



Workshops, Trainings & Brown Bag Seminars

Workshop Title	Description	Notes
NOTE: All of the following EAP @ Work Workshops may be attended on work time with supervisor approval.		
Making Work, Work Series EAP @Work Workshops	<p>These 4 skill-based workshops can help to improve your work experience and sense of personal wellbeing. Being able to manage stress and manage your own emotions is essential for wellbeing. Learning to communicate effectively and handle difficult people can have a positive impact on your work environment. Join SF HSS EAP for these 4 counselor-facilitated workshops to learn and practice skills to make work, work for you.</p>	<p>This is a 7 hour series, offered in 4 sessions:</p> <ul style="list-style-type: none"> • Managing Stress, 1.5 hr. • Effective Communication, 2 hrs. • Dealing with Difficult People 1.5 hrs. • Managing Ourselves, 2 hrs. <p>6 to 8-week lead time and a minimum of 10 participants preferred.</p> <p>Call EAP for a consultation to see if this series is right for your group.</p>
Managing Stress EAP @Work Workshop	<p>This workshop examines the causes and effects of stress in your daily life. You will learn to identify your stressors and understand the impact of sustained negative stress on your physical and emotional well-being. You will explore the stress cycle and learn how to break it by practicing simple relaxation techniques and engaging in self-care. You will discover tools for developing an effective stress management plan for increased well-being at work and at home.</p>	<p>1.5 hour workshop – length may be adjusted based on group needs.</p> <p>6 to 8-week lead time and a minimum of 10 participants preferred.</p> <p>This workshop may be ordered as part of the Making Work, Work Series or as an individual workshop.</p> <p>Call EAP for a consultation to see if this workshop is right for your group.</p>

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Effective Communication EAP @Work Workshop	<p>This interactive and informative communication workshop explores how to be a more effective communicator. You will learn about the three parts of communication, how your emotions drive your communication style, effective listening skills, and how your assumptions can lead to miscommunications. In this workshop you will work on self-awareness and begin to develop a plan for better and more effective communication through listening, assessing the situation, inquiry and self-assessment.</p>	<p>2-hour workshop – length may be adjusted based on group needs.</p> <p>6 to 8-week lead time and a minimum of 10 participants preferred.</p> <p>This workshop may be ordered as part of the Making Work, Work Series or as an individual workshop.</p> <p>Call EAP for a consultation to see if this workshop is right for your group.</p>
Dealing with Difficult People EAP @Work Workshop	<p>This interactive workshop will help you deal more confidently and effectively with difficult people and situations. Explore how difficult people and situations can impact your ability to respond effectively. Learn how to match a person’s emotional state with an appropriate response. Learn to facilitate less stressful interactions when dealing with difficult people, while remaining calm and moving the situation forward in a positive direction.</p> <p>Note: If your work unit deals with potentially volatile situations in day-to-day, consider following this session or the Making Work, Work Series with CPI – Non-violent Crisis Intervention Training. (See below for a description.)</p>	<p>1.5-hour workshop – length may be adjusted based on group needs.</p> <p>6 to 8-week lead time and a minimum of 10 participants preferred.</p> <p>This workshop may be ordered as part of the Making Work, Work Series or as an individual workshop.</p> <p>Call EAP for a consultation to see if this workshop is right for your group.</p>
CPI – Nonviolent Crisis Intervention Training EAP @Work Workshop	<p>This day long workshop will help to increase your confidence and effectiveness in handling crisis situations. Using evidence-based techniques, you will learn to recognize early warning signs of a conflict/crisis, and how to defuse an explosive situation. You will learn verbal and physical techniques to reduce the risk of injury and potential liability, and increase your personal safety in a conflict.</p>	<p>All day (7-hour) training.</p> <p>\$50/participant. Registration required.</p> <p>2-week lead time.</p> <p>A minimum of 5 participants, with a maximum of 20.</p>

