



WEBINAR <i>(See pages below for full descriptions)</i>	Date/Time <i>(All times are EST)</i>	LINK TO REGISTER	LINK TO RECORDING <i>(To be added as they come available)</i>
Don't Let Debt Manage You	July 20 and 22	N/A	https://bit.ly/3gej23O
Mindfulness: Being Present in Your Work and Life	Aug 24 at NOON	https://attendee.gotowebinar.com/register/3053303525083822861	NO ATTENDEES; NO RECORDING; HOPE TO RESCHEDULE
Managing Staff Through Stressful Situations	Aug 26 at NOON	https://attendee.gotowebinar.com/register/2707256429497313552	NO ATTENDEES; NO RECORDING; HOPE TO RESCHEDULE
You're Having A Baby– Preparing Your Financial Life for Your Greatest Asset	Sep 21 at NOON	https://zoom.us/webinar/register/WN_CZ4C60OkRhu882q8R4GFOA	https://us06web.zoom.us/rec/share/NZHRzxJLs9vz9VvilRWA B1mfwwb7drRpfINZLHfYDapzqoqKfuG58RC9HPcwYO3.ETI aAYw63B4ifqMB?startTime=1632240065000
You're Having A Baby– Preparing Your Financial Life for Your Greatest Asset	Sep 23 7:00 PM	https://zoom.us/webinar/register/WN_FycZ0hCkQm2PkoXYVgrbKQ	https://us06web.zoom.us/rec/share/NZHRzxJLs9vz9VvilRWA B1mfwwb7drRpfINZLHfYDapzqoqKfuG58RC9HPcwYO3.ETI aAYw63B4ifqMB?startTime=1632240065000
Coping With a Traumatic Event	Sep 28 at NOON	https://attendee.gotowebinar.com/register/6178358563293148688	Click the link to the left and register for the event. It will automatically take you to the recording.
The Art of Patience	Oct 19 at NOON	https://attendee.gotowebinar.com/register/7804120645378614032	Click the link to the left and register for the event. It will automatically take you to the recording.
Bringing Out the Best in Others	Oct 20 at NOON	https://attendee.gotowebinar.com/register/2851039565061688592	NO ATTENDEES; NO RECORDING; HOPE TO RESCHEDULE
Mental Health Awareness for Leaders	Oct 27 at NOON	https://attendee.gotowebinar.com/register/6017857354781838862	Click the link to the left and register for the event. It will automatically take you to the recording.
Approaching Retirement – What Do You Need to be Thinking About?	Nov 16 NOON	https://zoom.us/webinar/register/WN_bUou-dZxQq2Blml9OqN_Fg	
Approaching Retirement – What Do You Need to be Thinking About?	Nov 16 7:00 PM	https://zoom.us/webinar/register/WN_Cp88xZEnT1OgOfgOJ3LTfA	
Effective Communication	Nov 22 at NOON	https://attendee.gotowebinar.com/register/5653107565053495312	
After the Holidays: Managing That Debt	Dec 15 at NOON	https://attendee.gotowebinar.com/register/6330658515926288656	
Initiating Difficult Conversations	Dec 16 at NOON	https://attendee.gotowebinar.com/register/6630850479076599568	

EAP Session Descriptions

JULY 2021

Don't Let Debt Manage You: July 20 at 2pm Eastern; July 22 at 7pm Eastern

Best suited for employees who want to learn more about how manage their debt. It focuses on building a healthy budget, determining what is "good" and "bad" debt, and how to minimize and pay off "bad debt."

AUGUST 2021

SESSION 1: Mindfulness: Being Present In Your Work and Life: August 24 at 12pm Eastern

Overview/Description

The idea of mindfulness or being mindful is complete engagement in the present moment. It is a state where you are not thinking, reflecting, judging or deciding, but are instead simply experiencing the things currently in your available experience. In many ways people are largely unaware of our present moment, and often operate on "auto-pilot" to some degree. The auto-pilot mode is our default mode of operation. Even when we find ourselves in a pleasurable quiet moment we automatically begin to daydream about others, plan/worry about the future or ruminate about the past. We miss living in the present moment because we fail to pay attention to it. Mindfulness is about waking up to the present moment and paying attention to our experience. Learning mindfulness is not difficult; however, it is difficult to remember to do it. This training discusses mindfulness and how to incorporate its practice into your life.

Target Audience: Anyone interested in learning how to enrich their lives and learn skills applicable to stress reduction.

