



## EAP PERSONAL WELLNESS SEMINARS & SERIES

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

EAP offers personal wellness seminars and series onsite at the Wellness Center and on location at CCSF departments and the Superior Courts. Seminars can be customized to a length from 45 minutes to four hours and are offered from one to four sessions. They are offered at no cost. EAP also offers organizational wellness seminars and series to address workplace issues. EAP personal wellness seminars can be attended using a flexible work schedule (with supervisor approval), lunchtime, vacation, floating holidays, and compensatory time off\*.

### **Balancing Life and Work**

Our lives are busy, exciting, complicated and stressful. This workshop will address the ways in which we can create a more balanced approach towards work and family.

### **The Time Trap: Getting Organized and Managing Your Time & Tasks Effectively**

Most people don't seem to have enough time in their day despite all the time savers being adopted, like computers, email, fax and voicemail. But the time crunch has nothing to do with time; it has to do with our ineffective time strategies. This program uses practical, realistic solutions to help you develop strategies to be more productive, less prone to stress, and more in control of your life.

### **Creating Happiness**

It seems the goal of everyone is to be happy. We want to be happy, we want our family members to be happy and we want our friends to be happy. Why, then, does being happy seem so difficult to accomplish? Coming to this workshop you will receive information and practical exercises to create happiness and feel better right away.

### **Dealing with Difficult People**

We all have difficult people in our lives. Perhaps your difficult person is a customer, family member or coworker. In this seminar you will learn about difficult situations and difficult people, the escalation continuum and how to create less stressful interactions with your difficult people.

### **Sandwiched In/Caregiving**

The demands of being the principal caregiver for one's aging parents and young children can often be emotionally and physically draining. Adults as caregivers for two generations (or more!) can experience multiple symptoms related to stress and burnout such as irritability, depression and anxiety. They may also experience feelings of guilt and resentment as the caregiver finds s/he has little time for self-care and few resources to assist in alleviating the daily task of balancing work, family and all the rest! In this information and discussion group, you will create strategies, share resources and receive guidance to handle this difficult and challenging period of your life. (4 sessions)

### **Creating a Meaningful Retirement**

After working for the City and County of San Francisco – or any job – retirement can be a welcome but jarring experience. Retirement often brings financial, relationship and other personal changes. How will you use your time and energy in a way that helps create meaning and value in your life? Come to this workshop and address your goals, and possible challenges, as you approach retirement. This workshop is for active employees who are expecting to retire within six to nine months.

### **Active Parenting – for parents of young children or teens**

Parenting takes a special sensitivity, lots of energy, and effective strategies. This overview will address issues such as



communication, the goals of child behavior, respectful discipline, responsibility, building courage and self-esteem, and problem solving - to help your child develop strength and character, and to help you to have a more rewarding and successful parenting experience. Learn and practice several specific strategies to use at home with your children. (4sessions)

### **Stress Management\*\***

This course will examine what stress is and where it comes from, its signs and symptoms, and the protective nature of the stress response. It will explore the stress cycle and how to break it, practice relaxation techniques that work, and help you develop an effective stress resistance plan.

### **Anger Management - Learning to Keep Your Cool\*\***

Everyone gets angry once in a while. Recognizing oneself as a person with an anger problem, and looking at how anger has

affected one's life and relationships, can help change the pattern. Examine the anger process, identify the causes and effects of your own anger, and explore how it impacts your life. Learn practical anger management techniques that you can apply immediately.

### **Managing Emotions and the Environment\*\***

Strong emotions are both a cause of, and a result of, conflict. Emotions are natural and normal; it is how one expresses them that makes the difference. When feelings are intense, this makes it more difficult to express them clearly and without judgment. This class will help you experience and manage your own uncomfortable emotions with confidence, and without guilt, criticism or blaming.

\*\*Supervisors may allow use of work time for the noted personal wellness seminars if they perceive that this topic is crucial for an employee's performance. Contact the EAP to consult about how best to refer an employee to one of these seminars. Please also see the list of Organizational Wellness Seminars.

\*According to DHR No. 01-2015 Memo "Encouraging Wellness Activities":  
[http://myhss.org/downloads/wellness/DHR\\_Encouraging\\_Wellness\\_Activities.pdf](http://myhss.org/downloads/wellness/DHR_Encouraging_Wellness_Activities.pdf).