Learn & Grow

Training Catalog 2024

Resources *for* **Living**®

Table of contents

Orientations

Orientation (employee)

RFL 1103

Come hear what RFL is all about and what it offers you. In today's times we find ourselves having to do more with less and time is in short supply. Let us help you juggle those work and life demands. Our services are confidential. You'll learn about:

- What is RFL?
- Ways we can help
- Web-based services

Orientation (supervisor)

RFL 1105

This training for supervisors discusses the RFL benefits. It details who is eligible, how the process works, confidentiality, what types of problems are often addressed and how to access benefits. It also provides information for supervisors on how to identify a troubled employee and walks them through the process of referring an employee to RFL. This training will offer:

- Guidance on how to focus on managing an employee's performance issues instead of their personal issues
- Information about management consultations
- Facts to help support staff after traumatic workplace events
- Ways RFL can help employees

Adult care

Caring for aging loved ones
AAC4005

More and more of us find ourselves caring for our parents or elderly loved ones. Join us to learn some of the basics. Learn how to assess your loved one's needs. Hear about how to make choices with your loved one. Get tips on when and how to discuss your loved one's needs as independence skills decline. We'll help you:

- Evaluate your loved one's needs
- Find resources for care in the home and community
- Communicate with other family members
- Evaluate your own level of responsibility
- Involve your loved one in decision making
- Learn tips for long-distance caregiving

Planning ahead for retirement

AAC4006

This training will help you list out things to consider for your retirement. We'll walk you through questions to personalize your retirement decisions and give you some assessment tools. Participants will:

- Explore attitudes and beliefs about retirement
- Discuss components of a "psychological portfolio"
- Review self-assessment tools
- Learn about resources for "whole person" retirement planning

The sandwich generation

AAC4003

Feeling pulled at both ends? Caring for your children and your aging parents at the same time? Tired? Stressed? This training explores the challenges and complexities of multigenerational living, including:

- Understanding developmental tasks of middle age
- Taking care of yourself
- Rules for multigenerational living
- Launching children into adulthood

Thriving in your empty nest (NEW 2024)

AAC4002

The empty nest is a natural "season of life" but it can bring real challenges and uneasiness on how to move forward. Join us for this training to discuss:

- The definition of "empty nest"
- Why separation can be complex and painful
- How to prepare for dealing with an empty nest
- Strategies on how to thrive when your children have left home

Childcare and parenting

Helping parents get their kids back to school safely
ACC1006

Getting your children back to school is an exciting time of year but safety remains a top priority. With continued news about peer pressure, violence, health related issues, bullying, academic pressures and mental health concerns, a parent has to wonder "How do I keep my child safe?". Join us for this training and we will review:
- The primary concerns related to returning to school
- Ways to help parents address their return to school worries and anxieties
- Steps to help kids feel safe going to school

Helping your child cope with a crisis
ACC1010

After a tragedy or crisis, you may feel helpless. If you're a parent, you have the added task of supporting your child. But how do you explain a crisis to a child? How do you know what your child needs? This training seeks to answer these questions. It will provide you with concrete tips for:
- Talking to your child about a tragedy
- Meeting your child's needs, based on age
- Understanding your child's reaction
- Helping your child cope

Kids and sports-How parents can be good fans and role models (NEW 2024)

ACC1015

Sports are a great outlet for children to learn, play and build key skills for life. How can you positively contribute to your child's experience in sports? In this training, we will:
- Discuss the social, emotional and physical benefits of sports and how it impacts your child
- Review the role adults play and the scope of influence
- Learn what being a good fan and role model means and how to develop a game plan for success

Parenting and relationships

ACC1016

Having children can place a strain on your relationship with your partner. But having a good relationship with your co-parent helps children grow to be healthy adults. Learn more about what it means to have a good relationship with your partner and co-parent in this training. We'll:
- Review the qualities of a strong relationship
- Discuss how your relationship impacts your child
- Examine common struggles for parents
- Provide tips to overcome hurdles

Powerful parenting (NEW 2024)

ACC1002

No one ever said parenting was easy. Each child's needs are unique just like your parenting style. Sometimes it's difficult to know where to begin. In this training, we will:
- Discuss the different types of parenting styles
- Review problematic behaviors and the ten principles of powerful parenting
- Identify strategies to manage your emotions in the moment

Single parenting-Strategies and resources

ACC1012

Being a parent is difficult under any circumstances. If you're doing it alone, it's even harder. Single-parent families are more common than ever. This training will discuss how to manage the special challenges that come with raising a child on your own. We'll review:
- Common single-parent challenges
- Tips for single parents
- Stress reduction and self-care techniques

Supporting school-age children

ACC1005

Teachers, classmates, friends... when do you step in and when do you let your child negotiate these relationships? Learn ways to support your child through elementary school and intermediate school years. Participants will get a chance to:
- Review basic parenting assumptions
- Learn about Erikson's developmental stages
- Explore survival skills
- Get tips on parent-teacher conferences
- Find out how to recognize when it's time to get help

Teen sense-Healthy body, healthy mind (NEW 2024)

ACC1004

Parents desire for their children to do well in life and they strive to contribute to their development in a positive way. Sometimes it can be an uphill battle when there is resistance in the relationship between the parent and teenager. In this training, we will:

- Discuss how to help your teen in areas of social interaction, confidence, and self-esteem
- Learn about healthy eating strategies
- Explore the impacts of daily stress

Working parents-Achieving balance

ACC1013

Career, family, and children – can you really have it all? It's hard to juggle work and family. Sometimes, you might feel pulled in different directions. The term "balance" might even cause you stress! This training will review:

- Time management skills
- Tips for saying "no"
- Setting realistic expectations
- Skills for self-care

Daily life

Compassion fatigue

ADL6008

Taking care of others is a noble calling. But caring for others might take its toll on your well-being. When you understand compassion fatigue, you can do something about it. This training will:

- Define compassion fatigue
- Let you find out where you stand
- Help you identify self-care strategies

Domestic violence

ADL6001

What is domestic violence and who's affected by it? What do you do if the victim decides to stay — or leave? Learn more about this issue and who it affects by attending this training. Participants will learn about:

- What constitutes domestic violence
- The cycle of violence
- Tips for staying safe
- Ways to help others

Healthy relationships

ADL6014

Friendships, family, romantic partners and colleagues – they're all important people in our lives. But not all relationships are healthy for us. Some people make us feel bad about ourselves or keep us from achieving our goals. So how do you choose healthy relationships? Attend this training to learn more. We'll review:

- What goes into a healthy relationship
- How to decide if your relationships are good for you
- Tips for dealing with conflict

LGBTQ+ awareness (90 min)

ADL6012

Diverse workplaces are productive workplaces. And diversity is about more than race and religious differences. This training will increase participants' knowledge of what it means to be LGBTQ+ and what it means to be an ally. It will:

