaptable people
- ▶ How being present is your superpower
- ▶ How to position yourself for growth and change by managing energy

Reentry for Leaders (One hour)

Leaders are being asked to lead in ways they never have before. Learn how to embody empathy for the concerns and fears of returning employees while also embracing opportunity. Content includes:

- ▶ Adjusting your position, perspective, and purpose to grow and lead
- ▶ Preparing to encounter the many mindframes of returning employees
- ▶ Developing a change action plan
- ▶ Leading yourself well: physically, mentally, emotionally and spiritually

How to Successfully Work Remotely (30 minutes)

Is working remotely an obstacle or an opportunity? Learn how to maintain perspective and keep yourself from getting stuck in a perpetual “spin cycle.” Content includes:

- ▶ Making a mental shift toward a perspective of realistic optimism
- ▶ Better adapt and advance despite interruptions (kids, cats, yard crews, tech crashes)
- ▶ Hear from others about their at-home office hacks. “Wear shoes” is one!
- ▶ Know what you need and how to ask for it in order to succeed in a remote work environment

How to Successfully Manage Remote Employees (30 minutes)

Remote working was becoming more common before COVID-19. Now, it's the new reality. So how do you lead your team in a virtual environment? Content includes:

- ▶ Focusing on five central things you can control and influence
- ▶ Supporting yourself and your team through ongoing change
- ▶ Moving beyond adapting to change to reimagining your team and “workplace”

Self-Care During the COVID-19 Pandemic (One hour) – available for employees and leaders

Review the common stressors resulting from the COVID-19 pandemic. Content includes:

- ▶ The pandemic's impact: work/life balance, financial stress, workplace change, general uncertainty
- ▶ Common reactions
- ▶ Self-care strategies
- ▶ Tips for managing during the pandemic (leader session only)

Self-Care During the COVID-19 Pandemic for Healthcare (One hour)

Review the common stressors resulting from the COVID-19 pandemic and the particular stresses faced by healthcare workers. Content includes:

- ▶ The pandemic's impact: work/life balance, financial stress, workplace change, general uncertainty
- ▶ Common reactions
- ▶ Self-care strategies