

Trainings for Employees & Managers

Promotional materials for training sessions are provided.

Coping with Grief and Loss

1. Review the physical, mental, and emotional factors related to grief and loss.
2. Survey the best practices of healthcare professionals.
3. Learn the best ways to cope, boost your resilience, and...
4. Learn about local resources.

Presented by:
Tim Lowry, LMFT

September 28th
2:00 - 3:00p.m. | 11:00p.m. - 12:00
Training Room

Fixing Our Broken Sleep

In this lunch and learn presentation attendees will learn techniques for overcoming common sleep problems:

- trouble falling asleep
- difficulty staying asleep
- excessive thinking
- waking too early
- Sunday night insomnia
- chronic insomnia
- shift-work difficulties and
- daytime sleepiness

This hands-on presentation has helped many people to begin getting better sleep almost immediately.

Guided relaxation exercises teach techniques for initiating sleep and returning to sleep.

Presented by:
Rick Clerici, CompEAP Senior Sleep Consultant

Family Caregiver Support Group

Drop in on the first Tuesday of the month starting February 6th from 12-1 Alliance Conference Room

Facilitated by:
Lynn Sullivan, LPC/CCAP

CompEAP

These interactive trainings are geared toward assisting employees and supervisors with a variety of work and daily life issues.

Trainings For All Employees

- What Can Your EAP do for You? An Introduction to CompEAP
- Caring for Elders: You are Not Alone
- Handling Holiday Stress
- Managing Stress: A Practical Approach
- Essential Skills for Effective Interpersonal Communication
- Coping with Grief and Loss
- Transitioning to Retirement: Everything but the Money
- Fixing Our Broken Sleep
- Substance Abuse and the Workplace: Collaborating with Your EAP
- Parenting for Working Parents

For Managers/Supervisors

- Getting the Most Out of Your EAP: How to Make Referrals
- Emotional Intelligence for Managers
- Preventing Employee Burnout and Improving Morale
- Responding to Difficult Interactions at Work
- Managing the Impaired Employee: A Guide for Managers and Supervisors
- Motivational Interviewing for Leaders
- Managing Change: A Discussion for Everyone
- When Life Interferes with Work: How Managers Can Help

Call 800. 344.1011 to learn how these training sessions can help your employees or email training@compeap.com

Trainings For All Employees

What Can Your EAP do for You? An Introduction to CompEAP

Comprehensive EAP has partnered with your organization to provide assistance to you and your family members 24/7. We are here to support you in all areas of your life and can offer in the moment support as well as referrals to resources in your community. This training/orientation will educate you about all the services that CompEAP offers. It provides detailed descriptions of what the services entail, how to initiate services and our confidentiality policy. We will allow ample time for a Q and A.

Caring for Elders: You are Not Alone

Are you caring for an elderly parent and feel isolated and trapped in this role? You are not alone. An estimated 10 million adult children over the age of 50 now care for an aging parent. This is the very same population that is also raising their own children. With rapid advances in medicine, people are living longer and are relying on family, usually their own children, for day to day and ongoing care and supervision. This workshop will focus on the emotional and physical toll that this can take on you, as well as offering practical information and resources as you take on this important job.

Handling Holiday Stress

Holidays can be an exciting and joyful time. It can be filled with family, friends, parties and gifts. It can also be a stressful time. One filled with frenzied shopping trips, difficult relatives and high expectations. You may not have close or living family, and this time of year can leave you feeling isolated and lonely. Navigating these challenging few months can be tricky, but there are ways that you can maintain a sense of calm and purpose during these roller coaster weeks. This workshop is designed to help guide you toward a more balanced holiday season so you can enjoy the time and make the most out of this time of year.

Managing Stress: A Practical Approach

Life can be stressful and can impact how productive one feels at work and at home. Stress can lead to increased anxiety and even medical problems. It is important to identify ways to reduce anxiety and manage stress effectively. This workshop will help you learn how your body responds to stress, identify triggers, and proactive strategies for stress reduction. In addition, participants will engage in a 10 minute guided imagery exercise which you will be able to practice on your own at home or at your desk.

Essential Skills for Effective Interpersonal Communication

How we communicate with each other at work has the enormous power to either enhance our effectiveness and connections with one another, or can impede success and create underlying frustration. We all communicate daily through our words and gestures, and gaining insight into how you present yourself to others can be invaluable. This training encourages you to take an inventory of your own communication styles while learning techniques such as how to disagree effectively and respectfully, be a better listener, and how to best eliminate confusion when communicating with co-workers. We will focus on exploring styles of communication and recognizing your own style in an effort to facilitate enhanced communication.

Coping with Grief and Loss

Loss is a natural part of our life cycle. We all know this but it does not make the experience any less painful when we have lost someone (or some pet) whom we love. In this training, you will learn about the physical, mental and emotional factors related to grief and loss. We will discuss the phases of grief and will learn best practices for self care. In addition, we will discuss how you can boost resilience and identify supports.

Transitioning to Retirement: Everything but the Money

Are you considering retirement anytime soon? Are you living with a partner or family member who is getting ready to retire? Are you thinking ahead toward what life after work will look like for you? If any of these questions have crossed your mind, this workshop is for you. It is designed to help you think about and discuss some of the emotional and psychological impacts that you may be experiencing, or will come to experience, as you transition to this new phase in your life. We will discuss what excites and what scares you, how to think proactively about the transition, how to get prepared for a change in identity, and how you can identify new goals and old passions, to name a few. Join us for a dynamic and interactive conversation about your retirement plans.

