

## 2018 Personal Development/Work-Life Topics

ComPsych® workshops provide valuable learning for employees and increase visibility and utilization of the GuidanceResources benefit. Topics are designed and written by our internal staff of psychologists and adult learning experts. These 45-60 minute programs are informative and engaging.

A minimum of 30 days is requested for scheduling sessions to ensure the training date is available and to secure the most qualified facilitator for the selected topic. A minimum of eight participants and a maximum of 35 participants are recommended.

### GuidanceResources Program Orientation

Employee and supervisory orientations are an integral part of the ComPsych program. Based upon customer needs, employee locations, population concentration, along with HR policies, ComPsych will help facilitate a smooth schedule for program roll-out or to reintroduce the services. The purpose of these orientations is to introduce the services, stress the professional and confidential nature of the benefit, and relate the methods of accessing help.

### Personal Development/Work-Life Workshops

#### Communication Skills

- Becoming a Better Listener
- Bringing Out the Best in Others
- Civility in the Workplace
- Effective Communication
- Friendly Persuasion: How to Get the Things You Want & Need
- Giving Effective Feedback in Personal or Work Situations\*
- How to Deal With a Difficult Person
- Initiating Difficult Conversations
- Learning to Say "No"
- Practicing Assertiveness\*
- The Power of Voice: Speech Techniques to Help You Be Heard (webinar only)
- Using Reason to Resolve Conflict

#### Parenting

- Building Strong Relationships With Your Adult Children
- Building Your Child's Self-Esteem
- Communicating the Tough Stuff to Your Child: Drugs, Alcohol, Sex and Peer Pressure
- Discipline That Works
- The Emotionally Healthy Teen: Dealing With Issues of Substance Abuse, Depression, Suicide and Eating Disorders
- Encouraging Kids to Be Active
- Engaging in Creative Play With Children\*
- Establishing Bedtime Routines That Work
- Extracurricular Activities: How Much Is Too Much
- Getting Through the Stages of Pregnancy
- Helping Children Cope With Grief

- Helping Children Develop Strong Ethics and Values
- Helping Your Child Set Goals for the Future
- Kids and the Internet: Becoming a Cyber-Savvy Parent (Webinar Only)
- Kids and Meals: It Doesn't Have to Be a Battleground
- No Such Thing as Perfect Parent
- The Parent as Role Model
- Parenting a Child With Special Needs
- Parenting Toddlers
- Parenting Your College Age "Kids"
- School's Out: Getting Everyone Through the Summer
- Sibling Rivalry
- Standing Tall: Handling Bullies at School
- Talking to Your Child About Tough Issues Affecting the Family\*
- The Successful Single Parent
- Teaching Your Kids How to Manage Money
- Teenage Rebellion

#### Older Adult Care

- Caring From a Distance
- Helping Your Senior Loved One Be Independent and Safe (webinar only)
- The Sandwich Generation: Balancing Your Personal Life With the Needs of Your Older Parents or Loved Ones
- Supporting Others Through End of Life
- Talking About the Tough Subjects With Your Parent or Older Loved One
- Understanding How Your Emotions Impact Interactions With Older Loved Ones\*
- When Someone You Love Has Alzheimer's

#### Personal Development

- The Art of Patience
- Awakening the Passion in Your Life
- Being Accountable in Work and Life
- Being Part of a Multigenerational Team
- Becoming a Team Player
- Building Trust
- The Confident You: Taking Charge of Your Life
- Cutting Through the Clutter
- Developing Creativity
- Emotional Intelligence
- Forgiving Yourself and Others
- Gratitude: A Skill for Happier Living
- How to Be More Engaged at Work
- How to Make a Habit of Success
- Improving Your Memory
- Know Before You Go: How to Prepare for a Visit to the Doctor (webinar only)
- Laughter, Humor and Play to Reduce Stress and Solve Problems
- Living Simply: Simplify Your Life
- Loving...You: Boosting Self-esteem and Acceptance
- Managing Anger at Home and at Work
- Managing Your Emotions in the Workplace
- Mindfulness: Being Present in Your Work and Life
- Moving From School to Career
- Navigating Life's Big Decisions
- Mental Fitness for Optimal Brain Power
- Overcoming Procrastination
- Overcoming Shyness
- Overcoming Your Distorted Negative Thinking\*