- Explore diversity, gender, and sexual orientation
- Define LGBTQ+ terms and review statistics
- Discuss the importance of inclusion for LGBTQ+ employees
- Provide tools to support a positive workplace

Managing in times of personal crisis

ADL6002

Because a crisis is unexpected, people tend to experience a period of feeling lost and confused. This seminar will help you understand and manage this process. We'll walk through:

- The definition of a crisis
- The physiological, cognitive, and psychological responses to a crisis
- How to cope with a crisis in healthy ways and find support

Mindfulness

ADL6019

You've probably heard the clichés – "Stop and smell the roses" or "Be in the moment." But it's easier said than done. Practicing the skill of mindfulness can help you reduce stress, feel better and improve your life. Participants will:

- Learn about the benefits of mindfulness
- Understand the science behind mindfulness
- Find tips to choose a mindfulness program
- Discover how to use mindfulness in day-to-day life

Money and relationships

ADL6011

On their own, money and relationships are complicated. Put the two together and things can get messy quickly. This training focuses on helping you communicate with your partner about money so it can be a strong area in your relationship. Goals of this training include:

- Recognizing differences in how participants and their partners handle money
- Understanding how finances can impact relationships
- Learning tools to help improve financial relationships

Opioid awareness

ADL6004

You've probably heard about the tragic deaths of celebrities from opioid overdoses. But did you know that opioid misuse and addiction is a growing problem for everyday people? This training will provide participants with a basic understanding of:

- Opioids and what they do
- Opioid addiction
- Guidelines for opioid use

Organize your life

ADL6016

Are you always losing things? Do you know where you've put important papers? Organization doesn't come naturally to everyone. But having your things in order can help save you time and energy. Attend this training to learn about:

- Things that get in the way of order
- Steps to get organized
- Tips to order your work and home life

Post-traumatic stress disorder awareness

ADL6023

You may have heard of post-traumatic stress disorder (PTSD). But how much do you know about this anxiety disorder that happens to some people after a distressing event? From first responders to victims of crime, PTSD may affect more people than you think. This training lets participants:

- Discuss typical responses to trauma
- Review PTSD symptoms, causes and treatments
- Discover ways to reduce your risk of developing PTSD
- Learn how to support someone with PTSD

Simplify your life

ADL6020

Between smartphones, constant information, home demands, work demands and lengthy to-do lists, it's easy to get overwhelmed with life. We're always plugged in. It's no wonder so many people feel stressed. By simplifying your life, you remove distractions so you can focus on what matters. This training will discuss:

- How to recognize that modern life is causing you stress
- Why keeping things simple can help you focus on what you love
- Ways to prioritize what really matters to you
- Tips to simplify your life

The importance of connection-Addressing loneliness and isolation (NEW 2024)

ADL6018

Humans are wired for social connection, but we have become more isolated over time. Social connection is essential to our overall health and well-being. Join us for this training where we will:

- Define loneliness, isolation and connection
- Discuss how connection helps our physical and mental health
- Review ways to increase interaction and connection with others

Unplug to recharge

ADL6021

Most of us use electronics and social media. And while it's hard to deny the advantages of technology, many have an unhealthy attachment to it. Feeling like you're caught up in the social media madness and need to recharge? This training will talk about:

- Symptoms of technology burnout
- Physical and emotional effects of connection overload
- How to begin a digital "detox"
- The positives of unplugging to recharge our bodies and minds
- Steps to have a better balance

Health and wellness

Adopting a healthy lifestyle

AHW8013C

What does it mean to be healthy? In this training, we'll review behaviors and beliefs that make up a healthy life, including:

- An overview of a healthy lifestyle
- The basics of healthy eating
- The role of exercise
- The power of sleep
- How setting and reaching goals empowers us to live well

All work and no play - Avoiding burnout

AHW8009

Being burned out means feeling empty, unmotivated, and mentally exhausted. At this point, it's hard to see any hope of positive change. Join us to learn about burnout and how to bring more normalcy back into your life. In this training, we will:

- Define burnout and learn how it differs from stress
- Identify the causes of burnout and eventual outcomes
- Explore tips for avoiding and recovering from burnout

Brain health

AHW8022

Do you have trouble remembering where you put your keys? Do you find yourself struggling to concentrate during meetings? New research shows how taking care of our brains can help us with age-related issues and improve day-to-day coping. This training will:
- Examine why brain health is important
- Provide tools to improve brain health
- Offer resources for future reference

Breathe your way to a better life

AHW8004

Stress is everywhere and not all of us have the time, money or energy for an extended vacation. In this training, we'll look at the little things we can do each day to reduce stress and breathe our way to a better life. We will review:
- How stress impacts your breathing
- Statistics on the stress and health connection
- Deep breathing and relaxation techniques to boost your health

Coping with anxiety

AHW8016

How do we tell the difference between normal feelings of stress and symptoms of anxiety? This training helps participants understand different types of anxiety and provides tools to notice signs in your own life or the life of someone close to you. This training will review:
- Anxiety disorders
- Anxiety symptoms
- How thoughts and actions contribute to anxiety
- Treatment and care of anxiety disorders

Coping with personal loss

AHW8002

Grief is caused by many types of losses — the loss of a loved one, a pet, a job, a lifestyle, a function. This training helps you understand the grief process and find healthy ways of coping. We'll review:
- What to expect after a loss
- Healthy coping skills
- Ways to help others who are grieving
- Resources

Coping with stress, anxiety, and trauma for first responders

AHW8028

A first responder's job comes with extraordinary demands. Without proper self-care these demands may lead to issues like acute stress and anxiety. This training will discuss:
- The unique stress dynamics in a first responder's job
- Stress, anxiety, and trauma symptoms
- Signs of emotional distress
- Tips for self-care

Creating good health through humor

AHW8017

They say that "Laughter is the best medicine". It certainly is a great way to boost your well-being, improve your health and enhance your mood. This training will explore:
- Definitions and humor statistics
- The physical and mental benefits of laughter
- Different theories and history of laughter
- Laughter therapies
- Tips to incorporate humor and laughter into daily life

Dealing with anger

AHW8012C

Anger is a powerful human emotion that has physical, psychological, and interpersonal consequences. This training explores these areas and provides tips to manage angry responses. We'll review:
- Anger's definition
- Responses to anger
- Ways to identify anger
- Healthy ways to cope with anger

Dealing with job burnout

AHW8005

Burnout is a unique form of job stress. And it can get in the way of a healthy, productive workplace. But it's easier to manage when you can see the signs. This training will provide basic information on how to recognize and cope with burnout. This training will provide:
- Definition of burnout
- Signs to recognize burnout
- Prevention tips
- Personal assessment questions to measure burnout
- Ways to cope with burnout

Depression in families

AHW8006

What is depression? Come learn the basics of what causes depression and how depression impacts a family. What can you do if a family member is depressed? This training will discuss:
- What is depression
- Symptoms of depression
- How depression impacts families
- Why families are important
- How to care for a depressed family member
- Ways to take care of yourself