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<p>Anger Management EAP @Work Workshop</p>	<p>This workshop is an introduction to managing anger for well-being at work. We all get angry once in a while; it's a normal emotion that can be a useful expression of how we are feeling. However, if anger gets in the way of healthy communication or gets us into trouble, it's time to examine patterns. Join us to learn about the anger process, how to identify what causes anger and how it impacts you and others around you. Learn practical anger management techniques that can be immediately applied.</p>	<p>1 hour workshop</p> <p>6 to 8-week lead time and a minimum of 10 participants preferred.</p> <p>Call EAP for a consultation to see if this workshop is right for your group.</p>
<p>Managing For Success</p> <p>For Directors, Managers, Supervisors & HR Professionals</p> <p>EAP @Work Workshops</p>	<p>This 5 part workshop series offers a highly interactive opportunity to help you be your best as a management professional. Learn and practice skills for managing your stress. Improve the effectiveness of your communication to feel more confident when dealing with conflict, setting boundaries and holding people accountable. Learn about your style of handling conflict through an evidence-based assessment tool. Learn how to deal with the most difficult employees by tailoring your approach to the situation at hand. Learn how to pull it all together for more effective management and feeling confident in your leadership role.</p> <p>Take advantage of a confidential 1:1 consultation with an EAP Counselor to discuss the results of your personal online assessment.</p>	<p>This 9 hour workshop series is offered in 5 sessions:</p> <ul style="list-style-type: none"> • Managing Stress - 1.5 hrs. • Handling Conflict - 2 hrs. • Communicate! - 2 hrs. • Dealing with Difficult People - 2 hrs. • Managing It All - 1.5 hrs. <p>This series is currently being piloted.</p>
<p>Time Management EAP @Work Workshop</p>	<p>This introduction to time management will help you develop a plan to gain more control over your work hours and workload. Most people don't seem to have enough time in their day despite all the time savers being employed. In this workshop, you will examine how your time is spent and learn practical and realistic strategies for being less prone to the stress of "not having enough time".</p>	<p>1 hour workshop</p> <p>6 to 8-week lead time and a minimum of 10 participants preferred.</p> <p>Call EAP for a consultation to see if this workshop is right for your group.</p>

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<p>EAP 101 EAP @Work</p> <p>For Directors, Managers, Supervisors & HR Professionals</p>	<p>This introduction to the SFHSS Employee Assistance Program informs managers, supervisors, directors, and human resource professionals about the variety of services offered to employees, and the unique consultation, coaching, counseling and organizational services offered to leaders. Learn about how and when to refer an employee, what you can do for your employees to help them after a critical incident and when to reach out for EAP services to come to your workplace. Learn about the seminar, training and workshop opportunities available to you and your work unit.</p>	<p>1 hour comprehensive orientation to EAP & psychological first aid for times of crisis.</p> <p>2-week lead time and a minimum of 5 participants preferred.</p>
<p>We're Here For You - EAP Orientation EAP @Work</p> <p>For employees</p>	<p>This introduction to the SFHSS Employee Assistance Program will orient employees to the variety of services available to them and their significant other. Employees will learn how to access EAP services, what kind of time they can use to utilize services and how EAP counselors can be helpful for a variety of needs and problems.</p>	<p>15-20 minutes – length may be adjusted based on group needs.</p> <p>3 to 4-week lead time.</p> <p>A minimum of 10 participants preferred.</p>
<p>Well-Being and EAP Orientation EAP @Work/Well-Being</p> <p>For employees</p>	<p>Learn about the many services you are eligible for at no to low cost through your health plan, HSS Well-Being, and the SFHSS Employee Assistance Program (EAP).</p>	<p>10-30 minutes – length may be adjusted based on group needs.</p> <p>An interactive activity can be added.</p> <p>3 to 4-week lead time.</p> <p>A minimum of 10 participants preferred.</p>
<p>NOTE: The following brown bag seminars are typically ordered by Wellness Champions and are offered during the lunch hour.</p>		
<p>Managing Stress Basics Brown Bag Seminar</p>	<p>Join us for this Brown Bag Seminar and learn about the stress response and how it affects you. Learn simple techniques for relieving stress in the moment and the importance of self-care in your daily life.</p>	<p>45-minute workshop typically offered over the lunch hour.</p> <p>6 to 8-week lead time.</p> <p>A minimum of 10 participants preferred.</p>

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Anger Management Basics Brown Bag Seminar	Anger is a normal and even healthy emotion — but it's important control it instead of it controlling you. Uncontrolled anger can take a toll on both your health and your relationships. Join us in Anger Management Basics to learn the ABC's of managing anger through self-awareness and simple self-management strategies.	45-minute workshop typically offered over the lunch hour. 6 to 8-week lead time. A minimum of 10 participants preferred.
Time Management Basics Brown Bag Seminar	Have you ever wondered why some people seem to have enough time to do everything and others are always rushing from task to task? Most people don't seem to have enough time in their day despite all the time savers being employed. This seminar will teach you basic skills you need to manage your time for maximum efficiency and personal benefit.	45-minute workshop typically offered over the lunch hour. 6 to 8-week lead time. A minimum of 10 participants preferred.