



# 2023 Seminar Training Catalog

**Engaging Seminars & 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 a leading behavioral health services company that serves approximately 37 million individuals across all 50 states. We work with employers, health plans and government agencies to provide robust mental health and addiction services through innovative programs and solutions that improve the health and wellness of people every day. Carelon Behavioral Health is a national leader in the fields of mental and emotional wellbeing, addiction, recovery, and employee health. Collaborating with a network of providers in communities around the country, we help individuals live their lives to the fullest potential. For more information, visit [carelonbehavioralhealth.com](http://carelonbehavioralhealth.com)

### **Employee seminars, executive training & special programs**

Our award-winning trainers understand the ever-changing workplace needs of today's employees and employers who are trying to balance a wide variety of life and work-related issues. We have developed specialized programs to address these important issues, including managing stress, balancing work and family life, emotional intelligence, health and wellness, household budgeting, organizational change, team building, leadership skills, workplace effectiveness, parenting issues and caring for elders.

### **Our speakers & trainers**

Our diverse and highly skilled speakers are informed, engaging professionals who are experts in their respective fields and bring a multitude of talents, interests and experiences to the seminars. We work closely with each client to deliver training programs that maximize learning and retention. Numerous employees have benefited from their years of knowledge as well as from the innovative programs designed to motivate and drive individuals and organizations forward.

### **Delivery**

Each seminar is conducted by one of our engaging and experienced trainers. Our programs are designed to be delivered virtually, via webinar or tele-conference or at your workplace by local trainers. Our programs may be structured for 30-minute, 45-minute, one-hour, half-day or full-day sessions. This flexibility allows for adjustments to meet our client's specialized time requirements and circumstances.

### **Scheduling & cancellations**

You can request a seminar or training by contacting your account manager or by dialing your account specific toll-free-number (selecting the prompt for supervisors and worksite representatives) and speaking with a workplace consultant. Let your account manager know which seminar you want to offer, along with where and when you'd like to have it. We ask for a minimum 15- to 20-day notice to coordinate your seminar. We ask for a 24-business hour cancellation notice for all on-site and webinar seminars. Failure to give notice may result in a cancellation fee or deduction of the seminar hours from your available bank of hours.

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## Community

### Active shooter

This presentation focuses on what to do as an organization, to plan and rehearse in the event of an active shooter. In addition, it shares specific actions someone should take if involved in a real-life shooting event.

### 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 anything than to do something 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 days gone by. This training will help you understand cults, recognize their tactics and understand how you can help loved ones break free from the stranglehold of their grip.

### Cultural myths in media: Fact or fiction

In our culture, pictures have become tools used to introduce planned emotional reactions in the people who see them. This goes for news/media outlets as well. In today's world of blogs and online media, it is important to learn how to be a critical viewer in order to differentiate what is true and what is fallacy. Participants will learn why these myths matter and how they can greatly impact and construct our views.

### Decreasing violence on college campuses

As parents, we want our children to thrive during their college years; to be challenged academically, to enjoy their new surroundings, to make new friends and 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 unexpected events, such as hurricanes, occur we sometimes wait for disaster to strike, and in many cases, we have no warning. In all situations, basic knowledge and preparation is the key to survival and recovery. We will talk about people and pets, as well as how you can prepare everything from documents to home protection and what you need to have ready to go so you can prepare with 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, including best practices and options for making yourself safer as well as changes we can make in our 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 a heated political conversation. Our culture has become so divisive lately that many folks are afraid to join their family for the holidays, even virtually, for fear of inadvertently sparking a confrontation over politics. Regardless of our political affiliation, there are ways to avoid this stress. This course offers strategies to acknowledge our anxieties by addressing the areas of our lives that we can control and engage with each other in a respectful way that mitigates political anxiety.

## Power of volunteering

This class explores why volunteering benefits both individuals and organizations. 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, such as Asian-Americans, 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 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.

## COVID

### Best practices for working remotely during COVID-19

Learning to work from home 100% of the time will require adaptability and a new set of skills. This course will outline strategies for communication, productivity, and time management all within the context of working from your home environment.

Discussions will include how to work around your children, how to manage distractions and how to cope with the unique emotional pressures of working away from the office.

### Break in the clouds - finding hope in a post-COVID-19 world

Although not everyone believes in the power of positive thinking, it has been utilized for centuries in many parts of the world. Today, scientists understand why the attitudinal approach (positive vs. negative) dramatically impacts ourselves 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.

### COVID-19 and PTSD

This class will provide helpful information regarding Post-Traumatic Stress Disorder (PTSD) and its relevance during the COVID-19 pandemic. We will discuss the history of PTSD, the criteria for diagnosis, and the types of people it can affect. Following the presentation, attendees will be able to identify PTSD symptoms and triggers, assess whether or not treatment should be pursued, and evaluate their own mental health with a simple exercise.

### COVID-19 fatigue

This class will define and describe what COVID-19 fatigue is and how it has become a growing concern. We all need to be able to self-identify what symptoms we have and what symptoms we are prone to. Tips for leaders and families on how to manage COVID-19 fatigue, will also be part of this discussion.

### Families of children with autism during COVID-19

This course deals with the challenges and sources of stress during the pandemic that are unique to families with autistic children. Participants will learn how to draw on inner reserves to cope with emotional difficulties as well as practical strategies for dealing with autistic children. Topics will include resilience, homeschooling techniques, and tips for structuring homelife.

### Financial uncertainty during COVID-19

This course will show you all you need to know about managing your money during these challenging times. Highlights include avoiding rash financial decisions, staying on track financially, and strategies for long-term financial security.

### Future of work - Post pandemic

During this seminar, participants will be spending time analyzing the impact the pandemic has had on the workforce. Participants will also spend time discussing strategies on what working will look like, going forward. We'll create an action plan as an outcome of this seminar.

## Grief; Losing our pre-COVID-19 lives

This is meant to be a thoughtful and compassionate seminar that helps people talk about the changes in our lives that were lost to the onset of the COVID-19 pandemic. For many of us, this can be a very confusing time in our lives where our normal day-to-day living seems to be lost. None of us truly have experience with a world like the one we are currently living in, and in this session, participants are urged to share, explore and educate themselves on ways of coping, so they can allow themselves to grieve for the lives we used to live, without fear of judgement.

## Healthy choices 2021

We are embarking on a whole new world, especially regarding work-life balance issues. In this seminar, we will look at how factors such as the pandemic, a rapidly changing political landscape, etc., have shown us the necessity of asking ourselves tough questions. The biggest questions we need to ask ourselves are whether we are feeling fulfilled in spite of everything going on around us, and how we can become the best versions of ourselves.

## Holiday season during COVID-19

This holiday season will be like nothing we have experienced before. Let's use this season as an opportunity to examine what we want from the holidays and how we will make that happen. Participants will be encouraged to discuss planning and tactical ways to make sure we do not miss out on this holiday season, ensuring this will be a healthy holiday season for you and your family. We will include using technology in fun and imaginative ways.

## How to keep your family healthy (Podcast)

This course focuses on characteristics of COVID-19 as they pertain to your family's health. Topics will include how the virus spreads, how to recognize the symptoms, how to respond to a positive diagnosis, etc.

## How to stay healthy (Podcast)

This class is an overview of why self-care is so important for your health and your immune system amidst the pandemic. It will also include health tips for reducing your risk of contracting COVID-19.

## Leading in times of the COVID-19 crisis

Certain traits of an effective leader are especially crucial during times of crisis. Learn how great leaders in history have used their skills to communicate, adapt, and bring their people together in some of the worst crises ever faced in this country. This course offers practical strategies and tools to calm, inspire, and motivate those who look to you for guidance.