Emotional eating

AHW8001

Sometimes it's hard to know whether you're truly hungry or if you're filling another need. This training helps you to learn the difference between the body's hunger and emotional hunger. You'll learn:
- The definition of emotional eating
- Factors that trigger emotional eating
- Ways to identify your triggers
- How to distinguish between physical and emotional hunger
- How to eat in response to hunger rather than emotions

Happiness

AHW8026

Most people want to be happy. But most people don't know they can make changes to get happier. New research shows you can train yourself to be happy. Participants will learn:
- Myths about happiness
- The science behind happiness
- Skills to get more joy in life

Harnessing your personal power (NEW 2024)

AHW8015

Mental health in the workplace is top of mind for everyone these days. While our understanding may change, it's worth starting with the basics. Join us for this training where we will:
- Explore your inspirations and strengths
- Help you find purpose in everyday tasks
- Learn about daily well-being strategies and how to keep moving forward

Increase wellbeing-One burst at a time (NEW 2024)

AHW8003

Life moves fast. Many of us struggle with adding healthy habits to our day or are too exhausted to even get started. Join us for this training where we will:
- Discuss what is a burst and explain its benefits
- Learn about how our thoughts contribute to success
- Explain steps for making an action plan and how to keep going

It's holiday time already?

AHW8007

The holidays are painted as cheerful and relaxing. So, why do we get so stressed? Let's look at what contributes to our stress and learn ways to reduce this level and truly enjoy those special occasions. Participants will:
- Learn to address the stress of the holidays
- Find ways to make the holidays more enjoyable
- Learn tips to manage holiday stress

New Year's resolutions - How to make them and how to keep them!

AHW8008

This training reviews why we make New Year's resolutions and the most common ones. Can you guess? We will unveil "resolution pitfalls" and offer a recipe for resolution success. We'll discuss:

- Why make New Year's resolutions
- Common resolutions
- Resolution pitfalls
- Resolution success tips

Nutrition basics

AHW8018

Do you want to have a healthier diet? This training can help. You will come away with an understanding of the nutritional needs we all have. You'll also receive information on:

- Ways to maintain healthy and balanced eating habits
- Developing an understanding of the different elements of nutrition
- The purpose of vitamins
- Healthy food choices

Suicide awareness

AHW8014C

This training is designed to enhance understanding of behaviors and emotions experienced by the suicidal person. It debunks common myths and provides suggestions on what to look for and how to intervene when someone is suicidal. Participants will:

- Learn about suicide risk factors
- Become aware of feelings and actions associated with suicide
- Review common myths about suicide
- Learn ways to help and intervene when there are concerns
- Find information to help them cope with grief after suicide
- Discover suicide prevention resources

Taking sleep seriously

AHW8019

How important is sleep? Without it you wouldn't survive. Sleep is an essential part of daily life. It helps us to stay focused, remember things and keeps us energized and able to face the tasks of the day. This training looks at:

- What is considered "normal" sleep
- Things that might indicate a sleeping disorder
- Lifestyle influences on sleep
- Ways to increase your chances of getting a good night's sleep
- Where to go for more information

Time for you-Don't be part of the no vacation nation

AHW8010

Did you know that more than half of Americans do not use up all of their paid vacation time? Family obligations, work responsibilities and other concerns get in the way but taking vacations can do wonders for one's physical & mental wellbeing, creativity, and resiliency. Join us for this training and we will:

- Review vacation-related statistics
- Discuss how vacations support physical and mental wellbeing
- Explore vacation obstacles
- Learn about how taking time off helps you to be your best self
- Review vacation activities for your mind and body

Tobacco cessation-How to manage after you've quit tobacco

AHW8020

You've decided to quit using tobacco. Now what? This training provides an understanding of what to expect after you've quit using tobacco and tips to help manage cravings. Learn:

- Information about what happens in your body after quitting
- Tips to make it through the first few days
- Ways to avoid weight gain
- Skills to manage stress and irritability

Tobacco cessation-Quitting tobacco (2 hours)

AHW8011

This training provides participants with an understanding of tobacco addiction. Participants will learn where they fall on the quitting readiness scale. And they'll have the chance to discuss different tobacco cessation techniques. Participants will:

- Learn the facts of tobacco use
- Understand what motivates them to consider quitting
- Identify how ready they are to make changes
- Learn how to customize a training that has the best chance of success
- Find out about helpful resources

Tobacco cessation-Thinking about quitting smoking?

AHW8021

The first step in quitting tobacco is making the decision to stop. But this often takes time and research for each person. This training provides information about quitting tobacco use. Attendees will learn the many benefits of quitting and will discover:

- Information about tobacco use
- Ways to measure their readiness to quit
- Cessation techniques and approaches
- Tips to finding the approach that works best for them

Understanding depression

AHW8025

Chances are, you've experienced or known someone with depression. But how much do you know about it? This training will:

- Increase your awareness of depression-related issues
- Discuss the stigma of mental illness
- Review protective factors for depression
- Offer tips on how to support someone with depression

Wellness for busy people

AHW8027

You juggle a lot – work, home, family and more. And you're still expected to make time for you! Sometimes it's just easier to go through the drive thru or skip your workout. But how does this impact your overall stress and wellbeing? You can't create more hours in the day, but you can fit health into your busy schedule. This training will discuss:

- Healthy choices and how they make you more productive
- Tips for eating well on the go
- Ways to squeeze in exercise
- Tricks to relax
- How to prioritize your health when everyone and everything else is a priority

Mental health awareness

Fighting the stigma of mental illness
AMHA14001

Mental illness is a widespread problem. But stigma prevents a lot of people from seeking help. This training will discuss what you can do to help fight the stigma of mental illness. We'll review:

- The definition of stigma
- Statistics of mental health issues
- Myths about mental health
- Ways you can stamp out stigma

Mental health and suicide awareness at work (2 hours)

AMHA14010

Mental health issues impact us all. Even if you've never had a mental illness, you've probably known someone who has. This training will help participants learn how to recognize and respond to mental health concerns in the workplace. This training will discuss:

- Mental health stigma
- Common misconceptions about mental health
- How to recognize that someone may have a mental health concern
- Ways to offer support
- How to recognize and respond to suicide concerns

This training includes up to three scenarios for discussion and/or role-playing. In addition to a scenario on suicide risk, requestors can choose two additional scenarios for their presentation from the following list*:

- Early signs of distress
- Postpartum depression/anxiety
- Anxiety
- Depression
- Panic attack
- Domestic violence

*Please detail which two scenarios you want in your training request form

Mental health awareness in the workplace

AMHA14002

You spend a lot of time at work with your colleagues. But what do you do when your co-worker seems to have a mental health issue? You don't have to be a trained therapist to make a difference. In this training, participants will learn:

- Mental health statistics in the workplace
- Tools to help someone with a mental health issue
- How to have hard conversations
- Ways to offer support