\*New for 2018

- The Road Warrior's Survival Guide: Health and Safety Issues for Business Travelers (webinar only)
- Sailing On: A Guide to Transitioning Into Retirement
- Secrets to Self-Motivation\*
- Strengthening Your Ability to Empathize\*
- Time Management Principles
- Time Management Tools: To-Do Lists, Calendars, Etc.
- Using Kindness to Achieve Personal Success and Happiness
- Where Are You Going? Goal Setting for Personal and Professional Success
- Working Through Mistakes

### Resilience

- Coping With a Traumatic Event
- How to Receive Criticism and Make it Work for You
- Living With Change
- Moving Through Grief and Loss
- Preparing for Financial Emergencies
- Reinventing Yourself\*
- Resiliency: Bouncing Back After a Setback
- Stress: A Way of Life or a Fact of Life
- The Impact of Attitude on Work and Life
- Where Are You Going? Goal Setting for Personal and Professional Success

### Legal And Financial

- 10 Strategies for Improving Your Finances
- After the Holidays: Managing That Debt
- Are You Financially on Track for Retirement?
- Basics of Estate Planning

- Distribution Options for Retirement Plans
- The Finances of Purchasing Your Own Home
- Financial Planning for Life
- The Five Pillars of Personal Finance
- Getting the Best Value out of Your Health Benefits (webinar only)
- The Impact of Foreclosure
- The Importance of Participating in Your Employer's Retirement Plan
- Managing Personal Finances
- New Realities in Home Ownership
- Options for Financing College
- Paying Off Debt While Building Wealth
- The Psychology Behind Saving Money and Other Good Financial Habits
- Understanding the Importance of Credit in Today's Economy

### Behavioral Health and Wellness

- Balancing Work and Life
- Connecting Mind and Body for Healthy Living
- Coping During Uncertain Times
- Coping With Compassion Stress
- Counseling and Therapy, Demystified\*
- Developing Will Power and Self Control to Change Behavior
- Drinking Responsibly\*
- Eating Healthy on a Budget
- Emotional Eating: The Connection Between Mood and Food
- From Smoker to Smoke Free (Webinar Only)
- Get Moving, An Introduction to Exercise (webinar only)
- Happiness: A Key to Life's Satisfaction
- Healthy Food Choices on the Go

- Healthy Lifestyles: Changing the Way You Think About Diet and Exercise
- Hobbies for Mental and Physical Health
- How Working Night Shifts Impacts Mind and Body
- Learning to Relax
- Letting Go of the Things That Hold You Back
- Managing Holiday Stress
- Mental Health Awareness
- Running on E: Adding Energy and Passion to Your Work and Life
- Sleep: An Essential Component of Health and Well-Being
- Staying Young Through the Years
- Suicide Awareness
- Understanding Depression

### Family and Relationships

- Communicating Without Conflict With Your Significant Other
- Communication Skills for Families
- Enjoying Your Empty Nest
- Helping a Loved One Through Difficult Times
- The Impact of Substance Abuse on the Family
- Life After Divorce: Landing on Your Feet
- Making the Most of Family Occasions
- Planning a Family Vacation
- Rewards and Challenges of the Blended Family
- Single Again After All These Years
- Staying Connected: Keeping the Spark Alive in Your Relationship
- Transitioning Home: Relationships (for Veterans) (webinar only)
- When Mom and Dad Move in With You

## Guidelines and Policies

- All sessions are designed to be 45-60 minutes in length.
- Face-to-face sessions are designed for a minimum of 8 participants and a maximum of 35 participants. Webinar sessions can accommodate up to 1,000.
- Same-day training sessions must run consecutively, unless otherwise mutually agreed.
- Sessions are available from 7 a.m. to 7 p.m., Monday through Friday.