## Living in uncertain times during COVID-19

We are all living in unprecedented times, which fosters worry and anxiety. Heightened worry and fear can only make trigger events worse than they already are. Controlling the way that we process these events is the goal of this seminar.

## Living off your paycheck during COVID-19

In today's financially uncertain world we need more guidance on how to live as frugally as possible. Being in control of our money in a time where there is little that we can control is a way to help ourselves and our families. This seminar 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 how to increase your wealth through common sense advice for making ends meet.

## Losing a loved one to COVID-19

Losing a loved one is one of the most difficult challenges anyone can face, particularly when it is sudden or unexpected. Chances are high that lives will be lost during the current crisis and we need to be prepared. This course offers guidance for both the emotional aspects of death, such as dealing with guilt, and the practical aspects, funeral arrangements, etc., of losing a loved one.

## Managing fear and anxiety around COVID-19

Fears and anxieties are made up of thoughts that are based upon personal experiences or beliefs of the world today. Pretending that these thoughts and fears do not exist, or are not as bad as they really are, 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 even through these challenging times.

## Practical tips for returning to the office

Offices are starting to re-open fulltime across the country, so are you ready to go back? Preparation is key when trying to alleviate stress about the unexpected! This seminar will help you prepare yourself for every aspect from scheduling and financial to environmental concerns.

## Preparing your family and children for COVID-19

This course offers a deep dive into specific strategies for your family members to deal with the current pandemic, with a specific focus on families with younger children. You will be given checklists and guidance for all possible scenarios your family might encounter. This course is designed to supplement other courses in this catalog.

## Quarantine vs. isolation during COVID-19

During this time in history where we are all practicing safety more than ever before, it is important to review the definitions of quarantine vs. isolation and understand when each comes into play.

## Special education in the 2020-21 school year

This course covers the many challenges parents are facing during the COVID-19 pandemic: dealing with stress and anxiety, learning how to advocate for your special-needs child, correcting behavioral issues, enhancing socialization, and how to work with your child at home. We will also cover additional accommodations that your child may need.

## Staying social during social distancing

It is easy to start to feel isolated or lonely during these important times of social distancing. This class will discuss the importance of keeping your social life active and the importance of social distancing by giving you different methods of staying social while staying distant.

## Talking to your child about COVID-19

Talking about COVID-19 to your children or about any challenging topic can be delicate. In today's world, parents need to balance the message appropriately to ensure they can deliver a message of safety while reassuring children that they can continue being children.

## Travel after COVID-19

The goal of this class is to answer the difficult questions about how traveling has been impacted by COVID-19. During this class, we will share strategies to successfully and safely navigate domestic and international travel, along with what travel tools you'll need to navigate the world, post pandemic.

## Understanding your immune system

There has never been a more critical period within our lifetimes to understand the importance of our own immune system. This course will explain the importance of the immune system and how it functions. You will learn how to separate the fact from fiction and, most importantly, learn practical measures to strengthen your immune system.

## What to expect next: Restarting our personal lives

We all know that life will never be quite the same after the COVID-19 pandemic. How will things be different? How will we adapt to the new world without becoming overwhelmed? In this course, we will touch upon the different obstacles we may face when adapting to the new normal. This curriculum explains all avenues, ranging from health concerns and finances, to the emotions we may experience. The presentation also discusses how to resume family reunions and safely return into our communities as we prepare for the post pandemic world.

## When you or a family member gets COVID-19

Given the chances that you or someone you know will become infected, it is important to know how to respond appropriately. Learn how to determine if you are sick, how to quarantine yourself and how to safely manage your household while someone is ill.

## Family & friends

### Becoming a pet parent

Have you been considering pet adoption? This seminar offers valuable information to prospective pet parents, with topics ranging from selecting the right type of pet for your family, to 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 in their pet adoption journey.

### 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 they can provide support without taking on the role of a counselor/therapist and leave with real life strategies they can use to help listen and 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 caregivers may experience as well as special situations caregivers may face.

### Children and divorce

This class will discuss many issues that can occur for children during a divorce. Topics will include how to break the news to your children, how you can reassure them and help them cope with issues of self-blame. We will look at the basic needs of children during this time, including how you can help your children effectively communicate and achieve continuity, while living in multiple homes.

### Children and stress

Stress impacts children as young as seven years old, which can stop them from having a happier and more balanced childhood. This workshop outlines the causes, signs and red flags of stress among children and when parents should seek additional guidance. We will discuss the symptoms of stress in children along with techniques that will help children on an everyday basis.

### Compassion

This workshop is geared to teach younger children, ages four to eight, about the importance of being kind to each other. Children will brainstorm ways to "fill their bucket" with good deeds and kind actions towards their friends.

### Dealing with change for families

Change is inevitable in life; however, for some, changes can be harder to adapt to than for others. This seminar will equip participants with the tools they will need to successfully navigate change together as a family. In this seminar, we will discuss what big or small changes are going on in participants' lives and address what is needed to work through these changes as a family. 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 from time-to-time to close that mental office door, kick back for some leisure and fun and remember that 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.

## Family & friend guide to PTS

We hear a lot about Post Traumatic Stress (PTS), but it can often be confusing for family and friends to support their loved ones who live with it every day. This training addresses what PTS is, in layman's terms, and how it can develop. Even more important, this seminar will cover how we can support our 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 toward the top of 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, balance your priorities and establish a routine.

## Friends and family: Our foundation in life

Family and Friends are the bedrock of a happy life. They are our most important relationships that highlight good times and support through our most difficult experiences. However, managing these relationships during COVID-19 has never been more difficult and more straining to those who matter most. During this training, you will learn the benefits of having friends and family (both from a mental and physical health perspective), how to deal with familial issues during COVID-19 and how to rekindle relationships in a post pandemic world.

## Grief, dying and death

This is meant to be a thoughtful and compassionate seminar that helps people talk and deal with a topic that's not often discussed. For many of us, this can be a very confusing time in our lives when we lose someone close to us and we don't have a lot of experience with it. This is a session where people can share, explore and educate themselves on ways of coping with their grief.

## Handling a family crisis

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

## Helping our children achieve their dreams

During this seminar, participants will gain the knowledge to help empower our children with the tools to turn their dreams into realities. We will focus on the importance of fostering a supportive and non-judgmental environment. This presentation will aid parents in the transition to becoming their child's coach, to help them achieve their dreams.

## Helping troubled teens

This seminar will cover the facts of what it is like for a teen to live with a mental illness. We will discuss signs and symptoms, when a parent should be worried and how to get help. We will introduce what an addiction is and give suggestions on what you can do as a parent, to help your child.

## Holiday survival guide

We all have special feelings about the holidays. For many, it's a wonderful time for celebration, family gatherings and joyful memories. For others, it's a time of sadness and, possibly, a feeling 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, managing holiday demands and look at the role of holiday traditions.

## Is high school enough? The new age

Today, most Americans believe that a college education has taken on the position that a high school education once had; a college degree is now a necessary ingredient for a good job and a way to 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. Do you have a plan for your child or children? 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

We all want to be safe and enjoy our life to the fullest extent as we age. For that to happen, both caregivers and seniors need to be well-informed on basic safety procedures. This seminar will introduce six areas of safety procedures, 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 with each covering three areas, or as one combined presentation.)

## Managing fear and anxiety in children

During this presentation, we will discuss some important tactics to help children, throughout all age groups, deal with anxiety and fear. Parents will learn that our own fears and anxieties must be handled in order to provide proper support to our children. After completing this training, participants will be able to help their children cope with their anxieties through compassion, structure, and flexibility.