Mental Health First Aid® – 4 hour* (On-site only)
(max 30 attendees)

MMHA14004

Mental Health First Aid (MHFA) at Work General Awareness training is a unique opportunity that teaches you how to identify, understand and respond to signs and symptoms of mental health and substance use challenges you may encounter in the workplace. During this four-hour training, you'll learn:

- The purpose and role of Mental Health First Aid along with the impacts of mental health challenges and recovery on well-being of adults in the workplace
- How to recognize the signs and symptoms of mental health challenges and how they impact the workplace
- The five step Mental Health First Aid Action Plan (ALGEE)
- Appropriate methods of self-care

*Additional charges for this training apply. Please contact your Account Executive for more details. Rescheduling a training within 0-30 days from the delivery date will incur a charge that is 25% of the cost of the training. Please note that cancellation of this training, within 15-30 days of the delivery date, will incur a charge that is 50% of the cost of the training. Cancellation of this training, within 0-14 days from the scheduled delivery date, will incur a charge of 100% of the cost of the training. Please note that virtual trainings presented by RFL's vendor partner, The National Council for Mental Wellbeing, are hosted on the vendor's webinar platform.

Mental Health First Aid® – 4 hour virtual**
(min 15 attendees/max 25 attendees)

MMHA14008

Mental Health First Aid (MHFA) at Work General Awareness training is a unique opportunity that teaches you how to identify, understand and respond to signs and symptoms of mental health and substance use challenges you may encounter in the workplace. During this four-hour training, you'll learn:

- The purpose and role of Mental Health First Aid along with the impacts of mental health challenges and recovery on well-being of adults in the workplace
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Mental Health First Aid® – 6 hour*** (On-site only)
(max 30 attendees)

MMHA14005

Mental Health First Aid (MHFA) is an interactive, skills-based training program that teaches you and your team how to identify, understand and respond to signs and symptoms of mental health and substance use challenges. You'll build skills and confidence you need to reach out and provide initial support to a colleague who's struggling. During this training, you will learn:

- The purpose and role of Mental Health First Aid along with the impacts of mental health challenges and recovery on well-being of adults in the workplace
- The principles of safety and privacy in the workplace
- How to recognize the signs and symptoms of mental health challenges and evaluate the impact of early intervention
- How to apply the five steps of the Mental Health First Aid Action Plan (ALGEE) when a person shows early and critical signs of a mental health challenge.
- Appropriate methods of self-care for crisis and non-crisis situations

This training requires that attendees complete 2 hours of online self-paced work before attending the virtual component. Course materials for this pre-work will be sent electronically to attendees before the live virtual training.

***Additional charges for this training apply. Please contact your Account Executive for more details. Rescheduling a training within 0-30 days from the delivery date will incur a charge that is 25% of the cost of the training. Please note that cancellation of this training, within 15-30 days of the delivery date, will incur a charge that is 50% of the cost of the training. Cancellation of this training, within 0-14 days from the scheduled delivery date, will incur a charge of 100% of the cost of the training. Please note that virtual trainings presented by RFL's vendor partner, The National Council for Mental Wellbeing, are hosted on the vendor's webinar platform.

Mental Health First Aid® – 6 hour virtual†
(min/max 15 attendees)

MMHA14007

Mental Health First Aid (MHFA) is an interactive, skills-based training program that teaches you and your team how to identify, understand and respond to signs and symptoms of mental health and substance use challenges. You'll build skills and confidence you need to reach out and provide initial support to a colleague who's struggling. During this training, you will learn:

- The purpose and role of Mental Health First Aid along with the impacts of mental health challenges and recovery on well-being of adults in the workplace
- The principles of safety and privacy in the workplace
- How to recognize the signs and symptoms of mental health challenges and evaluate the impact of early intervention
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Supporting family members with mental health issues
AMHA14003

Do you have a family member with a mental health problem? What can you do to support them but also take care of yourself? This training is not designed to provide specific diagnostic information or help identify mental health issues. But it will give participants tools to cope with the strain of helping a loved one with mental illness. We'll discuss:

- The definition of mental illness
- The impact of mental illness on families
- Tips to support others
- Ways to cope with a mental health crisis
- Tools for self-care

Talk Saves Lives™*
(min 5 attendees/max 50 attendees virtual)
TSL14006

Many of us have been touched by suicide in some way, shape or form. It starts with understanding suicide and knowing the warning signs. The Talk Saves Lives™ training developed by the American Foundation for Suicide Prevention is here to help. Participants will gain an understanding of:

- The facts about suicide
- Those affected by suicide
- The research on prevention
- How to recognize and respond to suicide concerns

*This course is offered in conjunction with the AFSP. Availability is limited. Please contact your Account Executive for details on scheduling availability and lead time. Please note, due to the nature of the content customizations and recordings are not available for this training. Talk Saves Lives trainings are hosted on the RFL's virtual platform.

Talk Saves Lives™-An introduction to suicide prevention in the LGBTQ+ community** (90 min)
(min 5 attendees/max 50 attendees virtual)
TSL14011

We all have a role to play in preventing suicide, and those in the LGBTQ community may face additional challenges and barriers to help because of discriminatory factors. This program informs people of the best ways to provide caring and support to those who need it. In this module, Talk Saves Lives™: An Introduction to Suicide Prevention in the LGBTQ+ Community gives participants essential and lifesaving understanding of topics including:

- Suicide risk and its unique considerations in LGBTQ+ communities
- Recognizing suicide risk factors and warning signs for LGBTQ+ people
- Protective factors that can help lower the suicide rate
- The latest research related to LGBTQ+ suicide prevention
- How to seek and offer support for yourself or others
- Crisis resources and services for the LGBTQ+ community
- What communities can do to support LGBTQ+ people

**This course is offered in conjunction with the AFSP. Availability is limited. Please contact your Account Executive for details on scheduling availability and lead time. Please note, due to the nature of the content customizations and recordings are not available for this training. Talk Saves Lives trainings are hosted on the RFL's virtual platform.