Fixing Our Broken Sleep

Sixty percent of Americans report struggling with their sleep nearly every night. Insufficient sleep is being identified as a condition that has reached epidemic levels. This workshop explores the deep connections between sleep and many aspects of physical, emotional and cognitive health. We will discuss the far reaching effects of insufficient sleep, and identify some common habits and attitudes that sabotage quality sleep. The presentation emphasizes the attainability of good quality sleep for adults and children and some of the simple habit changes that work. Better sleep creates better health and a better life.

Substance Abuse and the Workplace: Collaborating with Your EAP

In 2015, The Substance Abuse and Mental Health Services Administration reported that over 21 million people in the United States have a serious substance abuse problem. Unfortunately, this number is rising. We now have a better understanding of how substance abuse impacts the workplace and chances are, you or someone you know, have struggled with this issue at some point in your life. This workshop will help answer some basic questions about substance abuse and will review the prevalence and current trends. We will discuss early warning signs and will, confidentially, administer assessment screens to gauge drug and alcohol use. We will discuss early warning signs, review specific resources and help direct you to help if you are concerned about yourself or a loved one.

Parenting for Working Parents

Raising children in today's world is perhaps one of the most difficult and challenging tasks that working parents face. How do we assure good self esteem? What types of discipline are most appropriate and effective? How do I balance taking care of my children with managing my job and time away from home? This workshop will focus on key parenting issues and will help identify key issues that working parents face. Hear how to prioritize, schedule and communicate, and learn about accessing resources for support.



For Managers/Supervisors

Getting the Most Out of Your EAP: How to Make Referrals

Managers and supervisors are on the “front line” when it comes to managing work and employee performance. There will certainly be times when an individual’s performance is not up to company standards and/or you may be aware that personal issues are impacting your supervisee on the job. Comprehensive EAP is here to work collaboratively with you to ensure that you, as well as the employee, get the support and guidance that you need. This workshop will help managers and supervisors learn what the EAP can do to assist employees and family members manage difficult problems, as well as how managers and supervisors can collaboratively make both formal and informal referrals to the EAP.

Emotional Intelligence for Managers

Emotional Intelligence is a hot topic in today’s business world and is a good indicator of employee success. This training will help managers and supervisors learn about the current research and managing principles of Emotional Intelligence and understand the value of this strength. Participants will look at examples of this in practice, and you will explore ways to increase your own Emotional Intelligence with a particular focus on thriving at work.

Responding to Difficult Interactions at Work

Have you ever found yourself in a position at work where you are at odds with a co-worker or customer? Have you ever wondered what you could do proactively and in the moment to de-escalate the situation? This exercise-based workshop focuses on exploring how you can anticipate conflict and how you can respond to these difficult interactions. We will focus on helping you identify the type of personality and/or situation which poses the greatest difficulty to you, understand your reactions, explore relationship dynamics, enhance communication skills and develop a strategy for responding to these difficult interactions.

Preventing Employee Burnout and Improving Morale

As members of the workforce, we all want to do our best and feel satisfied in the work that we do. At times, however, work can feel repetitive and overwhelming which may result in employee burnout with diminished motivation and morale. This can become an expensive issue for companies and can disrupt productivity. This workshop offers information about the causes of these issues and ideas about how to prevent burnout and improve morale. Managers are also provided with an opportunity to share their experiences and strategies for maintaining optimal employee engagement.

Managing the Impaired Employee: A Guide for Managers and Supervisors

We live in a society where substance abuse is prevalent and can greatly impact the workplace. As managers and supervisors on the “front line” you may suspect that an employee is either under the influence, or has been using substances, while on the job. This training will help strengthen supervisors’ abilities to recognize and respond to possible employee drug and alcohol impairment in the workplace. It will review the best practices for requiring testing of employees for “Reasonable Suspicion” of drug and/or alcohol use. You will be better prepared to manage safety, liability, health and productivity risks associated with employee drug or alcohol impairment.



Motivational Interviewing for Leaders

Motivating employees to change and perform better is a valued skill for those in leadership positions. While there are many ways leaders can engage in developing their employees, Motivational Interviewing (MI) is a specific mindset that has been breaking into the business world. By delving into the “spirit” and skills of MI, this training will give leaders the ability to unearth an employee’s intrinsic motivation in order to change behavior. During this interactive training, participants will have the chance to learn skills that can be applied immediately in their everyday roles.

Managing Change: A Discussion for Everyone

With constant advances in technology and immediate access to worldwide resources, change is becoming the norm. You may find that more demands are being placed on you individually and organizationally, and it is more important than ever to be able to respond quickly and effectively. This training will discuss the Seven Dynamic Factors of Change and how to build resilience in individual employees and the company. Additionally, you will partake in exercises so you can develop a deeper understanding of the topic and to implement new strategies in all areas of your lives.

When Life Interferes with Work: How Managers Can Help

When employee personal challenges begin affecting the workplace, managers are often uncertain about the best way to approach employees’ on these potentially sensitive and emotional issues. This training reviews the best practices for effectively responding to employees’ personal issues while carefully avoiding the potential liabilities of becoming overly entangled in “outside of work” matters. Not all employee personal issues are created equal and this training offers specific guidance for calibrating the appropriate level of response.

In addition to the training topics detailed in this catalogue, Comprehensive EAP offers many other programs for employees and managers in the areas of productivity, communication, change, health, safety and stress. We will also work with your team to develop an entirely customized program that meets the specific requirements of your organization's culture, priorities and schedule. Most importantly, our EAP consultants are positioned to offer individualized and ongoing support and guidance for employees and managers after the completion of training.



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