## Navigating decisions as a family

Sometimes there is no choice. Sometimes decisions are made quickly and we need to learn the tools to communicate these choices effectively to our children and families. In this seminar, we will address the questions you may have regarding family decisions and how to navigate them with as little stress as possible. We will address different decisions you may be facing, concerns you may have and how your decisions will affect the entire family. People may be at different places, but the process should be about the same. This seminar will provide you with the tools you will need to navigate decisions as a family.

## Raising diversity in your home

This is an opportunity for all parents/caregivers to learn how to effectively communicate on the diversities in the world today. We all come in different shapes and sizes, and we have different backgrounds, beliefs and abilities, that reflect on where we come from. You will learn how to talk about dealing with stereotypes and how to set 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 growth by each of the individuals. This class will include interactive and lively discussions on the misconceptions of 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 their screens. We will discuss age limits and recommend some of the apps/websites that have been approved, so parents can safely set limits. Setting limits often brings many challenges and we will delve into 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 depending, in part, on the style of family we come from. Whether we're from adoptive families to single-parent households, blended families, families with stay-at-home fathers and same-sex households, the care and support family members offer to one another is essential to the adequate functioning and development of children in today's society. 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're going to update you on what options are available for summer camp, summer school/tutoring, childcare programs and summer jobs. We'll also cover how you can take a balanced approach to your planning, such as finding a balance between structured and unstructured time, how to involve your children in the decision-making process, determining budgets for camps/summer programs as a family, and helping create a summer job action plan. Other topics covered will include camp healthy and safety and family vacation planning.

## 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 versus 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 that was based on the book by Jay Asher. The series has become increasingly popular, but 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, the shows suicide as a romanticized notion of "speaking from the grave," to 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. Rape, bullying, accidents, and alcohol are included, as well as a very graphic depiction of the suicide. Without adult supervision, these themes can be difficult for youth to process and put youth with a history of depression at an increased risk. This series should only be watched with adult supervision. There is a fear among the mental health community that the program may lead to a suicide contagion of copy-cat behavior without full awareness of the finality of death. The show has produced an increase in dialog around depression and suicidal warning signs. We will discuss these issues and more.

## The Sandwich Generation

Most employees today will face having to take care of an elderly relative while they are 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/relatives.

## Today's family: Challenges and changes

Whether you have a traditional family or a single-parent household, all families face many of the same challenges. Parenting is still one of the toughest jobs we have. This class looks at the history of families and offers some best practices for how to keep the dynamic healthy, including some fun things families can do together. This class is meant to be discussion based.

## Too much gaming

Gaming Addiction is a newly named disorder that can affect your life the same as a substance addiction. In this program, we will discuss the difference between playing games and having an addiction to games, and learning how to spot the disorder.

Treatment options will also be discussed so those affected are able to get the help they need.

## Financial

### 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. Learning how to invest in 401(k) savings plans will not be such a daunting problem once you learn the fundamentals. By starting early in a plan, you will have the advantages of building up wealth accumulation for retirement.

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

### Adjustable-rate mortgages

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

### Advance directives

There are so many issues in life that you can't prepare for, but advance directives, just as the name implies, helps you plan for directives that 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 health care. We will also identify strategies for communicating with older relatives about the need for advance directives as well as resources that can help you complete them.

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

This class will introduce participants on how to best manipulate their current 401(k) holdings to reduce future taxes, expand their legacy to family, and coordinate IRAs with this 401(k) tool. 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, banking products, services and procedures, and their effect on managing your money. In this class, we will understand the role a bank has in the creation of money supply, the importance of maintaining a healthy cost- to-income ratio and the basic concepts of accounting, such as assets, liabilities, debits and credits. Participants will also learn to balance multiple accounts and understand the difference between mutual funds and 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 either pay for a new car or lease a used one for the very first time, 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 learn what the best decision for you might be, 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 you imagined. Participants learn how to apply as well as how to understand what the financial aid package means to the financial lives of them and their child.

## Documents for life

It is often difficult to discuss the future with aging parents and other older relatives. This seminar will guide you through the important discussions to have with your aging relatives including managing and documenting their financial and healthcare plans and preferences. We will cover the documentation that you should consider putting in place, including advance directives, beneficiary forms, wills and trusts.

## Eldercare - financial planning

Many of us help our older relatives with their finances and 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, Medicare, while respecting the wants and needs of your loved ones. You will also learn some warning signs that your loved ones may need extra help, as well as scams and pitfalls to be aware of, that have affected seniors.

## Estate planning

This seminar does not offer legal advice but does explain 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.

## Estate planning - Ramifications of your employee benefits package

This class will help older employees understand how the benefits they earned during their employment years will impact their lives to come. Conversations will include group life insurance, pensions, long-term care, deferred compensation, income with respect to a decedent (IRD), and even frequent flyer miles. All of these have tax and planning ramifications post-employment for employees and their families. Lost opportunities such as net unrealized appreciation (NUA) to lower taxes on company stock, use of trusts, the differences of IRA and 401(k) as well as other qualified plans at death or disability, will also be addressed.

## Financial fitness

Even smart people with good jobs and high-paying compensation 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 impact of financial inaction, the effect 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 anticipate the challenges and prepare for the funding of college. 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

As more time passes, we reflect on what we experienced in the year 2020 and use it to move forward in a positive direction. In this course, participants will explore the positive steps everyone can take to better their finances, health and interpersonal relationships and how these three areas are interrelated. In doing this, participants will understand how to improve their situation both this year and beyond, through the applications of best practices.

## Handling financial stress

A significant subset of Americans are living paycheck to paycheck right now, 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 keep the holidays in balance, financially.

## Home buying: The best investment

In today's economy, there are few investments that offer as good of a return than a home. In this seminar, we will explain the process of buying a home and the preparation that's necessary 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 other areas like work performance. By examining the 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 it occurs, how it can be prevented, as well as how to recognize some of the red flags. A checklist and resources to prevent, protect and recover are provided to participants, including actionable steps to take if it happens to you.

## Importance of having a will

You work hard for your money and 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, and in this class, participants will leave understanding the components 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 your investment goals, learn how to create a mix of investments, identify key points to investing and develop a plan to get you started.

## Living off your paycheck

Common sense, no-nonsense advice for making ends meet. This seminar 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 how 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 the tough questions about what you're going to use this hard-earned cash for. Taking time to devise a plan can be a critical part of the process. This class will help you to create a good budgeting plan by analyzing your income and expenses.

## Managing your money in tough times

For years, we have heard that if you follow sound financial practices and stick to a plan with a solid foundation, you will 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 to not only help you survive tough financial times, but actually come out even, or potentially ahead.

## Mind over money

This class examines your personal history with money and how money effects 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 field 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 overcoming each.

## Money basics

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

## Personal finance boot camp

This comprehensive three-hour program (which can be offered in three, one-hour sessions) puts all the pieces of the financial puzzle together 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 leave with their own priorities on personal finances to make smart decisions throughout their lifetime.

## Planning a financial future

Preparing for the future means being financially savvy in wealth, savings, investments, and even in times of emergencies. Yet too many of us are not saving 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 deadlines for applying, planning and understanding how these benefits work is very important. This class reviews what people need to know and when they need to act so that 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. You will also 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 break down the federal tax reporting system and how to remove the mystery behind the ever-elusive tax return. You 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 determine 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.

## Healthy living

### A balanced retirement life

The goal of this seminar is to help people ask the right questions so that 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, how does someone become addicted and what are the signs of addiction that we need to look for? 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 the disease. It will also end with tips and steps on the recovery process.

### Advanced exercise

This course explores different types of higher-level fitness and the benefits of specialized training. Understand how to train for different events and learn tips on nutrition and recovery for maintaining peak performance.

