



Work and Life Management Seminars - 2006

- 1) Are You Emotionally Prepared for Retirement?**
Individuals spend a great deal of time and effort planning for their financial concerns associated with retirement. Have you considered the emotional impact this major life adjustment will have on employees and their families? This seminar is geared to employees 50 years and older and reviews the eight phases of retirement that begin long before you actually stop working. It can be offered to employees and their spouses as they contemplate this major step in life.
- 2) Respect in the Workplace**
This workshop defines respect and disrespect. It illustrates respectful work behaviors including communication and active listening. There is a self-test on the level of respect in the employee's current work environment.

This test will help raise awareness for employees and managers alike concerning this critical business issue.
- 3) Time Management**
This seminar looks at the two factors that drive our choice of how we use our time. Urgency and Importance. It helps participants figure out their personal time management style and offers tips and tools to support their style.
- 4) Effective Communication at Work**
Review of the different types of communication used in the workplace and suggestions on how to be effective in each form. It includes: face-to-face communication; meetings; written; electronic (email); and telephone (voicemail). It will cover the benefits and challenges for each type and offer practical do's and don'ts to communicating at work.
- 5) Healthy Living Tips**
This workshop discusses the benefits of taking care of yourself. Such as eating smarter, exercise, sleep and maintaining balance in your life. It includes a 6 week facilitators guide for employees who wish to set up a support program in-house. These guides offer action steps for employees to stay the course in making healthy changes in their lifestyles.
- 6) Boundaries in the Workplace**
This seminar discusses the definition and purposes for boundaries in the workplace. Participants will review the different personality types who have difficulties setting and maintaining personal boundaries (avoiders, dominators, self-sacrificers) and ways to communicate with them.

- 7) Stress Management**
We all experience stress to varying degrees, and have different responses to cope. This seminar is designed to enable participants to become aware of their own responses to stress, and develop the skills necessary to lessen the effects of stress on our physical, mental, and emotional health.
- 8) Interpersonal Communication Skills**
Communication is essential to every relationship. This seminar will help participants understand the barriers to effective communication, and learn ways to decrease these barriers. In addition, participants will learn skills that will increase effective communication both at home and at work.
- 9) Coping with Grief and Loss**
There are times in life when we all experience loss. The grief that accompanies this loss can be overwhelming. This seminar will help participants to understand the wide range of “normal” reactions to loss, identify ways of coping, and learn what resources are important to draw upon in times of healing.
- 10) Goal Setting for Life and Work**
This seminar will assist participants in learning specific and effective skills that will increase the likelihood of achieving personal or professional goals. Participants will learn the process of identifying and creating goals that are based on the things that are most important in their lives.
- 11) Dealing Effectively with Change**
This seminar will explore ways to effectively deal with change, whether it be on the job or in one’s personal life. Participants will explore ways to stay anchored during rapid changes and explore personal reactions to change, as well as learning to deal with “what we can’t control.”
- 12) Slowing Down to Enjoy the Holiday Season**
Holidays can be demanding on our time, energy and relationships. We may have high expectations or unrealistic hopes about how the holidays “should” be. This seminar will help participants understand where holiday stress originates, examine holiday lifestyle traps, and increase personal strategies for a healthier and happier holiday season.
- 13) Coping with Shift Work**
The unique demands of shift work effect employees personally and professionally by creating conflicts between balancing work and family, as well as impacting their productivity on the job. This workshop will focus on identifying resources to help create successful strategies to effectively respond to the demands of shift work.
- 14) The Signs and Symptoms of Depression**
Depression is the most common emotional problem in the United States, with over 19 million Americans each year reporting a depressive episode. This seminar provides participants with information about the signs and symptoms of depression, as well as some common treatments. Whether participants are

concerned about themselves or someone close to them, knowing what to do can assist them in coping at home or at work.