Expected Duration: 45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Describe mindfulness
- Identify the two ways we experience the world
- Identify the seven components of mindfulness
- Describe the benefits developing mindfulness
- Describe how greater mindfulness results in improved concentration on tasks
- Describe the ways in which mindfulness can improve the quality of your relationships
- Describe how mindfulness will result in greater emotional control and a reduction in impulsive actions
- Identify ways of practicing mindfulness in your life
- Identify several methods of mindfulness practice
- Identify ways you can incorporate mindfulness in everyday activities

SESSION 2: Managing Staff Through Stressful Situations: August 26 at 12pm Eastern

When facing heightened stress, employees react in diverse ways. For some, stress leads to a dropoff in performance, lowered morale or emotional outbursts. For others, high-pressure, stressful situations actually become an opportunity to shine. As a manager, it's difficult to anticipate the multitude of reactions you're likely to observe during times of stress, and even harder to be equipped with the tools to handle them all. This workshop helps you plan for the expected and the unexpected and provides practical tools for dealing with both positive and negative employee behaviors during stressful times.

Target Audience: All levels of management

Expected Duration: 45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Anticipate the physical, emotional, cognitive and behavioral reactions you observe among employees
- Describe how personal accountability helps people cope with stressful times
- Handle problematic employee behavior effectively and empathetically
- Practice self-care techniques to manage your own stress during challenging times

SEPTEMBER 2021

Session 1: Life Events: You're Having a Baby – Preparing Your Financial Life for Your Greatest Asset September 21 at 12pm Eastern, September 23 at 7pm Eastern

Best suited for employees who are expecting or have recently had/adopted a child. We provide guidance on all of the financial topics they need to consider (or start considering) when they have a child. This includes helping them quantify, understand and plan for the expenses they will incur related to items such as pre-natal care and birth, medical coverage, food/daily needs, childcare, and education.

Session 2: Coping With A Traumatic Event: September 28 at 12pm Eastern

Overview/Description

A crisis or traumatic event can be both environmental and personal and are events which can cause physical, emotional, psychological distress or harm. These events are often perceived and experienced as a threat to one's safety or to the stability of one's world and the impact can be either on those who have experienced the event firsthand or have seen it on television.

Target Audience: Survivors, rescue workers, friends and relatives of victims of a crisis or traumatic event.

Expected Duration: 45-60 minutes

Workshop Objectives

At the end of this workshop you will have learned to recognize the common responses to crises and trauma:

- Physical, emotional, cognitive
- Timing of responses

Post-trauma do's and don'ts

Tips for taking care of yourself following a crisis or traumatic event

- Support
- Communication
- Health and wellness

How to help children who have experienced a crisis or traumatic event

Session 3: Mental Health Awareness for Leaders: September 29 at 12pm Eastern

Managing individuals who may be struggling with stress, anxiety, depression and other mental health concerns can be a difficult balancing act. Your role is to manage performance and to bring out the best in your workforce, but accomplishing this often requires you to express concern and support when employees struggle emotionally. Managers often feel uncomfortable in this aspect of their role and may lack the important skills of "emotional management." This course covers ways employees may present their distress and offers insights and strategies on forging supportive empathic alliances within the role of manager. The session also identifies common mistakes managers make in responding to employees in distress and explains communication skills that express support and convey positive expectancy. Participants are also given information on how to refer employees to the Employee Assistance Program.

Target Audience: Managers, supervisory staff and HR professionals

Expected Duration: 45-60 minutes

Workshop Objectives

By the end of this workshop, you will:

- Understand the universality of mental health issues in the workplace
- Recognize the most common symptoms of mental illness
- Identify the most common unhelpful reactions to symptoms, why they occur and how to avoid them
- Identify ways of expressing compassion and developing an alliance with distressed employees
- Reduce the stigma associated with mental illness and promote ways of supporting one another in the workplace
- Recognize the warning signs of suicide
- Identify support services and resources for all leaders and employees

OCTOBER 2021

Session 1: The Art of Patience: October 19 at 12pm Eastern

Overview/Description

Many of us are impatient at times. And when we lose control of our patience it hurts not only us, but those around us. Impatience raises our stress levels and over time can even inflict physical harm to our bodies. But it seems that patience is a skill that is quickly diminishing, but one that constantly needs improving. You see examples of impatience and patience throughout each day; when you're stuck in traffic, when you're waiting in line for the grocery store, and when your children are taking too long to get ready for school in the morning.

Even if you don't rate your own level of personal patience as being very high, the good news is that with practice, you too can learn to be more patient in your life.

Target Audience: Anyone interested in learning how to become more patient in their lives.

Expected Duration: 45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Identify the characteristics of impatience

- Uncover the signs of impatience and its effects
- Discern how to locate your personal impatience triggers
- Identify methods to counter impatience
- Describe and employ procedures to manage the symptoms of impatience
- Engage in the “Art of Intelligent Waiting”
- Describe how to wait with purpose, intent, and belief.

Session 2: Bringing Out The Best In Others: October 20 at 12pm Eastern

Overview/Description

Whether in your personal or your professional life, are you the kind of person that brings out the best in others? Do people shine around you, or do they tend to withdraw, hesitant to show their best? Some people seem to have a knack for challenging, motivating and inspiring their friends, family members and coworkers. In this workshop, you’ll learn how to do your part to make sure others are at their best around you.