### Alcohol and substance abuse

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

### All you need to know about cholesterol

In this program, participants will explore the complex role of cholesterol. They'll examine the role it 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.

### Alternative medicine: Fact or fiction

Learn the basics of the most commonly utilized 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 an issue that impacts many families. This class is designed to provide an overview of the autism spectrum, how to identify potential signs and provide guidance on how to cope with the challenges of raising an autistic child. There is opportunity for discussion and a review of resources to get help and support.



## Be positive

Although not everyone believes in the power of positive thinking, it is a field that has been utilized by countries around the world, for centuries. Today, scientists understand why the attitudinal approach -- positive versus negative energy, dramatically impacts us, as well as 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.

## Bicycle safety

This seminar will provide you all the information you need from bike maintenance to road safety, so that you can enjoy the ride!

## Body image

Do you ever catch yourself looking in the mirror and become judgmental, self-critical or ashamed? Unfortunately, we are probably all guilty of it from time to time, but if your body image is something you find yourself struggling with on a daily basis, then 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. (Breast self-exam demonstrations can be added). This seminar is for informational purposes only. It is not intended to give medical advice, diagnose or make treatment recommendations.

## 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. Some aspects of this seminar will discuss how we can establish a healthier way of eating through whole, real, nutrient-rich food. We'll also look at how eliminating the 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, vitamins and supplements and many more areas during this seminar.

## Colorectal cancer screening

To beat colorectal cancer, it is paramount that the disease is detected as early as possible, which 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. The class will guide you through what compassion fatigue is, the signs and symptoms and real-life strategies to combat the exhaustion in our everyday lives.

## 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? Check out this program where you'll explore sleep disorders and their causes (circadian rhythms, insomnia and snoring/sleep apnea), 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.

## Debunking myths of the fitness industry

The saturation of the fitness industry has caused an immense flooding of misinformation. This seminar is designed to point out some vastly accepted myths of the fitness industry and provide the right information to the participants.

## 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 impact of depression, as well as ways to both seek and receive help. Though depression can be reliably diagnosed, few of those affected actually 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 of your questions. During this seminar, we will discuss the causes, signs and symptoms of diabetes and look into 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 manage living easier, 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, as well as resources and next steps to get help for yourself or for others.

## Eating for high energy

Looking at how food can actually make you feel more energized is the focus of this class. We will discuss blood sugar levels, exercise and 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 that will 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 what that is and identify reasons for it. Participants can explore their own personal food history and examine the relationship between mood and cravings. They'll also look at questions to heighten awareness of choices and determine their own eating behavior. For those who want to move out of emotional eating, there are identified steps, best practices and resources.

## Exercise as you age

As the body gets older, understanding the changes in the mechanics of the body is important to determine what kinds of exercise is 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, work and when you travel.

## Exercise science

This course will look at the science behind human movement and how exercise can affect us. What happens before, during, and after your workout is important to understand if you want a healthier life through exercise, rehabilitation, and nutrition.

## 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 cover how harnessing our thoughts can be a very powerful way to put us on a path toward overcoming our fears and anxieties. And we will cover a variety of coping strategies that can help us to move forward.

## Filling the nutritional gaps

In this program, participants will explore snacking, determine 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 gaps and which recommend foods will address them. Participants will explore the role of fiber, compare and contrast 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, explores why we're disorganized. This session also examines the benefits of organization and identifies how to start. It addresses organization issues in both our homes and at work, discusses storage issues, helps you determine if disorganization is a problem and offers resources.

## Getting you help

Often times, things in life can get so busy, we forget to check in 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, overeating or under eating? This class will provide you with the opportunity to remind yourself to run through a mental health check list to evaluate both your emotional and physical wellbeing; ultimately helping participants find the help they might need.

## Gratitude

This seminar is about learning the science behind gratitude and how it can help to increase meaningful relationships in all areas of your life. The newest research in this course empowers individuals to learn how to incorporate gratitude both at work and home. This topic is a continuation of increasing awareness of the complicated relationships we have in our lives. When we focus on what we can be grateful for each and every day, it offers a new perspective on our daily life.

## Green tips for the home

This seminar provides an overview of practical actions one can take to reduce our carbon footprint while saving money. In addition to detailing the advantages of using organic and natural products, participants will learn how to increase thermal efficiency and save electricity. The curriculum demystifies many elements of an ecological lifestyle, to start participants on the road to going green in their own lives.

## 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 health care. This class will teach you to filter out what you need, know which sources to trust and how to make sure the information you find is accurate and relevant to your health care decisions.

## Healthy aging

There is a new saying that 60 is the new 40. The way our society looks at age is changing, reflecting longer life spans and conditions that have never been experienced before. The manner in which we relate and interact



with our surroundings makes a huge difference in our individual perception of the aging experience. In this class, we will discuss age as a state of mind and in relation to our surroundings.

## Healthy kids

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

## Healthy tips for business travel

Do you love or loathe business travel? Are you somewhere in between? In this program, participants will identify how to prepare things ahead of time, determine how to avoid unhealthy temptations on the road and explore how 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

In order to handle today's extremely challenging situations, we need to believe in ourselves so we can be at our best. This seminar will outline why confidence is so important and how 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 necessary due to all of the changes happening in healthcare today. Doctors have very little time to spend with patients, thus, 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 pre-appointment 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, to 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 with agility to change. Finally, we will 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 a pro-inflammatory diet and determine ways to reduce chronic inflammation, by leveraging healthy diet and lifestyle choices.

## Learning about headaches

If you or your family member is a headache sufferer, you know how disruptive they can be to your work and life in general. In this class, we are going to 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, with its many therapeutic benefits, including looking at life in a way that takes some of the stress out of it.

## 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 COPD. The goal is to present a variety of topics relating to COPD and spark a conversation on the overall topic of lung health. This course can serve as an excellent introduction to anyone who is newly diagnosed, or is just interested in learning, as we talk about effective treatments and debunk myths about COPD (And no, it is not just a smoker's disease!).

## 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.

## 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, analyzing, and challenging us to love ourselves, others, and our job in a more holistic way.

## Love Part 2 – The complexities of love

During Part 2 of this Love series, we will take a deeper dive into the various levels of love. During this seminar we will spend some time analyzing our own relationship with love and discussing what it means to have unconditional love. We will discuss the various relationships in our lives where it is standard to love unconditionally, no matter the circumstances. To wrap up this seminar, we will spend some time creating our own unique plans for love in our lives.

## 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. Doing this means taking care of your whole self. In this class, you will learn how everything you do, including learning, impacts your brainpower. This program draws on ongoing research in neuroplasticity, the brain's ability to continue to grow.

## Medical/recreational marijuana

Since several states have legalized the use of marijuana, we now offer a class to bring some 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 much more rare for men to seek professional help. Participants will learn how to recognize signs of depression, how they can help themselves and support others.

## Men's health

In this day and age, it is clear that men have their own set of health issues and are unfortunately, 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 very unique experience for each woman, there are many experiences that are shared. This program will define menopause and contrast it with perimenopause. It will identify what you can expect, examine causes and explore potential complications. It will also look at tests, treatments and remedies, as well as the importance of partnering with your doctor.

## Mental health

It is important to know that mental health problems are more common than we think, and that you 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 love or live with someone with mental illness. This includes an overview of mental illness, stats, the facts, stigma, treatment, and resources.

## Mindful meditation

In our busy, automatic pilot lives, we may find that we 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.