15) Smoking Cessation

This seminar helps participants take the first step towards quitting smoking—getting motivated to quit. Each participant will get in touch with what is their personal motivator for quitting is and will also get in touch with what their personal triggers are. Techniques will be given on how to cope with nicotine withdrawal and what to do if there is a relapse. Instructions will also be given on how to use the Horizon Employee Assistance Program Benefit for additional support. The course includes a 6 week program available to companies to facilitate and in-house support group for their employees.

16) Dealing with Road Rage

People perceive that society as a whole is becoming more violent, and our behavior behind the wheel is no exceptions. For the fourth year in a row, the death toll on America's highways climbed, thanks to road rage. Only cigarette smoking and heart disease kill more people than automobile accidents in America. In this seminar, the behaviors that characterize aggressive driving will be outlined and techniques will be given on what to do and what not to do when coming in contact with an aggressive driver. Safe driving skills will also be taught to increase driver protection.

17) Taking Sleep Seriously

According to experts, if you want to be full alert, in a good mood, mentally sharp, creative and energetic all day long, you need at least 8 hours of sleep a night. But the average American gets significantly less sleep. This seminar will describe the stages of sleep, define different types of insomnia, and offer many techniques for falling asleep naturally.

18) Talking to Your Kids About Drugs and Alcohol

Young people who use alcohol at an early age are more likely to use alcohol heavily and to have alcohol-related problems; they are also more likely to abuse other drugs and to get into trouble with the law. 4.6 million teenagers have a drinking problem. 4% of high school seniors drink alcohol every day. Today the widespread use of alcohol and other drugs subjects our children, families and communities to pressures unheard of 30 or 40 years ago. Many parents need help to deal with this frightening threat to their children's health and well-being. This seminar will teach parents the signs and effects of the different categories of drugs, will give parents suggested activities to do with their children to help educate their child of the dangers of alcohol and drugs, and will tell parents how their Employee Assistance Program can help if someone in their family has a problem.

19) Dealing With Anger

All of us are prone to anger—we are not abnormal when we experience it. When we get mad, we can do or say something that we later regret. But anger can also be used to our advantage. It can energize our behavior, allow us to hang in and fight for a cause, and enable us to persevere during difficult situations. However, anger is not positive when it becomes unmanageable. There are constructive ways to handle anger. This seminar will address the different ways different people handle and express their anger. It will discuss the myths about anger, and it will offer some constructive ways of dealing with anger.

20) Dealing with Difficult People

Difficult people create problems for us. They make us feel angry, frustrated, and uncomfortable. Fortunately, the typical group contains less than 10% difficult people, but they create 50% of the problems in the group. This seminar will first explore our own defensive behaviors that might contribute to difficult situations. Then various types of difficult personality styles will be discussed along with why these individuals act the way they do. Finally, suggestions will be offered for dealing with each difficult type of individual as well as essential communication skills that will increase personal power.

21) Consistent Discipline

Employee discipline is a way of ensuring that employees are working at their maximum effectiveness. Work rules and procedures must be followed for productivity, quality, and safety. When job performance declines or company policy is violated, action must be taken to help the employee get back on track. This seminar will help supervisors and managers set and communicate expectations to their employees, identify a troubled employee, document job performance issues based on behaviors observed, provide feedback to the employee and establish consequences if the negative behavior continues. This seminar will also address how to refer an employee to the Employee Assistance Program, and ensure that steps have been taken to protect the employee, the company and the manager should termination be necessary.

22) Conducting Effective Meetings

Meetings are not new to the workplace. In fact, most organizations have plenty of them. Meetings are held to share information, plan, problem solve, train, and brain-storm. Unfortunately, most people in organizations do not enjoy meetings, many see them as a waste of time. One study said that upper managers spend 17 hours each week, on average, in meetings. In this workshop, typical meeting time wasters will be explored and remedies will be offered to make meetings more productive and time efficient.

23) Money Management

Frequently, people will ignore or run away from financial pressures because they can't find a solution. This can be extremely stressful. This seminar will begin by outlining a basic financial plan for various age groups including savings and investments. Then creative ways for getting out of debt will be explored as well as alleviating the stress that is associated with financial burden. Finally, tips will

be shared on how to save money on a daily basis that will make an impact on yearly savings.