Target Audience: Anyone looking for tips about how to support and encourage friends, family members and colleagues.

Expected Duration: 45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Describe what motivates people
- Identify the factors that influence peoples’ motivation level
- Identify how your attitude can be contagious
- Describe how to exhibit the type of positive thinking that can inspire others
- Describe how to avoid negative talk which can bring others down
- Describe how to provide others with effective feedback that makes a difference
- Identify when it is/is not appropriate to give feedback
- Describe the type of phrasing that tends to have the biggest impact

NOVEMBER 2021

Session 1: Life Events: Approaching Retirement – Preparing Your Financial Life for Your Next Stage

November 16 at 12pm and 7pm Eastern

Best suited for employees who are over age 50 and/or are between two and 10 years to retirement. We discuss what employees should be considering as they approach their retirement by addressing the most commonly asked question: “How much do I need to retire?” The answer of course is unique to each person and their financial situation. However, there are methods and techniques that can be followed to help simplify what can be an intimidating concept. Topics covered include goal setting, savings strategies, budgeting, the effects of inflation, and potential asset allocation changes.

Session 2: Managing Your Emotions In The Workplace: November 18 at 12pm Eastern

Overview/Description

Everyone experiences emotions at work. We get frustrated with bosses giving more work when they don’t understand how much work we already have. We get upset with co-workers who don’t do their jobs, so we can’t do ours. We get angry with irate customers who don’t realize we are only trying to help. We worry about an uncertain future. But with all these emotions, most people don’t think they have anything to do with how they are feeling. They believe their emotions are a result of an external cause. That just isn’t true.

Target Audience: Anyone wishing to learn how to better manage emotions.

Expected Duration: 45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Identify the nature of emotion
- Describe the function of emotion
- Describe how emotions originate from thoughts
- Identify the ways emotions can sabotage work and relationships
- Identify ways to taking responsibility for emotions
- Describe ways to monitor and dispute distorted thinking
- Describe ways of calming down
- Use future orientation to avoid impulsive acts
- Describe how to depersonalize criticism

Session 3: Effective Communication: November 22 at 12pm Eastern

Overview/Description

Why is interpersonal communication important? Personal success depends on our ability to communicate. Effective human relations depend on our communication skills. Overall, interpersonal communication skills are necessary for understanding and for action. This workshop explores interpersonal skills and techniques necessary for successful interactions.

Target Audience: Anyone who wants to improve their communications skills at home and at work.

Expected Duration: 45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

Identify the characteristics of poor communication

- Describe your experience with people who do not communicate well
- Identify the characteristics of effective communication
- Describe your experience with people you consider excellent communicators
- Describe the importance of listening
- Identify barriers to effective listening
- Describe techniques to overcome those barriers
- Describe the importance of communicating with whole messages
- Describe the dangers of contaminated messages
- Describe the dangers of partial messages

DECEMBER 2021

Session 1: After the Holidays: Managing That Debt: December 15 at 12pm Eastern

Overview/Description

Did you spend more for the holidays than you intended? Did you go into debt, maybe at unfavorable terms? Are you worried about how you will pay these debts off? Would you like to avoid being in the same position next year? Holiday shopping can sink even the best budget if one is not careful. And post-holiday credit card bills can cause high levels of stress. This workshop will help you figure out how to get out of debt quickly and cost effectively, and take steps to make sure you don't end up in debt again next year.

Target Audience: Anyone concerned about excess debt after the holidays.

Expected Duration: 45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Manage existing holiday debt
- Describe ways to budget effectively to pay off existing debt
- Describe which items should be paid off first
- Identify ways to manage the debt leftovers through strategies such as do-it-yourself debt consolidation
- Describe how to prevent future holiday debt
- Describe how to prepare for next year's holiday expenses
- Identify ways to shop economically—both at stores and online
- Consider alternative gift ideas—such as homemade items and charitable contributions

Session 2: Initiating Difficult Conversations: December 16 at 12pm Eastern

Overview/Description

There are conversations in which the stakes are high: asking for a raise, ending a relationship, giving a critical performance review, confronting disrespectful behavior, apologizing or disagreeing within a group. This workshop is about developing the skills to initiate the conversations which most people find difficult, unpleasant and generally avoid. You will learn the practical skills involved in framing a problem without blame or defensiveness and how to keep the conversation productive.

Target Audience: Anyone wishing to improve their ability to initiate a difficult conversation.

Expected Duration: 45-60 minutes

Workshop Objectives

At the end of this workshop, you will be able to:

- Describe why arguing never helps
- Identify the three sides to any difficult conversation and where to begin
- Describe how to adopt a positive learning stance and think like a mediator
- Describe the process of separating intent from impact
- Identify the process of changing blame to contribution
- Describe ways to acknowledge feelings
- Describe how to use questions without eliciting defensiveness