## Moving out of the cave syndrome

Living through a pandemic has changed us in many ways. We were encouraged to stay at home and keep our distance from others as much as possible. And while that might have seemed difficult at first, it became second nature to many of us. And it went on for a long time. Now that it is time to emerge from our 'cave' and re-engage with our normal life routines, many of us are finding ourselves feeling anxious and reluctant. In this session, we will talk about how to manage those feelings and prepare yourself to be ready to leave the 'cave' and fully enjoy your life once again.

## Navigate life transitions

Changes in our personal and professional lives often occur around major life transitions, such as moving, marriage, death and divorce. We all need strategies to make these transitions easier and that is exactly what we will cover in this session.

## 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 of the nutrition basics, on your journey to a healthier you!

## Opioid addiction employee

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 and available treatment options to those struggling to recover from this addiction.

## Overcoming burnout

If you're feeling overwhelmed by the pressures of everyday work and home life, then 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, as well as replenishes us after a long day. Eating too much every so often is normal. But people who compulsively overeat, may use food as their only way of coping with negative emotions or feelings. As a result, they often feel that their eating is out of control. This leads 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, and friends. Symptoms, treatments, health concerns, and effects of BED will be discussed in detail. Along with this info, we will 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 are all patients of the health care system at one time 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 the 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 on the home front.

## Psychology of exercise

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

## PTS: Veterans & military self-help

During this specific Veteran and Military self-help workshop, we'll 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 in the military. What can we do about it?

## Reclaiming your health: The guide to recovery

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

## Reducing and managing pain

Experiencing short term pain? Chronic pain? Looking to figure out what could be causing your pain? If you have 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, then this is the seminar for you. We will discuss everything from treatments to medications and the mind/body connection associated with pain.

## Relaxation 101

In this introductory meditation workshop we will use guided imagery and breathing to learn how relaxation techniques 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 will explore the obstacles to practicing relaxation in our lives and provide practical tips and techniques to fit some relaxation into every person's lifestyle.

## Resiliency

Civil rights issues, financial concerns and the feeling of uncertainty has taken this world to a whole new level, which is why resiliency during a pandemic is crucial. This state-of-the-art class will focus on the key attributes of a resilient person in the current situation and invite us to examine the specific skills we need to thrive during times of adversity.

## Resiliency - Bounce back stronger

Resiliency is all about bouncing back and this seminar will teach just that. No matter what life throws at us, we can always learn tips and techniques to help us bounce back and become more resilient no matter what we go through. This seminar will leave participants feeling empowered so that they can become more resilient through the knowledge and steps shared during this class.

### 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 in spite of adversity. In this two-part class, the goal is to educate participants about ways in which they can 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 so you are prepared to deal with life's challenges and rebound quickly. In the second part of this class, we will identify the major challenges we come across daily, along with how we can respond positively to these common pitfalls by learning effective goal-setting strategies that will help us be proactive and be prepared for life's downfalls.

### Self-care in the face of adversity

This course will provide 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 trauma. After attending this seminar, you will have the tools you need to set healthy boundaries in order to maintain optimal self-care.

### Self-compassion in the time of COVID-19

In the midst of this pandemic, offering ourselves as much self-compassion and kindness as we offer to others is crucial to our physical and emotional wellbeing. COVID-19 is impacting all of us in different ways, but one thing we can do is to learn self-compassion tools to practice and share with others. This will help improve our ability to cope and to thrive.

### Sleep basics

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

### Smoking cessation

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

## 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 emotions. Steps and tools for improving focus will be discussed.

## 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.

## Sun protection

We all hear that it's important to wear sunscreen and limit sun exposure, but do we know about the long-term damage the sun can cause? This will be an in-depth seminar that will review and address the dangers of the sun. In this seminar, we will discuss sunburn, sun protection tips, as well as topics related to the summer heat like heat rash and hydration. Participants will leave this class with a true understanding of how to protect themselves from the risks that the sun can cause.

## Technology and exercise

Dive into the rapidly expanding world of technology in the fitness industry and 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 is available will provide a huge advantage in reaching your exercise goals.

## The art of Feng Shui

The term Feng Shui has grown in popularity recently, but what is it? This program defines and explains what it is, while exploring the tools used and examining what it does. During the course of 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 suggested resources to learn more about the concept.

## 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 contracting many diseases and just plain makes us look better. But, what can it do for our mental state? Come explore how exercise contributes to a healthy brain, what actually happens to our brain when we exercise and why it is so essential to our mental health.

## The effects of unhealthy eating

The effects of unhealthy eating are a major contributing factor to the onset of several diseases and heart health issues, in many cultural groups. This class will teach how cultural differences in eating attitudes and behaviors may influence a person's eating habits and how to move toward a healthier approach to eating.

## The forgotten piece of your workout routine: Recovery

In this session we will explain what goes on in the body during the recovery process, why this process is paramount to a healthy body, where to seek out recovery options, and tips on how to- give yourself top-level recovery treatment, from the comfort of your home.

## The importance of unplugging

In today's world of remote work, the lines between work and home are more blurred than ever. And technology allows us to be constantly connected. In this session, we will discuss the impact of being connected 24/7 as well as the benefits of unplugging. You will get some tips on how to take action to unplug from work and reconnect to your life.

## The truth about dieting

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

## Understanding your immune system

The immune system is complex, intricate and interesting. In this seminar, we will take a look at how your immune system works, so you can understand what it is doing for you each day, as well as 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 do some self- reflecting on our past and present and look at how anger affects us. Knowing exactly what anger is and what it is not, is a big step in helping us learn how to keep it under control. Discussing the best practices to avoid any feelings of anger or resentment can help us live a happier and less stressful life.

## Women and depression

Discover the depth of this illness on women and its effects on your life, both professionally and personally. We will discuss the signs, causes, and ways to cope and get help. Classes for both employees and managers are available on this topic.

## Women's health

Women often have an intuition when something is wrong and are more likely to seek out medical help. However, women 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, as well as many cancers. The good news is there are many preventative steps you can take and this class will cover those as well as the signs, symptoms and alternative solutions available today.

## Workday workouts

The objective of this class is to help understand why exercise is vital and how to easily make it a part of your daily life. We will cover why eating nutritiously 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 Smoke Out, this class will provide information, facts and strategies for smokers to become nonsmokers. Participants will develop a personal action plan to reach their goal.

## Your healthy heart

Paying attention to your 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 touch on the various terms and factors you need to know to achieve better heart health.

## Parenting

### Authoritative parenting

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

### Co-parenting

Parenting is a challenging responsibility, especially for those who are going through a 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 to co-parent successfully and learn how to focus on what is best for your 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 stages and what kinds of communication techniques work best with younger children.

### First-time parenting

First time parenting can be exciting, overwhelming and exhausting. Although everyone will have their own individual journey as a first-time parent, this class will help to prepare you for some of the things you can expect. In this class, you will also learn some tips for staying sane, getting sleep, asking for help and many more topics!

### Internet information for parents

This class will look at the realities of the Internet as well as the 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 safety online with instant messaging, social networking and chat rooms.

### Navigating the teen years

This seminar will touch on very important topics for parents who are, or will soon be, navigating children through their teen years. Participants who attend this seminar will take a critical look at the difference between what is important to them vs. what is important to their teen. During this seminar, you will discuss risky behaviors, how to prevent them and managing conflicts with your teen, as well as the do's and don'ts of parenting a teen. You 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 the realities of today: the good news and bad news. We will discuss essential facts of at-risk behavior and give parents the chance to have frank discussions about their fears. Learn what to do, what not to do and what we, as parents, 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 looking at their teen's personal values, interests and work skills, in a positive way.

