

EMPLOYEE ASSISTANCE NETWORK

Metropolitan Family Services

150 years of amazing strength

2009 SEMINAR LIST

TABLE OF CONTENTS

Introduction	1
Maximizing Your EAP Benefits	2
Workshops For Managers	2
Workshops For Employees	2
Personal Development	2
Family Issues	4
Finance	4
Self-Help	5
Wellness	6

EMPLOYEE ASSISTANCE NETWORK

Confidential and professional assistance for you and your family

EMPLOYEE ASSISTANCE PROGRAM WORKSHOPS

Through workshops held during their lunch breaks, or at other convenient times, employees can discover new ways of coping with everyday problems and concerns. Workshop programs feature a preventive, proactive approach to the stresses today's workers face. When used as an adjunct to the EAN's customary services, these workshops increase the credibility and visibility of the EAP by giving employees a safe, informative environment in which to experience EAN's staff in action. Such a positive experience may be the catalyst for a troubled employee to seek our assistance.

Our workshops not only draw from the EAN's skilled counseling staff, but from a qualified multi-disciplinary group of other Metropolitan Family Services staff members. The length of a workshop may be one hour or more and can be tailored to fit the needs of any employee group. Workshops usually generate lively discussion and the exchange of valuable information.

LIST OF WORKSHOPS

MAXIMIZING YOUR EAP BENEFITS

<i>Employee Orientation</i>	This 30 minute orientation introduces employees to EAP services. Familiarity with this benefit will help an employee make the first call.
<i>Supervisor Training</i>	This 60 minute seminar teaches supervisors to support performance improvement and make effective EAP referrals. Example scenarios are included.

WORKSHOPS FOR MANAGERS

<i>Alcoholism & Drugs in the Workplace</i>	How do you respond as a manager or HR representative to the possibly addicted employee? What are your rights? What are theirs? Learn the difference between abuse & dependency. Learn effective skills to work with the troubled employee through the support and consultation services of the EAP.
<i>Anger Management</i>	Learn the importance of understanding how employee anger impacts the work site. This training differentiates between aggression and assertiveness, reviewing the characteristics of anger. Intervention planning and strategies are presented along with specific techniques on limit setting and defusing hostile employees.
<i>Preventing Professional Burnout</i>	Stress on the job can lead to burnout. You will learn how to identify stress-related symptoms and develop coping skills. Individuals will learn to identify and develop a support network and to leave work at the office. In addition, supervisors will learn to identify stress-related situations to cope pro-actively.
<i>Sexual Harassment for Supervisors</i>	This interactive seminar reviews the definition & examples of Sexual Harassment, the company's policy, impact on the individual and workplace, and guidelines for an individual to follow if she/he believes they are being sexually harassed. Finally, the seminar provides suggestions for management to provide a safe, preventative work environment that fosters open communication. This program ends with case discussions.
<i>Workplace Violence Awareness</i>	Workplace violence is grabbing the headlines and attention of every working person. This 90 minute seminar offers practical advice on how to recognize the early warning signs, deal with escalating behavior and use the EAP for troubled employees. We will also cover trends in workplace violence and common employee reactions.

WORKSHOPS FOR EMPLOYEES

PERSONAL DEVELOPMENT

<i>Anger Management</i>	Anger is an emotion that generates a great deal of energy and can cause problems at work and home. Learn what makes you angry and how you react. By recognizing your anger, identifying the source of it, and learning how to choose different responses, you will learn to manage anger successfully and effectively.
<i>Assertiveness Training</i>	Do you periodically have trouble getting your needs met due to guilt, fear of hurting someone, fear of being disliked, or inability to say no? This seminar will help you to identify assertive behaviors and feel comfortable using them so that both your needs and those of others can be met.
<i>Conflict Resolution in the Workplace</i>	Participants will identify sources of conflict in the work environment and examine their own ways of approaching difficult interactions. Participants will learn conflict resolution skills and will have the opportunity to practice them using examples from the workplace. (1.5 hours)
<i>Coping With Change</i>	Change is a constant factor in society today. Technology, layoffs, and downsizing are affecting all of us in various ways in our work lives. This seminar will help participants identify the changes that are affecting them both at work and at home. It will present positive approaches to coping with these changes.
<i>High Impact Listening</i>	Listening is the most powerful of all communication skills. This seminar is intended to improve listening skills to positively affect both expressive and receptive communication as well as make communication more efficient and satisfying at work and at home.
<i>Reach Your Goals</i>	Are you making the progress you want in your personal and professional life? Do you ever set goals and then find that you lost momentum? Do you have trouble setting realistic goals? Make your goals work for you. Gain specific ideas and techniques that will keep you on track and get what you want out of life.
<i>Succeeding With Difficult People</i>	Try as we might, we cannot always get along with everyone. This seminar helps participants understand common sources of personality conflict and helps learn skills of acceptance, tolerance, and conflict resolution.
<i>Work/Life Balance</i>	Participants will learn about the concept of keeping all components of their lives in balance to increase overall life satisfaction. This seminar includes elements of time management, stress management, and mindfulness to prevent work and life from interfering with each other.