Personal improvement

Assertiveness

API11001

Assertiveness doesn't come naturally to everyone. Many people avoid potential conflicts. But most of us aim to solve problems and get the best results. This presentation can help participants learn:
- The differences between assertiveness, aggressiveness, and passiveness
- Why assertiveness helps everyone
- Ways to become more assertive

Becoming a better you

API11018

Personal growth is important. It can lead to new and fun experiences. And it can open doors to success. But what do you do when you feel "stuck"? This training will review:
- Barriers to improvement
- How to commit to your goals
- Ways to become a better version of yourself

Change mastery

API11004

This training explores the impact of change and our response to it. Take a brief personal inventory to see how change may affect you in the next year. Do you tend to be proactive or reactive? Do your beliefs limit or empower you? Come and learn positive strategies to cope with change. Discover how you can handle change successfully. We'll review:

- The impact of change (personal inventory exercise)
- Personal strategies when facing change
- Phases of transition
- Proactive vs. reactive response to change
- Change hardiness (resilience)

Communication skills

API11002

Do you know your communication style? Do you know what goes into a successful message? This training will help you overcome barriers to effective communication and will provide tips to improve your communication skills. This training will review:

- Communication styles
- The communication process
- Guidelines for effective communication
- Barriers to effective communication
- Tips for successful communication

Creating a healthy work and home relationship

API11021

This training helps you consider the multiple roles you play in life. You'll explore how much time you spend on these roles and how this works for you. Do you wish you had more time for other pursuits? This training will help you:

- Identify the important priorities in your life
- Determine if your life gives you the balance you seek
- Learn strategies to create more balance and harmony in your life
- Create a plan for change

Don't wait until Monday - Get motivated now (NEW 2024)

API11023

Feeling stuck? Not knowing where or how to begin? It happens to all of us. We just need some strategies to get moving. Join us for this training to:

- Understand motivation and procrastination
- Learn different types of motivation
- Get tips for getting started
- Make changes, create new habits and stay motivated

Emotional intelligence

API11017

People with high emotional intelligence tend to have stronger relationships and bounce back more easily after negative life events. This training provides participants with some tools to improve their emotional intelligence. Attendees will have a chance to:

- Define emotional intelligence
- Understand their feelings and the feelings of others
- Develop tools to cope with feelings

Goal setting for life and work

API11006

Do you want to achieve more in all areas of your life? You can improve your performance, enhance motivation and increase your self-confidence by setting and achieving your goals. This training will increase your pride and satisfaction by:

- Teaching you effective goal setting skills
- Helping you to recognize barriers to goal achievement
- Having you establish appropriate and realistic goals in the context of your life roles

Impact of gratitude

API11009

What are you thankful for? According to current research, gratitude is strongly associated with happiness. You feel good about something and in turn your appreciation makes someone else feel good as well. So, how do we bring more gratitude into our life? In this training, you will learn about:

- The definition, impacts and importance of gratitude
- How gratitude affects the body and mind
- How to express gratitude in your life and into the lives of others
- Incorporating gratitude exercises in your life

Improving your memory*

API11020

Do you forget dates and names? Do you wish you could remember more? Simple memory problems can be common for everyone. Join this training to find out:

- How your memory works
- Why we tend to forget things
- Ways to improve your memory

*The material in this training is not intended for those diagnosed with cognitive loss or impairment.

Learning to embrace failure

API11019

Let's face it – failing often feels bad. It can bring up all kinds of insecurities. But avoiding failure may lead to a lack of growth. Failing can be good for you – personally and professionally. This training will discuss:

- Why people are afraid of failure
- How failure can help you
- Ways to embrace failure and gain more success

Managing emotions under pressure

API11003

Self-regulation is a valuable tool that can help us manage our stress and other feelings. This training will provide information on the concept of self-regulation while introducing the physical and emotional effects of being under pressure. Participants will learn tools to:

- Understand the definition for self-regulation
- Understand effects of being pressured
- Learn to communicate effectively when under pressure
- Implement a plan to relieve pressure

Managing our emotions during times of uncertainty

API11014

Now, more than ever, many of us are feeling surrounded by a sense of uncertainty. Whether it concerns global issues, the economy, finances, health or relationships, much of what lies ahead in life remains uncertain. While these items are outside of our control, our mindset is key to coping with difficult circumstances and being able to confidently face the unknown. Join us for this training where we will:

- Discuss types of responses during difficult situations
- Understand the impact of stress and uncertainty on our emotions
- Identify and develop coping strategies for managing emotions and emotional regulation
- Discuss tips on creating a plan
- Find life balance

Managing the difficult interaction (90 min)

API11008

This training discusses ways to manage a difficult interaction whether at your workplace or at home. We'll discuss:

- How perception influences our behavior
- Options for handling a difficult encounter
- Skill-building techniques

No excuses! Getting beyond the ifs and buts in life

API11010

Making excuses is a natural human response. While some excuses might appear harmless, the truth is that every excuse takes you away from reaching your full potential. How can you stop making excuses and live your best life? In this training, we will:

- Explore the most common types of excuses and why we use them
- Understand the cycle of excuse making
- Learn about the impact to our lives
- Discover tips on how to break the excuse habit

Perils of procrastination and perfectionism (NEW 2024)

API11024

Is there a project you know you should start but can't just seem to get started? Perhaps you heard the expression "Do it right or don't do it at all". This back and forth can create increased anxiety and stress which further complicates the problem. This training will:
- Explore the definitions and root causes of procrastination and perfectionism
- Discuss myths and truths behind this dynamic
- Review tips to tame procrastination and perfectionism

Resilience

API11013

Have you ever noticed how some people seem to bounce back from negative life events? What enables them to adapt so well? Resilience is the quality that helps people get back up after life knocks them down. This training will discuss:
- The factors of resilience
- Qualities of resilient people
- Skills to build resilience

Self-care - The importance of saying "no"

API11022

Why do we feel pressured into saying yes? This can come from friends, family, co-workers and even strangers. In this training, we will explore why we say yes or no and the impact that can have on our lives. This training will discuss:
- The reasons we say "yes"
- The importance of saying "no"
- Tips on saying "no" in different areas of your life
- How to set healthy boundaries as a form of self-care

Stress management

API11011

This one-hour introduction to stress management is for those interested in learning more about managing stress in daily life. The presentation includes a brief stress reliever exercise. Areas discussed include:
- Defining stress and the stress response
- Improving the ability to recognize and identify personal stress symptoms
- Understanding how thoughts and actions contribute to the stress response
- Managing stress more effectively through improved evaluation and self-care

Stress management and achieving balance at work and home (2 hours)

API11012

This training is divided into two parts. Part one focuses on stress and distress. The focus is on recognizing and reducing life stress. Part two focuses on life balance. Handouts will be used to help attendees consider where their time and energy is focused. Suggestions will be given on how to create a healthy, life balance. We'll help participants:

- Redefine stress
- Recognize their personal stress responses
- Identify priorities in their lives
- Determine if their priorities are in balance
- Create more balance in their lives
- Manage stress more effectively

The art of small talk

API11007

Find yourself at business meetings with little to say? How about social gatherings? Are you the one standing in the corner with the plant? This training will help you to develop the art of small talk so that you can increase your comfort level. Participants will:

- Learn conversation builders
- Recognize conversation stoppers
- Increase comfort levels in social situations

The power of positive thinking

API11016

Is the glass half-full or half-empty? Did you do well on that project because you worked hard or because your boss went easy on you? Positive thinking helps you feel empowered and improves self-esteem. We'll help attendees:

- Identify whether they are positive or negative thinkers
- Examine the importance of positive thinking
- Learn ways to become a positive thinker

