

## 2024 Training and Wellness Seminars

You can support your employees with the tools and resources to empower positive change in their lives.



## Introduction

When your associates are struggling personally or professionally, it can affect your company's culture and performance. We are here to provide associates and managers with helpful resources, techniques, and support.

Through seminars and trainings, we hope to make it a little easier to reach out and address health, wellness, and work-life balance issues. These offerings tackle everything from substance use and bullying to retirement planning and communication skills. There are also special leadership-focused topics, like managing change, fostering inclusion, and delegating.

To request and schedule a training, or if you do not see a training listed, please contact either Tina Banton at [tina.banton@anthem.com](mailto:tina.banton@anthem.com) or Lynn Vogel at [lynn.vogel@anthem.com](mailto:lynn.vogel@anthem.com).



## Q & A

### **How and when can I schedule a seminar or training?**

You can request a seminar or training by contacting us. We ask for a minimum 15-20-day notice to coordinate your seminar. Let us know which seminar you want to offer, along with where and when you'd like to have it.

### **How long are the seminars?**

Most seminars are 60 minutes long. If more or less time is needed, please let us know.

### **Where are the seminars held?**

Seminars can be delivered on-site, via webinar, or both. Please let us know which format you prefer.

### **Do I need to have any special equipment to hold an on-site seminar or training?**

Yes, you will need to have a computer with Microsoft PowerPoint and the technology to project a slide show. Plan to have the presentation loaded and ready to go on the day of your seminar. If you do not have this technology, you can still schedule a seminar — just let us know.

### **Can these seminars/webinars be recorded for playback at a later time?**

Yes, once a seminar/webinar is recorded, you will receive a file for your use.

### **How much do the training and wellness seminars cost?**

Trainings and wellness seminars are included in your allocated training hours.

### **Can we cancel a seminar?**

Yes, but we ask for a 72-hour cancellation notice.

### **What happens once the seminar is scheduled?**

You will receive an email confirmation, presentation materials, seminar facilitator information, and other training details before the scheduled event.

Will I speak with the facilitator before the seminar?

Yes, your seminar facilitator will contact you before the seminar date to introduce him- or herself and discuss any outstanding details. Be sure to tell the facilitator about your culture, the work your employees do, and your goals for the seminar.

### **Do you have a minimum attendance requirement?**

No, but we prefer five or more employees.

### **Can I receive training survey information?**

Yes, please let us know if that is something you are interested in receiving after the event.

### **What's the best way I can ensure a successful training?**

Here are a few steps to help make sure it's a success:

1. Select a topic of interest to your employees.
2. Schedule the event well in advance.
3. Promote your event widely and often.
4. Send a reminder message to your employees.
5. Distribute seminar materials.

## **Your training contacts:**

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### 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 taking part 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.

### 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 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.

### **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.

### **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.

### **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**

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.

## **FAMILY AND 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 many 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 affect 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 plain language, 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. 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, 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 decide 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 extend 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.)



## **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.

## **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 managed 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 about 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, which 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.

## **STEPFAMILIES**

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!

## **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 was popular but raised major concerns from the mental health community around the topic of suicide. To some, the series portrayed suicide in an irresponsible and dangerous manner. To others, it showed suicide as a romanticized notion of "speaking from the grave," to incite blame and revenge. In this session, 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 supply 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 show their benefits. Participants will learn about living wills and durable powers of attorney for health care. We will also provide 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 these 401(k) tools. 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 more 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 keeping 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 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 improve your credit score.

### **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 affect 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. Cash flow and debt issues 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 predict 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 is 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.

### **IDENTITY THEFT PROTECTION AND SELF-HELP**

Identity theft has become an unpleasant fact 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, learn key points to investing and develop a plan to get you started.

### **LIVING OFF YOUR PAYCHECK**

This seminar supplies common sense, no-nonsense advice for making ends meet as well as reviewing 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 about 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 review how we look at and communicate our money values so we can effectively instruct 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 the best decisions 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 used 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 affects 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 used by countries around the world for centuries. Today, scientists understand why the attitudinal approach - positive versus negative energy, dramatically affects 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, 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 about 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 processed food, which 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 supply the right information to 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 various 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 gives 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 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 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 decide what kinds of exercise are best 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 affect our ability to be productive and live well. We will cover how harnessing our thoughts can be a powerful way to put us on a path toward overcoming our fears and anxieties. We will also cover a variety of coping strategies that can help us to move forward.

### **FILLING THE NUTRITIONAL GAPS**

In this program, participants will explore snacking, its benefits, and its impact on blood sugar. We 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 the gaps. 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 affect 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, and explores why we're disorganized. This session also examines the benefits of organization and how to start. It addresses organization issues in both our homes and at work, discusses storage issues, helps you decide 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 learn how to prepare things ahead of time, figure out 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 manage 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 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 two years and 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 a 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.

#### **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, affects 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 rarer 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 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 and may 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.

## **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.

## **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.

## **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!

## **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 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.

## **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 - 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.

### **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.

### **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 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, 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 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. 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 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 goal 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.

## 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 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 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 an unpleasant fact. 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 can make 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 must 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 manage 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.

### **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 a chance 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.

## 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.

## 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 your team members' knowledge, skills, and abilities to come together to 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 applies 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 objectives 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 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.

### **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 find 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 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 flood gates 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 to 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.

### **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 must 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 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 it 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.



### **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.

### **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 must 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 most 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**

We often 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 must take time to unplug and recharge so that we can be the best version of ourselves.

## **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 parental leave, and upon the employee's 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**

Managing teleworkers provides the opportunity to empower each employee to be their best through flexible and innovative systems, however, there could be challenges. Together, we will discuss the traditional reservations managers have with work from home employees, the realities of today's workplace, and the characteristics of good telemanagers and teleworkers to unlock the potential benefits to your organization's productivity and culture.

## **MANAGING TRAUMA IN THE WORKPLACE**

This training is about the signs and symptoms of traumatic experiences and post-traumatic 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 ASSOCIATES**

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 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).

## **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 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.

## **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.

## **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 storytelling 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

This is a 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.

## SUICIDE AWARENESS AND PREVENTION FOR MANAGERS

During this 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.

### **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 do 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 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 the trust of 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

Learn 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 BENEFIT

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.

## 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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