## Parenting your teen: Communicating

Feel like you and your teen are speaking different languages? In this seminar, we will discuss how to create a comfortable climate for parent/teen communication, review the basic rules, the do's, the don'ts and the 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 your teen. 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, caring and support to others have better mental and physical health. They suffer from less chronic pain, lower levels of depression, and 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 is capable of making good decisions independently, so they can 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 suffer with sibling rivalry in their households. In this seminar, we will discuss how to lessen tensions between children, their rivalry against each other, 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 have to learn what your teen is experiencing and the issues that they face. We will review best practices for tackling issues like: alcohol and drugs. You will leave with some important takeaways and resources to deal for your teen.

## 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. Learn to recognize when your teen is over-involved or under-involved, how to handle discipline and how to help them deal with peer pressure.

## Parenting your teen: Teens and sports

Teens today are exposed to multiple entertainment avenues that can foster inactivity such as 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 our 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 manage their anxiety with proactive exercises.

## 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 teen on this milestone of independence.

## Parenting your teen: Understanding important health issues

This candid seminar will help parents understand the physical changes to boys and girls 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 stage is the most challenging stage of any child's development. Toddlers are continuously going through developmental milestones. They are experiencing changes to physical coordination and learning how to communicate with complete sentences, all while coping with fast-changing emotions and growth spurts.

## Parenting: Communicating with young children through the pandemic

This seminar is for parents with young children focusing on their communication needs from preschool to elementary school (2-10 years old). This seminar was created to support parents during the pandemic; providing information on how to effectively communicate and manage challenging emotions. The goal is to provide caregivers with tips on best practices for communicating with young children, how to carve out time for positive interactions and conversation, the importance of play, and a basic understanding of children's language development to gain perspective on why children may be showing signs of regression, or increased tantrums, during this challenging time.



## 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 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. Household dynamics will never be the same. Preparing your child, his or her siblings, your spouse/partner, as well as yourself for this transition, is the goal of this program. If your child is attending college, you are already in the midst of 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 than what you had expected.

## Vaping - What parents need to know

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

## Take your kid to work day

### BFF: Best friends forever

Building friendships is an important aspect of adulthood and childhood. Healthy friendships boost self-esteem, overall wellness and success at school/career/life. In this program children examine what makes them a good friend as well as what behavior to expect from their friends. For older elementary and middle school children, the discussion and activities look at peer pressure and bullying.

### Creating your path

Exploring interests, making connections, and building a future. This program is designed for middle to high school students who are beginning to explore higher education and careers. Participants will leave understanding that they must fill their "life toolbox" with skills to determine where they want to go, who they need to know to help them along their path, and the social skills to interact with others, in order to pave the way to a life full of possibilities.

### Get moving

This session focuses on the importance of movement and how to increase the amount of movement that kids get each day. By looking at their daily routine, they can brainstorm ways to increase movement through short exercises and daily awareness.

### Good manners will get you everywhere

Business etiquette for children. Children explore the basics that really matter in the work world. From handshakes and patience, to making eye contact and saying "thank you", children learn that manners matter. We will discuss how good manners pave the way for opportunities and a great reputation, that's bankable.

### If it's to be it's up to me

Accountability and exploration of school and professional careers. Much of what leads to success in work and life relies on resilience, perseverance and social skills. This program guides children to find their talents and interests as they look to their future in higher education and careers. From there, they can gain skills in managing reputations, including being savvy with social networking and making positive, lasting impressions.

### Imagination is more important than knowledge

Every challenge in the workplace is solved with a combination of knowledge and imagination, which is why creativity is crucial for problem-solving. In this program, children will learn that being able to figure things out is a vital part of the work world.

Success often requires getting a team to come together for an assignment, or to allocate resources efficiently to create a new invention. Children will exercise their imaginations with a variety of challenges executed both individually and in groups.

### It's not "all about me"

Success in life comes from realizing that life is not "all about me." Giving back to others in the home, community and workplace, benefits the giver as well as the recipient. Learning to understand other people's

point of view is a key skill of successful leaders. In this perspective building event, children will explore how to recognize alternative perspectives, as well as how they can give back to others.

## Kids and money

Financial literacy is an important life skill. This seminar is designed to help children understand how money must be managed in order to live a happy and healthy life. The seminar encourages children to look at the whole lifecycle of money, including how they can make it, save it and spend it wisely. Children will be empowered to create their own income opportunities, in addition to reflecting on how they may be wasting money on the latest fads.

## Laugh it off

Laughter is the best medicine for general health and the rough parts of life. It builds rapport with others and releases stress. It also can be a useful bully prevention tool. Children look at ridicule versus humor, what makes them laugh and how to deliver a funny story; helping them manage stress through humor.

## Leadership

What does it take to be a good leader? How do we define it? In school, children have their first experience with leadership through authority figures such as a principals. But in the work world, leadership is so much more. Children will gain an understanding of various types of leadership styles, skills, and means of execution. By working on a project, they will be able to identify their leadership style as well as preferences for what kind of leader they are or with whom they like to work.

## Mindfulness

This workshop will teach the basic concepts of mindfulness and how to incorporate it into the everyday lives of our children. They will engage in a short breathing exercise; exploring their world through their senses and learning how to expand their attention and focus through mindfulness practices. The goal is to incorporate these techniques into all aspects of their lives, at home, in school and when interacting with peers.

## Teaming up

How do you best work in teams? Two heads are better than one! Children start working in teams at school by seven years old, yet are rarely taught the lifelong skill of how to work best with others. This program helps them identify aspects of leadership, as well as accountability, for responsible contribution to productive collaboration. Brain-storming and consensus are two concepts that are discussed. Children are given a project to plan as a team to then explore their style of participation.

## What am I going to be?

Career preparation and exploration. Beginning with a personal inventory of talents and preferences, children start to understand that all combinations of skills and interests are employable. Also included in this program are skills on how to make a good impression.



## Who am I?

Every child is more than gender, grades, and peer assessment. This program lets children explore what makes each of them unique and how to express that to others. This self-reflection and validation are important tools that children need as they grow up to face college and career decisions.

## Why can't we all get along?

Dealing with difficult relationships and working together can be challenging. It all comes down to respect. This program helps children learn how to give and receive respect. They will learn how to develop conflict resolution skills that they will use for a lifetime.

## Work

### Assertive communication

This class will cover good communication vs. poor communication as well as understanding what assertive communication is. 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

Balancing Life's Issues is excited to partner with best-selling author and researcher Don Schmincke. "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 9- week online course that strengthens organizations for superior execution of any new program or organizational change. Each module contains:

### Benefitting from ergonomics

Ergonomics is about aligning our bodies with our workstations/sites/tasks. This program examines the impact of poor ergonomics on both the worker and the workplace, and identifies 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, tasks and goals better than the individual team members. To get real change, you need all of the knowledge from 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

Workforce environments are experiencing increased bullying and violence. Regardless of the contributing factors (stress due to downsizing, sandwich generation issues and/or financial strains), bullying and violence deteriorates productivity. This class will discuss the warning signs and strategies for both employees and employers, to 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 do's and don'ts of business etiquette, including email etiquette.

### Business writing for managers

Second only to verbal communication, written communication is a 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 he or she is 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 in one. In today's difficult economy, most of us are feeling 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 the campus life and study sessions for a full-time office job is a big change that 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 the new lifestyle.

## Career development strategies

This interactive seminar helps participants build an effective career development plan 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 plan 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 of each element and define each one as it relates to the leaders' 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 an individual. We can all benefit from coaching. You will leave this seminar with the tools and tips you need to be the best coach you can be, so that you can begin working with others to develop their professional skills and goals.

## Collaborative communication

Communication is an important skill to develop, but not many people understand why it is so important to communicate 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 the new techniques that are taught.