Winning your way to success

API11015

Everyone loves to win but how does winning fit into your overall concept of success? This training will give you the opportunity to redefine success in a way that works for you on your own terms. We will review:

- The myths of winning and losing
- How to change the message of success
- Redefining success and rethinking failure

Professional development

Alcohol and drug-free workplace (employee)

APD9001

This awareness training is best for employers that have a drug-free workplace policy or companies considering implementing such a policy. At the end of the training, employees will be aware of the dangers of alcohol and drug abuse. This training reviews:

- The requirements of their drug-free workplace policy
- The prevalence of alcohol and drug abuse and its impact on the workplace
- How to recognize the link between poor performance and alcohol and/or drug abuse
- The progression of the disease of alcohol and drug addiction
- What types of assistance may be available

Approaches to decision making

APD9012

Staffing resources are limited, time is short and you must do more with less — so how do you get that job done? Look for simple answers first before searching for complicated ones. But, will the simple answers work the next time? Join us as we review problem-solving techniques that give new meaning to "thinking outside of the box." Participants will get a chance to discover how to:

- Review decision levels
- Plan for decision making
- Define consensus
- Develop a team approach
- Solve problems creatively

Building successful teams

APD9021C

This one-hour training focuses on the four stages of team development and key ingredients that make up a successful team. The story of the geese will be used to consider ways to enhance team unity and support. We'll help participants:

- Understand team development issues
- Consider where their team is at in terms of development and its chance of success
- Increase understanding and use of team building techniques

Bullying in the workplace

APD9004

Workplace bullying can create poor morale, physical illness and splitting of teams. But through awareness and education, workplaces can build a bully-free environment. This training will review:

- Definition of bullying
- Statistics
- Types of bullying
- Signs of bullying
- What bullied targets can do
- What coworkers can do

Coping with job loss

APD9007

For companies who are downsizing, this training provides practical tips for employees adjusting to changes in the workplace and coping with job loss. We'll provide participants with tips to help them:

- Adjust to changes in their jobs
- Communicate with their families
- Manage stress
- Seek career counseling and search for a job
- Find helpful resources

Coping with organizational change (90 min)

APD9029

In today's organizations, change is the rule rather than the exception. Reorganization, downsizing, mergers, takeovers, rapid growth and new technology are among the major changes. The purpose of this training is to highlight practical and proven methods for coping with organizational change. We'll discuss:

- Low- and high-magnitude organizational change
- Personal impact of change
- The seven stages of change
- Coping skills for work and home

Coping with shift work

APD9030

The unique demands of shift work affect employees personally and professionally. Conflicts can arise between balancing work and family. And these may impact job productivity. This training will focus on identifying resources to help create successful strategies to effectively respond to the demands of shift work. This training will review:
- Types of shift work stress
- How to identify shift work stress and its impact
- Personal strategies for managing shift work stress

Creating a positive workplace (employee)

APD9031

Negativity can have a significant impact on a workplace's performance and productivity. This training will look at the two types of negativity found in the workplace and some common causes. Participants will also walk away from this training with practical solutions to help promote a more positive work environment. We'll discuss:
- The two types of negativity
- Common reasons negativity occurs in the workplace
- Ways negativity impacts the workplace
- Solutions for creating a more positive workplace

Diversity

APD9009

Join us as we define culture and diversity. Answer our quiz to see how savvy you are in diversity issues. Do you know common ethnic and cultural stumbling blocks? Learn why companies are celebrating diversity! This training will discuss:
- Culture
- Diversity defined
- Ethnic and cultural stumbling blocks
- Why diversity matters

Effective collaboration

APD9010

Join us as we look at the challenges of collaboration and ways to make teams work well together. We'll look at how to effectively communicate and learn how to manage the collaborative process. Participants will learn about how to:
- Manage the collaborative process
- Identify barriers to collaboration and communication
- Overcome barriers

Effective communication at work

APD9027C

Communication is a vital part of a successful organization. This presentation reviews the different types of communication used in the workplace and suggests how to be effective in each form. It includes: face-to-face communication, meetings, written, electronic (email, instant messaging) and telephonic (voicemail) communication. We'll discuss:
- Methods of communication used in the workplace
- Do's and don'ts of workplace communication
- Effectiveness of workplace communication

Etiquette in the workplace

APD9024C

Do you ever wonder how your workplace behavior affects others? Are you ever concerned you may present yourself in a way you don't intend? Understanding workplace etiquette is a must. It can affect your work relationships as well as how managers perceive you and your abilities. In this training, you will learn:

- The basics of workplace etiquette
- Etiquette tips for different areas of the work environment
- The little things that impact your image in the workplace

Learning about your conflict management style (90 min)

APD9006

When confronted with a conflict in the workplace there are several ways a person might handle the situation. One might "take the bull by the horns" and meet others head-on with the facts. One could wait it out and see if the problem resolves itself or is resolved by others. One might focus on short-term gains in an effort to appease the conflicting parties or attempt to split the difference. Or one could take the time to engineer a "win-win" scenario that would balance the needs of all interested parties. Learning more about the personal styles used to deal with conflict situations can help you handle conflict more effectively. We'll help participants:

- Identify their personal approaches to conflict
- Learn to identify the conflict management style of others
- Discuss how to use this information to improve conflict management skills

Managing a difficult customer (90 min)

APD9013

Argumentative? Demanding? Angry? In this training, we'll explore how to deal with challenging customers. We explore the role of perception in shaping a customer's behavior and its impact on you as an employee. Throughout the training, attendees will:

- Gain insight into the nature of difficult customers and how it can affect your own well-being
- Learn effective strategies to navigate challenging customer interactions
- Discuss self-care to maintain emotional balance while providing excellent service

Managing difficult calls

APD9040

Business professionals face all kinds of challenges, including at times managing unhappy clients or customers. Dealing with difficult calls is never an easy task. Maintaining your composure among other skills is important in ensuring a difficult caller turns into a satisfied customer. Join this training as we:

- Understand the impact of difficult calls
- Discuss how to stay professional
- Identify ways to care for yourself

Managing violence in the workplace (employee) (90 min)

APD9015

In this training, we'll examine the employee's role and responsibility in managing workplace violence. The training also gives employees the resources to assist them in dealing with a troubled coworker or situation. We'll discuss:

- How violence in the workplace is defined
- Your role and responsibility in avoiding workplace violence
- What workplace violence costs your company and its employees
- What contributes to workplace violence and how to detect the potential for it
- Resources to report a troubled employee or situation

Neurodiversity in the workplace

APD9003

Neurodiversity seeks to recognize, respect and value the strengths and differences of all individuals. Join this training to:

- Learn the characteristics of the neurotypical and neurodiverse brain
- Discuss the strengths of those who are neurodiverse
- Identify benefits and strategies to be more inclusive in the workplace

