

## Training & Staff Development Programs

WellSpan Employee Assistance Program is committed to developing and delivering quality educational programs that specifically meet your organizational needs. Our educational philosophy steers away from a lecture format and focuses on engaging the participants while delivering an interactive presentation and message. The objective is to better the lifestyle of the participant and improve performance within the workplace. Our most popular programs are listed below.

### LIVE IN WELLNESS

Stress Management  
Achieving a Healthy Balance  
Diet and Nutrition  
Smoking Cessation  
Resiliency/Bouncing Back  
Balancing Family & Work  
The Dimensions of Health

### STAY CONNECTED

Respect  
Leadership Development  
Team Building  
Diversity  
Communication  
Conflict Resolution  
Dealing with Difficult People

### CREATE AWARENESS

Substance Abuse & Addiction  
Sexual Harassment  
Workplace Violence  
Time Management  
Depression & Suicide  
Ethics & Values  
Managing Change

### Other programs include but are not limited to:

Priorities and Goal Setting, Personal Accountability, Dealing with Life Challenges, Assertiveness, Weight Management, Spirituality, Empowerment, Coaching and Motivation, Developing Healthy Relationships, Adolescence, Elder Care, Grief and Loss, Mental Health, Child / Elder Abuse, Domestic Violence, Generational Differences, Procrastination, Self Esteem, Retirement Planning / Life Transition and more. All programs can be customized to target both leadership and general employee populations.

**\*For descriptions of our most requested programs, please see the reverse side of this page.\***

### How can these programs benefit you and your employees?

Call us at 1-866-227-6527 or contact your EAP representative to learn more.



## **Our most requested programs:**

### **LIVE IN WELLNESS**

**Stress Management** – Identify causes and effects of stress; create awareness of mind/body responses; develop a variety of skills to manage and effectively reduce stress.

**Achieving a Healthy Balance: Nutrition, Activity and Sleep** – Understand the impact that nutrition, activity and sleep have in maintaining a healthy lifestyle; learn how to include each of these aspects in everyday life.

**Diet and Nutrition** – Learn the basics of a healthy diet; why it is important to eat right and how easy it can be.

**Smoking Cessation** – Identify different strategies to quit smoking; understand the benefits of becoming smoke-free and learn how to gain support from others during the battle to become a non-smoker.

**Resiliency / Bouncing Back** – Build your resiliency in order to prevent burnout and emotional “derailment” following exposure to traumatic situations at work or at home.

**Balancing Family & Work** – Learn how to effectively balance work time, family time and “you” time; identify positive aspects within each of your many roles and within yourself.

**The Web of Health** – Understand how the five dimensions of health: physical health, emotional health, social health, spiritual health and intellectual health, contribute to the overall health and wellbeing of each individual.

### **STAY CONNECTED**

**Respect** – Understand how to respect yourself and others; recognize barriers to respect and ways to increase respect within the workplace.

**Leadership Development** – Learn how to be an effective leader, bring out the best in others, give and receive constructive feedback and move from conflict to collaboration.

**Team Building** – Examine individual actions and behaviors to enhance team collaboration and performance.

**Diversity**- Understand and respect the differences that exist among members of the work group; capitalize on the unique strengths that individuals bring to the organization.

**Communication**- Increase effective communication skills; reduce errors and negative feelings that develop due to miscommunication.

**Conflict Resolution** – Addresses effective communication to avoid conflict and resolve personal differences; focus on interpersonal relationships.

**Dealing with Difficult People** – Change yourself, rather than others, in order to deal with difficult people and reach the desired outcome for all parties.

### **CREATE AWARENESS**

**Substance Abuse & Addiction for Employees** – Define the impact of drug and alcohol use; review policies, responsibilities and available resources for assistance.

**Substance Abuse & Addiction for Leadership** – Identify and document performance problems; learn how to intervene with employees who may have a substance abuse issue; understand additional responsibilities and follow-up plans.

**Sexual Harassment** – Explain the law, the organization’s policy and the employee’s responsibility; clarify appropriate and inappropriate behaviors at work.

**Workplace Violence** – Understand the definition of workplace violence; identify risk factors in individuals and the organization; focus on prevention and intervention tools to alleviate violence.

**Time Management** – Manage controllable time and minimize the amount of uncontrollable time; learn how to decrease/eliminate time wasters; understand what to do when you are feeling overwhelmed.

**Depression & Suicide**- Understand depression and learn how to identify and cope with depression and suicide. This class can target those that are depressed and those that may be dealing with others that are depressed or have committed suicide.

**Ethics & Values** – Learn how to develop, implement and support personal values as well as workplace ethics and values.

**Managing Change** – Increase awareness of the impact and need for change; improve your ability to cope with and adapt to change