## Collaborative customer service

The goals and objective of this seminar are 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 changes organizations face, describe how to develop a communication plan and explore the importance of being proactive. It will also explain how to communicate change successfully using empathy and active listening skills, anticipate common employee reactions and explore working through the change.

## Communicating during times of change

We have experienced many more violent attacks in the last ten years. 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, however, we need a new set of tools to prepare us for engaging in conversations with others who have 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. Nowadays, it's vital to use technology to communicate with workers worldwide. This class will show you how to interact professionally in the workplace using technology .

## Communication for managers

Communication is perhaps the most important skill a manager must learn and work to improve, in order 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 that are needed to communicate as a manager.

## Communication skills for the workplace

Communication is perhaps the most important skill to develop in order 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 it, in addition to identifying 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 balance and what family adjustments might be necessary as well 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 the positive impact created by empathizing with the work force. This course will illustrate how genuinely caring for people leads to better feedback, professional development, and increased productivity.

## Components for great communication

Great communication starts with you and this class will equip you with the tools and skills of being a great communicator. The seminar will discuss the importance of first impressions, various communication styles as well as giving feedback. This is a step-by-step class for making your communication with others easy and effective, 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 remembered the trip? If so then you can benefit from learning about 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 to conflict management. This is a journey to assess and learn what you can do differently, to "play in the sandbox" productively with a wide variety of people.

## Conflict management for managers

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

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

This seminar will teach participants a vision of the ten 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 not only what a healthy work environment looks like but also how to create it in their workplace. This will be a step-by-step process. To make it 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, and 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 will explore some techniques to help us get to the solution sooner rather than later. This interactive class begins by asking for a list of problems that the attendees are currently working on, so they can see real life benefits of using these techniques.



## Critical thinking

Beyond just memorizing facts or learning from 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 take a look at the origins of critical thinking concepts as well as applications of them in our work and private lives.

## Cross cultural sensitivity in the workplace

As we work towards more dynamic and inclusive workplaces, we must consider cross-cultural sensitivity in the workplace. This in-depth course touches on unconscious biases and aggressions that 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 why it is important to foster inclusion and how to combat aggressions when we see them.

## Curiosity

In today's times, we need 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

There is a perceived expectation that every customer has when going into a business relationship. To manage expectations, you must first start by understanding what the client's expectations are. You must learn how to manage your promises and how to measure satisfaction. Delivering on expectations means excellent customer service. In order to understand what your customers feel is a good level of service, you first need to ask them. Find out what your customer wants from your product or service. Then work out how you can meet those needs.

## Dare to be bold

In today's emerging and aspiring world, we need to be bold. This seminar encourages us to achieve what we have yet to accomplish and to help us create an action plan to get there. It will touch on why we need to be bold, what holds us back, and what empowers us to move forward. This is a highly motivating class that 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, and then, there are types who can 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 the 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

Dealing with the Elephant in the Room is a communications development seminar in which participants learn the skills to talk to anyone about anything. Participants begin by identifying the uncomfortable issues and realities they face at work and at home. Then they learn how to confront such issues with tact, empathy and clarity. This seminar helps increase productivity and improve relationships by proactively addressing problems, conflicts and misunderstandings.

## 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 to delegating as well as the benefits. 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 and best practices on how to be 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.

## 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 1 in 3 women and 1 in 4 men in the US 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 will allow us get 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 help someone or get help for yourself.

## 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 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 role model of working parents we need to delve into how to make this work in today's world. With or without children the division of work and home responsibilities will be discussed.

## 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 the stress of 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 in addition to learning how to take charge of the aspects that can be controlled. Core concepts related to stress and the emotional and physical responses we have 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 a one-on-one conversation. 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 will take a look 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 do's 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, why you are having it and understand how our feelings can affect our moods in our daily life and the people that surround us.

## EQ making it work for you

This seminar is meant to follow the Emotional Intelligence class, although that is not a pre-requisite. This is an in-depth class focusing on what an emotion is and how understanding our emotions can help make or break situations. It's an interactive tool-based seminar that 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/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 what it's used for. The presentation gives instructions for getting on LinkedIn and how to network and connect with the participants' interests. Participants will also explore types of LinkedIn services, additional networking options and how to successfully use it for marketing.

## 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.

## Handling and managing chaos

This class will engage participants in learning how to handle chaos. We have all learned that chaos plays a bigger role in our lives, and for many, this has been a major source of anxiety. We invite participants to examine their pre-conceived 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. The challenge is to be able to handle all of the personal coping behaviors and not be judgmental during times of high emotion, in the workplace. Participants 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.

## Helping women re-emerge after the pandemic

During this class, we will look at how and why women have been affected in the workplace due to the COVID-19 pandemic. Participants will not only learn important facts but also what we can do moving forward, to turn things around and get back in the game. We will also touch on hopes for the next generation of women in the workforce.

## How to be an inclusive leader

Today's challenging times demand specific skill sets 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 class is an interactive discussion and 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 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. So many leaders often get derailed from a great strategy when they are unaware of the proper steps to take to execute their strategy. This class will focus on the key building blocks to ensure that 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. Some topics to be reviewed include the reasons to give someone feedback and why we avoid 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 do's and don'ts.

## Interviewing for interviewees

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

## Intro to neurodiversity

This class offers a genuine discussion on understanding and embracing the multiple ways our brains work. Whether it's ADHD, Autism, mental health, or a number of other differences, understanding neurodiversity can be relevant to us all. Join in the conversation to learn how we can partner together 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. In addition, 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. In today's world, kindness is more important than ever before, as we struggle together to adjust and adapt to an ever-changing idea of 'normal'. 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 in order to be successful in today's work environment. In this interactive workshop, we will discuss essential skills to enhance your leadership abilities, such as motivating 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 many challenges for us in the workplace and at home. The increase of stress from social and racial tension, along with its fast-changing climate, requires tools 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. 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, among others, have remained relevant and recent events have highlighted the need to reinforce and reinvent the way we communicate these ideas, through yearly training. This topic is centered on a novel, general pitch of these topics that will illustrate how employees can become involved and raise awareness of workplace policy management. While not a formalized training on these issues, the 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 the government-certified courses.

## Maintaining a safe work environment

A safe work environment is created by organizational leadership and staff. It involves understanding risk. It also involves defining unacceptable behavior and establishing consequences. 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 which are also addressed in this session.

## Making meetings effective

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

## Making the most of a multi-generational workforce

This is the first time in history it's possible for five generations to work together. This class will help you understand why each generation has certain 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 issue affecting the majority of today's employees. When left unaddressed, it can drastically lower not only their work performance, but their mental and physical health as well. 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

We know that 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 what our role is, 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 when we need to bring in help to handle a situation and how to make a referral.

## Manager's guide to self-care

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

## Managers 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 supporting your entire team through the 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 is 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 are presented 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 all of 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 will ensure you will 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. Additionally, learning how to teach appropriate strategies for managing emotions, will be outlined in this class.

## Managing teleworkers: For managers

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

## Managing trauma in the workplace

This training is about the signs and symptoms of traumatic experiences and Posttraumatic Stress Disorder (PTSD). In this training, you will learn about the history of PTSD, the signs and symptoms of PTSD, what qualifies as a traumatic event and how to intervene when someone is experiencing a flashback, 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 focus-challenged, 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 boss'. Participants will be able to create a game plan, including communication tools, to make work meaningful and productive.





## Mental health: A guide for managers and leaders

During this seminar, you will learn about what Mental health is and its contributing factors. 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 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/conversations.