Providing excellent customer service

APD9032

As a consumer, we choose the companies that we do business with. What makes us want to be a loyal customer? What makes us run to a competitor? It often comes down to customer service. We want to feel heard. And we want to feel like companies care about us. Understanding these concepts helps us service our clients and customers. This is key to a successful business. This training will review:

- Why excellent customer service matters
- Communication tips
- Ways to deal with upset customers

Respectful communication in the workplace (90 min)

APD9033

The workplace is focused on getting tasks done. It's also a place where work and personal relationships are formed. So, it's important to understand your own workplace culture so you know how to navigate these relationships successfully. This training helps you to:

- Distinguish different kinds of boundaries
- Develop skills to maintain healthy boundaries
- Understand successful communication
- Understand the wide range of factors in dealing with different personalities and situations
- Learn helpful strategies when dealing with different personalities

Sexual harassment prevention (employee) (2 hours)

APD9035

Sexual harassment is a problem that can hurt both employees and organizations. It's important to become aware of the types of behavior that others consider offensive. This awareness training will outline the federal laws prohibiting discrimination in the workplace, define harassment and discrimination and give examples of the different types. Suggestions for responding to harassment will also be reviewed. Participants will learn about how to:
- Recognize behavior that could be considered sexual harassment
- Avoid behaving in a way that could be interpreted as sexual harassment
- Create a work environment free of sexual harassment
- Take action when any behavior considered to be sexual harassment, or having the potential to lead to a sexual harassment claim, occurs

Strengthening work relationships-Team building (90 min)

APD9017

This training stresses the importance of workplace satisfaction and positive team engagement and how this can enhance health and well-being. It considers key actions to enhancing and mending workplace relationships. We also explore the Titan's effect and how to build strength by harnessing the differences of others. You'll learn:
The importance of positive workplace relationships
- The core principles of the PERMA model
- Actions to build well-being, engagement and understanding
- How appreciating differences helps develop a strong workplace team

Stress management at work

APD9019

The workplace can be a source of personal stress. By learning to manage your thoughts and actions, you can keep workplace stress from taking over. This training will help participants:
- Learn to identify early signs of stress and help you recognize when it becomes a problem
- Identify what they can control
- Learn how to prioritize and organize
- Gain tips to manage workplace stressors

Time management

APD9020

This training looks at the two factors that drive how we choose to use our time: Urgency and Importance. It helps participants identify their personal time management style and offers tips and tools to support their style. They'll learn:
- Why time management is important
- Common barriers to effective time management
- Helpful tools for managing time

Understanding and overcoming unconscious bias (90 min)

APD9028

We all have unconscious and automatic thoughts that shape how we respond to different people. In this training, learn more about the processes in the brain that affect bias and how you can change the way you think.
- Understand how the unconscious mind works
- Define unconscious bias
- Learn how unconscious bias affects our decisions
- Examine common messages that influence our thinking
- Review skills to help address unconscious bias

Understanding harassment

APD9039

Embracing diversity in the workplace makes for stronger teams. But sometimes people don't understand how their behavior can hurt and offend others. Learn more about how to respond to diversity and avoid harassment in this training. We'll review:
- The definition of harassment
- How to recognize harassment
- What you can do to respond to harassment

Working with the terminally ill

APD9023

This one-hour training discusses the challenges of working with the terminally ill. Participants will have a chance to gain a greater understanding of ways to get and give support while providing an invaluable service to those they serve. It includes consideration of the following:
- Grief and adult reactions to grief
- Compassion fatigue
- Ways to build resiliency
- Self-care suggestions

Professional development for managers

Alcohol and drug-free workplace (supervisor) (2 hours)
APDM10001

This awareness training is geared towards helping supervisors understand the different components of the drug-free workplace policy and their role in implementing the policy. <u>Please note</u>: This training does NOT meet Department of Transportation standards. We'll discuss:
- Statistics about substance use
- The stages of use
- How to identify an employee with concerning behavior
- How to seek assistance

Creating a positive workplace (supervisor)
APDM10016

Negativity is bound to happen in a workplace and completely eliminating it is unrealistic. This presentation will help you focus your energy on the negativity you can impact and will provide tools to create positive change. Participants will:
- Identify two types of negativity
- Review common causes of workplace negativity
- Identify ways negativity impacts the workplace
- Discuss solutions for creating a more positive workplace

Diversity in the workplace (supervisor) (90 min)

APDM10011

What makes us different? This training will look at several areas of diversity including age, sexual orientation, gender, race, religion, physical ability, family situation, class and ethnicity. It offers a sensitivity-raising training about the do's and don'ts of appropriate respect of coworker differences. Participants will have a chance to:

- Learn about discrimination, harassment and protected classes
- Find tips to respect the rights of others
- Discover ways to truly embrace diversity

DOT-Alcohol and drug-free workplace (supervisor)* (2 hours)

APDM10017

This course is designed to meet the training requirements for supervisors of employees in DOT safety-sensitive positions. The training maintains a focus on DOT-related scenarios, cases and examples that individuals working under DOT mandates will be able to identify. The training provides 60 minutes of awareness training on controlled substance use and 60 minutes of awareness training regarding alcohol misuse. It'll help attendees:

- Understand how substance abuse impacts DOT safety-sensitive roles
- Identify indicators of substance misuse
- Learn skills for responding to substance abuse problems
- Understand DOT regulations regarding testing procedures and duty process

*Additional charges apply for this training. Please contact your Account Executive for details. Please note that virtual trainings presented by RFL's vendor partner, American Substance Abuse Professionals, are hosted on the vendor's webinar platform.

Generational differences in the workplace

APDM10006

Understanding the influences and expectations that four generations bring to the workplace is important to developing and maintaining harmonious, workplace relationships. This one-hour training will discuss the four generations currently in the workplace. You will learn about:

- Historical influences of each generation
- Personal and lifestyle influences
- Workplace characteristics
- Commonalities among the generations

Helping the distressed person

APDM10005

Do you encounter those who've experienced severe distress at work? Maybe they've been through a bank robbery, weather-related disasters or other trauma. It can be helpful to recognize distress and manage the encounter. In this one-hour training, you will learn:

- How to recognize distress in others
- How to manage critical behaviors and encounters
- Best practices and protocols
- Resources available to help
- Ways to take care of yourself in a stressful environment

How to be an effective manager

APDM10019

What comes after the promotion? You work hard, you do a good job and now you have to manage a team of people. But management skills don't always come naturally. Geared toward newer managers, this training will discuss:
- The qualities of an effective manager
- Leadership skills
- Tips for healthy communication and conflict management
- How to deal with performance issues

Leadership (90 min)

APDM10012

To manage or to lead? Do you want to manage the people who report to you or lead them? This training presents values and behaviors that help develop good leadership skills. It also debunks some myths concerning leadership. We'll discuss:
- Leadership competencies
- Leadership myths
- Common leadership traps
- Tips for effective leadership

Leading in difficult times (90 min)