<i>Preventing Professional Burnout</i>	Stress on the job can lead to burnout. You will learn how to identify stress-related symptoms and develop coping skills. Individuals will learn to identify and develop a support network and to leave work at the office. In addition, supervisors will learn to identify stress-related situations to cope pro-actively.
<i>Care for the Caretaker</i>	Employees working in caretaking roles or jobs in which they are repeatedly exposed to others' trauma, hardship, or loss can be susceptible to compassion fatigue or vicarious trauma. This seminar helps such employees learn about symptoms of compassion fatigue and teaches them ways to care for themselves while caring for others.

FAMILY ISSUES

<i>Coping with chronic or serious illness – self or family members</i>	Chronic and serious illness affects most people at some point in their lives – either themselves, or a close friend or family member. Learn to cope with the associated feelings, losses, and changes related to illness.
<i>Juggling Work & Elder Care</i>	Your mother calls asking if you can leave work to take her to the doctor's office. Your father needs you to cook meals & clean his apartment. If you are among the 50% of adults who provide care for elders, come to this seminar to examine how to juggle elder care and work, manage intergeneration issues, and resolve common challenges.
<i>Positive Parenting</i>	Raising children requires lots of patience and love. Despite the negative impacts of television and violence in our society, you can raise positive kids and feel good about yourself personally. Open yourself to new ideas and reinforce old ones as you increase your knowledge and skills as a parent.

FINANCE

<i>Managing Your Finances</i>	This presentation focuses on the personal management of finances. It is designed to help employees re-assess how they spend money and develop strategies to lower spending and if necessary, get out of debt. The workshop includes several exercises, such as a personal profile of financial health and the development of a budget, designed to heighten awareness of spending habits. This presentation also addresses important issues, such as credit card management and compulsive spending.
--------------------------------------	--

SELF-HELP

<i>Coping with Grief/Loss</i>	Learn to identify normal grieving/bereavement versus complicated grief. Learn ways to manage the grief to allow optimal functioning while acknowledging the loss and the associated feelings.
<i>Coping with Trauma</i>	Learn to identify the difference between a traumatic memory and a normal memory. Learn to identify traumatic intrusions and the role trauma might be playing in daily life, as well as normal reactions to traumatic events.
<i>Managing Holiday Stress</i>	Holidays can be stressful and a very difficult time of year for many for a variety of reasons. Learning to make changes in how we approach the holidays can add meaning and enjoyment to the season. This seminar will help identify what sources evoke holiday stress and offer simple ways to change the stress into joy.
<i>Make The Most of Retirement</i>	A happy retirement takes more than financial planning. Come to learn about one of the biggest life changes and how to cope with the change in your role. You can achieve psychological harmony by having good support systems, keeping physically fit, & practicing good time and stress management techniques.
<i>Managing Depression and Anxiety</i>	Learn to detect signs of depression and anxiety, the role they might be playing in your life, and strategies for intervening and improving your mood. Learn when to seek further professional help and what you can expect from treatment.
<i>Managing Your Time</i>	Many people feel there are not enough hours in the day to do what they really want. This seminar will help improve how you spend time by re-evaluating how to prioritize, how to set goals that are appropriate for you, how you can plan more effectively, the importance of delegating and strategies to avoid procrastination. The material in this presentation will motivate you to be more in control of what you do, increase your productivity and improve your time to relax and enjoy life
<i>Relaxation-Based Interventions for Stress Management</i>	Learn strategies that help manage stress, lower blood pressure, improve chronic pain, and lower anxiety, thereby lowering health care costs and promoting optimal functioning. Participants will practice some techniques in the seminar.
<i>Improving Your Self-Esteem</i>	You can change the way you feel about yourself. Learn to examine the thoughts and attitudes you have about yourself and the role they play in your emotions and behaviors. This seminar defines self-esteem, how it develops and why it is important.
<i>Stress Management</i>	Stress is a pervasive experience and leads to ineffective work, ineffective interpersonal relationships, and health concerns. Learn about the meaning of stress, role of stress in health promotion, and skills for managing stress.

WELLNESS

<p><i>Coping with and improving chronic pain disorders</i></p>	<p>Chronic pain is a very prevalent concern and creates high costs in terms of missed work and health care. Learn non-medication based strategies for thinking about, managing, and reducing pain.</p>
<p><i>Fitness For Life</i></p>	<p>Liberate yourself from the gym. Learn how to pay attention to your inner drive for activity. By understanding your personality and lifestyle you will be able to incorporate more exercise into your daily living.</p>
<p><i>Improving Sleep Hygiene</i></p>	<p>Stressful lives and worry often interfere with regular and healthy sleep patterns. Learn to detect sleep disturbances and learn strategies to improve and regulate sleep.</p>
<p><i>Meditation for Everyday Life</i></p>	<p>Learn about a tool to quiet and revitalize the mind and body. Meditation is the root from where relaxation stems. Meditation is practiced to aid in healing cardiac conditions, chronic pain, and many other diseases. This seminar includes breathing techniques, different types of meditation, and tips on how to incorporate meditation into your daily life to help you cope with the challenges of daily life.</p>
<p><i>Smoking Cessation</i></p>	<p>This 1 hour workshop will help participants to learn about the benefits of quitting smoking , consider when it is the right time to quit and strategies for quitting. Great for changing to smoke-free workplaces.</p> <p>The alternate 4-week, comprehensive smoking cessation program is designed to help employees quit smoking and begin leading a smoke-free life. The goal of this course is to provide employees with current information and techniques for quitting and staying quit. Employees will better understand personal smoking behavior and develop positive coping skills to deal with cravings and challenging situations</p>