24) Nutrition and Weight Management

Millions of people across the country are looking for a quick and easy way to lose excess weight—and many are turning to the latest fad diet for help. The American Heart Association urges people to adopt healthful eating habits on a permanent basis, instead of impatiently pursuing crash diets in hopes of shedding unwanted pounds in a few days. This seminar will begin by finding each individual's motivation for living a health lifestyle. Then, the techniques for planning daily meals based on recommended calorie levels will be discussed. Tips for increasing metabolism and maintaining new weight will be shared as well as suggestions to get back on track after a slip or a fall.

25) Sexual Harassment

Sexual harassment complaints are on the rise, and co-workers were named as alleged harassers in 72% of the complaints. The most common complaint from victims was offensive remarks, then offensive jokes or teasing, then unwelcome touching. It is important to become aware of the types of behavior that others consider offensive. This includes physical contact, comments, suggestions, abusive teasing, joking, and suggestive looks based on sex, race, religion, color, national origin, pregnancy, disability or age. The difficulty is in determining what is harassment and what is flirtation or just plain fun. What is required is sensitivity to others—the “victim” is not required to change his/her behavior—it is the co-workers who must re-evaluate their unprofessional behavior towards her/him.

This seminar will outline the federal laws prohibiting discrimination in the workplace, will define harassment and discrimination and give examples of the different types. Suggestions for responding to harassment and discrimination will be given as well as what to expect to do when a complaint has been received.

26) Drug Free Workplace

Drug abuse costs employers \$100 billion a year in decreased productivity and increased absenteeism, accidents, medical claims, and employee theft. Drug and alcohol abuse affects all aspects of American life; it threatens the workplace as well as the home, schools, and the community. When drug use interferes with an employee's efficient, safe performance of work responsibilities, and reduces the employee's dependability, it creates a problem for the whole organization. In this seminar, learn what the different categories of drugs are, be able to look for signs of alcohol or drug abuse if you suspect that someone you know has a problem, and learn where to turn if you or someone you know needs help.

27) Department of Transportation Drug/Alcohol Awareness: (2 hours)

The Omnibus Transportation Employee Testing Act of 1991 requires alcohol and drug testing of safety-sensitive employees in the aviation (FAA), commercial motor vehicle (FHWA), railroad (FRA), pipeline (RSPA), mass transit industries (FTA), and commercial marine employees (USCG). This seminar will review prohibited alcohol and drug conduct, testing procedures, and consequences that

are set for positive tests. It will also cover the alcohol and drug awareness training that is required by some modalities.

28) Violence in the Workplace

Incidents of workplace violence have dramatically increased and violence in the workplace is quickly becoming the number one concern in business and industry. The cost of workplace violence to American businesses is estimated to be \$5 billion a year. Contrary to popular belief, fatalities are not involved in most cases. The mere threat of violence can temporarily destroy the ability of the individual and the work unit to function normally. This seminar will address the possible causes and effects of violence in the workplace, will give warning flags on how to recognize potentially violent individuals, will give proactive steps on preventing workplace violence, and will tell how to respond to pending or actual violence.

29) Beat the Financial Squeeze—Caring for Both Children and Parents

The advent of the “sandwich generation” has created a new set of opposing demands with which many in today’s workforce must contend—the demands of caring for both their children and their adult loved ones. This seminar is designed to help attendees identify the questions that need to be asked before caring for someone, identify eldercare choices and options, and advice on how to keep their financial goals on track.

30) Evaluating Your Financial Health

The first step toward determining what you need to do to achieve your financial goal involves evaluating your current financial situation. This seminar teaches attendees how to determine their net worth’s, easy budget techniques, and the consequences of delaying investment opportunities.

31) Family Law Legal Issues

Families face a variety of legal challenges. This seminar is designed to provide attendees what they will need to address some of the most common legal issues. Some of the issues that are addressed include child support, divorce, legal separation, and how divorce affects retirement accounts.