



EAP @ WORK SEMINARS & SERIES

Contact EAP 800-795-2351 or visit <http://myhss.org/benefits/eap.html>

Employees can attend EAP work-related seminars and series during work time if approved by a supervisor to attend for work-related purposes*. Otherwise, employees can use vacation, floating holidays, and compensatory time off. EAP identifies seminars meeting this requirement with @ Work in the title. All of the following @ Work seminars can be tailored to different timelines according to your request, from 45 minutes to four hours. Customized @ Work seminars may be developed if staff time and expertise exists: A cost may apply.

Bullying @ Work

Workplace bullying can be devastating to employees, work teams, working relationships, motivation and productivity. To avoid fostering a workplace culture of bullying and a climate of mistrust and fear, the problem needs to be taken seriously and proactively addressed and resolved. Explore the causes, effects and targets of bullying in the workplace, and effective ways to stop it in its tracks.

Stress Management @ Work - for Managers

There are certain stressors that are unique to supervisors and managers. This workshop will examine ways that we create - and can effectively reduce - stress in the management role. Develop strategies to address and successfully handle stress, and practice brief stress management techniques to use during the workday and beyond.

Substance Abuse/Chemical Dependency @ Work

This seminar explores the signs and symptoms of substance abuse, how and why it shows up in the workplace, the impact on work performance and working relationships, and how supervisors/managers and co-workers can most effectively handle it. This seminar also touches on the federal Drug-Free Workplace Act of 1988, and helpful resources to address the problem on an individual and workplace level.

Attitude and its Impact @ Work

Identify ways in which attitude and interactions can affect your attitude and your co-workers' attitudes, and learn ways to choose "strategic," rather than "reactive" responses. Recognize personal barriers that keep you from responding strategically at work, explore your "hot buttons" and ways to work toward greater job satisfaction.

Conquering Negativity/Creating Positivity @ Work

Nothing impacts employee morale more harmfully than persistent workplace negativity. It saps the energy of your organization and diverts critical attention from teamwork, productivity and performance. Negativity can occur in the attitude, outlook, and/or behavior of one department member, or perhaps many. Learn ways to recognize workplace negativity, explore its causes, identify viable strategies and solutions for handling it, defusing it, and creating more positivity.

Downtime: Depression @ Work – for Supervisors and Co-workers

Clinical Depression affects a person's body, mood and thoughts. It also impacts the quality of one's work and working relationships. This is not the "blues" or the "blahs." Clinical Depression is serious business. Through sensitive and appropriate interaction, supervisors and co-workers can play an important role in helping a clinically depressed employee to handle their illness. Learn about



this common illness and how to deal with it in your workplace.

Communication and Conflict Resolution @ Work

Learn easy-to-apply strategies that give you the tools and confidence to communicate effectively and to handle and resolve conflicts for win-win results. Identify specific steps you can use to craft effective responses to uncomfortable situations and turn conflict into an opportunity to improve any type of relationship.

Stress Management @ Work

Examine what stress is and where it comes from, its signs and symptoms, and the protective nature of the stress response. Explore the stress cycle and how to break it,

practice relaxation techniques that work, and help you develop an effective stress resistance plan.

Dealing with Difficult People @ Work

We all have difficult people in our lives. Perhaps your difficult person is a customer, client or coworker. In this seminar you will learn how to identify and respond to a difficult situation or difficult person within your work setting.

Preventing Burnout @ Work

Focusing on four prime areas of empowerment: self-management, stress management, social support and skills building, learn tools to help you improve your attitude towards work and your ability to cope with work's day-to-day stressors.

*According to DHR No. 01-2015 Memo "Encouraging Wellness Activities":
http://myhss.org/downloads/wellness/DHR_Encouraging_Wellness_Activities.pdf.