## Mentoring

Explore your potential through mentoring. Both personal and professional growth goals can be significantly supported, through the use of 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/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 leads 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 take a look at the inspiring theories of motivation and how they help us in our work, every day. The class is geared to employees but can be oriented as an effective manager's tool. This is a chance for all of us to examine what gets us motivated.

## 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 a gambling addiction).

## New Years' 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, when 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

For many, working remotely is no longer new. But the joys of working in sweatpants from the comfort of home has 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

The performance management process, when implemented well, 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 that are in line with the organization's mission and objectives.

## Practical productivity

During this seminar we will dive in to look at how current events are affecting productivity, while identifying and understanding the pros and cons of a constant connection. We will discuss dealing with changing technology and how we can be more effective through email, our smartphone 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 and history of sexual harassment, as well as the different types that can occur. 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 tend to procrastinate at times, 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 productively forward!

## Productivity skills

Productivity can be a variety of things, in a variety of fields. Being productive is not just limited to finishing your work, but includes organizing your tasks, building relationships within the office, and being able to manage your time effectively. This also 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

In today's day and age, with so much technology at our fingertips, one thing we have become very accustomed to is texting, whenever and wherever we are. One thing we have to be very careful of is using 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 do's 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

Psychological wellness is a class that 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 Posttraumatic Stress, how it impacts people in the workplace, and what role you play. It's important to know that it is a human condition not exclusive to veterans and that many people you know and work with may have experienced in the past. Some will have symptoms of posttraumatic stress more intensely 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, on a daily basis. Continuous improvement is the only way to look at and make the necessary changes. We will do an overview of a few tools that can help you move forward. Fish boning, process-mapping and change management are a few skills that will be introduced.

## Recognizing the troubled employee

In this seminar you will learn to recognize an employee who may be struggling with a variety of issues that can 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 real motivational pep talk that teaches self-care and the importance of self-motivation on a daily basis.

## Respect for all in the workplace

The goal of this class is to provide participants with a fundamental 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, there will always be one after another. Each one can provide excitement and a challenge, or it can wipe you out. This workshop begins with a look at the change process, types of change and 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

With the advances in technology that we have today, connecting with others is right at our fingertips. However, loneliness is at an all-time high. During this training, we will take a 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 make us understand life better. This is not just a feel-good class, storytelling is now recognized as one of the top five skills needed for business leaders. We will examine what goes into good story telling 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 their employees' needs, in a high-stress, high-trauma work environment. We will explore the newest research and what experts are saying, including the seven signs that correlate with burnout.

## Stress management for managers

Step by step seminar on what stress is, how it effects your team, and ways managers can help de-escalate their own stress and that of their staff. This is all about stress, with 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 effective ways to help deal with this stress is crucial for being positive every day at work. Excessive stress can interfere with your emotional and physical well-being, which is not the way anyone would like to start their new career. In this class, you will learn ways to cope and manage your stress levels to keep yourself at the top of your game.

## Substance abuse for managers

There are several aspects of substance abuse that managers need to know in order to understand how to deal with workplace issues legally, sensitively and fairly. Your EAP is the ultimate resource, but often a manager is the gatekeeper for making sure that employees who need help, get help.

## Successful teleworking for employees

This seminar is designed for those considering or who are currently working from home. We will discuss what teleworking is, who is impacted, how to document your arrangement and communication needs, as well as the potential impact that telework can have on home life. We will review challenges and all-important self-care.

## Suicide awareness and prevention for managers

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

## Suicide prevention

In today's world, knowing the early warning signs of suicide is of critical importance. In a considerate manner, this seminar will explore the ways we can all play a role in identifying the warning signs and implementing suicide prevention programs at work and in our community.

## Surviving mergers and acquisitions

In this seminar, participants will learn what to expect in the midst of organizational change, find out ways to navigate through the process and review the five phases of dealing with change. They will also learn about the opportunities and importance of self-care, and making a commitment to the new business structure and culture.

## Survivor's guide to downsizing

Companies are under economic pressure to remain competitive and survive. Downsizing, or rightsizing, is happening rapidly everywhere - from one day to another, from one minute to the next. 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 help to teach them to look at their usage and organizational skills to be able to make new goals for what they need to achieve every day. Part of the challenge is accepting that our workdays have gotten longer and harder, and that 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 very practical ways and explore how teams can work together most effectively.

## The 5 Buckets Principle (TM)

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 to get 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 is a motivating class in which individuals learn to strengthen their own personal negotiation techniques.

## The furloughed employee

An unprecedented number of employers have furloughed employees. This course will compare and contrast the concepts of furloughs vs. layoffs. Employees will learn tips in this course, with a managers' version of this course also available.

## 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, explore the impact of absenteeism in the workplace (the cost to business through the theft of time and the 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. In this class, we will learn how to create the new resume.

## The path forward

We all know that life will never be quite the same after the COVID-19 pandemic and many of us are still asking questions. When will it be over? How will things be different? How will we adapt to the new world without becoming overwhelmed? In this course, we will use the lessons we've learned from past crises, such as 9/11, to help us prepare for the post pandemic world.

## 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 how to shift your style in a way that best appeals to the audience you're speaking to.

## Thinking traps

This is an exploratory process as to how our thoughts can decrease our productivity and our passions. We'll look at how to define thinking traps, as well as how to 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 you need trust others, how you get it, how you lose it and how you get it back.

## Unconscious bias

Are we on top of our biases, or might we be harboring some prejudices that lie outside of our awareness? This program will define unconscious bias and give us a framework for how we understand it. With numerous discussion opportunities, participants will explore biases, look at how unconscious bias is measured, examine the conflict that arises between one's natural inclination to categorize vs. the conscious drive towards diversity, and identify ways to overcome these biases. \*No recordings of live sessions for this topic.

## Understanding colleagues with autism

This training provides important information related to adults living with Autism Spectrum Disorder (ASD). This training will identify common behaviors, challenges and how to set your ASD employees up for success within your organization.

## Understanding personality types

Understanding personality types can be somewhat confusing. This one-hour seminar is designed to gain a practical understanding of the different types of personalities and teach you how personality types can impact our behavior. Participants will identify their own personality type to 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 EAP can bring you: from finding childcare, 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 lives.

## What makes a successful EAP training?

This recipe for an interactive EAP training class will cover the following ingredients: making an interactive training, handling negative and difficult audience members and what not to do, to make a training go bad. After taking this seminar, you will be better equipped as a trainer to deliver the best possible training session, leaving the audience wanting more!

## When the worst happens

This is a seminar designed to help participants plan and prepare for when the worst does happen. This class can also be a great option for when a company, team or individual is going through a very traumatic event and provide them with ways to help them cope. In today's world, it is important we are aware and prepared for the worst of events.

## Working with children home

In today's world we are all being asked to do more while still focusing on our children's needs and wants. This class will cover best practices for younger and older children to have routines and structure in this uncertain time. We will offer suggestions on how to be most productive while also enjoying family time.

## Working with millennials

During this seminar, we will look at tips and tools that can guide you while working with this mission-based generation of millennials; a generation that usually has a lot of misconceptions attributed to them. We will talk about why those misconceptions are out there and take a deeper dive into discussing what contributions and traits millennials bring to the workplace.

## Workplace trauma - For managers

Understanding the various aspects of trauma is part of living in today's challenging world. In this seminar, you will learn about the different aspects of trauma, including traumatic stress, Post Traumatic Stress Disorder, grief, and organizational trauma. The main focus of the class is understanding how trauma effects the workplace and learn best practices for leaders.

## You're promoted! The new manager

For participants who were recently given a promotion, we discuss the importance of influencing and inspiring others. Participants will learn what it takes to make an effective manager by going over communication skills that help build confidence within their team along with when and how to delegate certain tasks.

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