APDM10007

Changes can present a challenging environment for managers. This training will explore how managers can respond to this challenge by increasing the effectiveness of their communication and addressing employee disengagement. This training will:
- Discuss the impact of organizational change
- Review the seven stages of change
- Explain key management skills for each stage
- Review how to create a vision for the future
- Provide action steps to help with the transition

Manager's guide to coping with downsizing (2 hours)

APDM10008

This presentation was developed to help managers address the needs of the downsized employee. It provides an action plan as well as discusses the stages of acceptance an employee may go through upon hearing he or she has been downsized. You will learn about:
- How to be prepared with appropriate information
- The stages of acceptance
- Risks and potential effects on employees
- How to recognize signs of distress or violence
- Available resources
- How to work with remaining employees

Managing critical behavior issues in the workplace (supervisor)
APDM10002

What are critical behaviors? What's your role as a supervisor? Learn strategies to manage critical behaviors in the workplace. This training will discuss:
- Critical behaviors to observe in the workplace
- Your role and responsibilities
- Strategies to manage critical behaviors
- Supervisor pitfalls
- Case examples and role plays

Managing violence in the workplace (supervisor) (2 hours)
APDM10003

In this training, we'll examine the supervisor's role and responsibility in managing workplace violence. This training will explore how violence in the workplace costs your company and its employees, what contributes to workplace violence, how to detect the potential for violence and prevent it. The training also gives supervisors the resources to assist them in dealing with a troubled employee or situation. Participants will learn about:
- Their role and responsibility in managing workplace violence
- How violence in the workplace is defined
- What workplace violence costs your company and its employees
- What contributes to workplace violence, how to detect the potential for it and how to prevent it

Mentoring through coaching
APDM10015

A mentor's role is to provide guidance to the person he or she is mentoring. This presentation will help you identify the principles that have made you successful so you can help the person you are mentoring put those principles to use. Participants will gain an understanding of:
- The four-step coaching method
- How to apply the four-step method during a role play
- Ways to develop a plan to coach on the job

Mindful at work-Nurturing focus and well-being (NEW 2024)
APDM10009

You would be surprised how much of your life occurs on autopilot whether that be your morning routine, commuting to work or responding to issues as they arise. The same is true for your workplace. Mindfulness can reduce employee stress and improve performance so how can you get this started for your organization? This training will:
- Define mindfulness and its benefits
- Review the importance of mindfulness at work
- Identify ways to incorporate mindfulness into the workplace

Motivating your staff and improving morale

APDM10004

Motivated staff are more productive, less likely to leave a company and happier. This training aids you in evaluating your ability to positively motivate your staff. We'll discuss:

- Motivating strategies to improve quality of work
- Ways to recognize employees who have excelled in their performance
- Methods for motivating all employees to perform effectively
- How you are doing as a motivator
- Tips to increase your success in motivating others

Sexual harassment prevention (supervisor) (2 hours)

APDM10018

"What you don't know can hurt you." This two-hour awareness training for supervisors will outline the federal laws prohibiting discrimination and harassment in the workplace. It includes scenarios of harassment to encourage discussion of what does and does not constitute harassment. We'll review how to respond to a complaint and support employees who are being harassed and how to protect themselves and their organizations from lawsuits. Participants will learn to:

- Recognize behavior that could be considered sexual harassment
- Avoid behaving in a way that could be interpreted as sexual harassment
- Describe the responsibilities of both employees and managers in creating a work environment free of sexual harassment
- Identify which actions to take when concerns arise

Shifting the culture-A leader's role in mental wellbeing (2 hours)

APDM10014

This training for leaders highlights the importance of mental health for a productive, engaged workforce. Leaders will understand the importance of prioritizing mental health with practical tools specifically for executive, mangers, and supervisors. Leaders will understand their role in creating a mentally healthy culture. This training will:

- Address stigma and how to help
- Discuss the importance of self-awareness
- Examine your team's awareness
- Discuss suicide and prevention
- Provide helpful resources

Series

You may be interested in setting up a series of trainings. If so, we've suggested a few options to get you started. For your convenience, you'll find we've listed the time it would take to deliver the full series. Feel free to set these up all at once or over several months. The topics will be scheduled and delivered in the order they are listed below. To request a series:

- Complete your training **request form**
- Insert the series name and ID in the "Seminar Name and Course #" field
- Request your delivery date and start time for each topic in the "Preferred start time for seminar" field. Each date and start time can be separated by a comma

Background/group demographics: Use this field to provide any additional information, such as alternate dates or times, alternate contacts, webinar platform if "Other".	05/03/24 12pm ET; 05/10/24 1pm ET; 05/17/24 3pm ET; 05/24/24 11am ET

Communication (total duration 4 hours)

AS13001

- Communication skills **API11002**
- Effective collaboration **APD9010**
- Effective communication at work **APD9027C**
- The art of small talk **API11007**

Effective communication (total duration 2 hours)

AS13006

- Effective communication-Body language **A3015007**
- Effective communication-Email and technology **A3015008**
- Effective communication-Getting your message across **A3015009**
- Effective communication-Listening skills **A3015010**

Healthy living (total duration 3 hours)

AS13002

- Adopting a healthy lifestyle **AHW8013C**
- Emotional eating **AHW8001**
- Taking sleep seriously **AHW8019**

Leading (total duration 3.5 hours)

AS13003

- Leadership **APDM10012**
- Mentoring through coaching **APDM10015**
- Motivating your staff and improving morale **APDM10004**

Stress management and achieving balance (total duration 3 hours)
AS13004

- Stress management **API11011**
- Stress management at work **APD9019**
- The work and home balancing act **API11020**

30-minute trainings

We know you don't always have an hour to spare for training. Our 30-minute trainings are worksheet-based and focus on giving your staff a few concrete skills to deal with everyday issues. Don't underestimate the power of having just one more tool in your coping skills toolbox.

Please note your organization will still be charged one full hour of training for each 30-minute training unless you schedule the 30-minute trainings back-to-back.

20 minutes of relaxation

A3015001

Feeling overwhelmed with the day-to-day grind? Do you need a little vacation but don't have a day to spare? After going through this brief relaxation exercise, followed by questions and answers, participants might not need that vacation anymore. This training includes:
- Deep breathing and visualization
- Tips to improve stress levels and coping
- Question and answer period with educator

Adopting a healthy lifestyle-Fitness and exercise

A3015002

You can live a longer, healthier life by adopting healthy habits and thoughts! This brief training gives participants the opportunity to identify their fitness goals. It helps participants:
- Identify fitness goals
- Identify their motivation
- Examine barriers to meeting their fitness goals

Adopting a healthy lifestyle-Getting support

A3015003

Living a healthy life is easier when you're surrounded by the right people. This brief training gives participants the opportunity to identify their personal supports. Attendees will get to:
- Identify personal supports
- Share resources with other participants
- Learn tools to cope with individuals who sabotage their efforts to be healthy

Adopting a healthy lifestyle-Healthy eating

A3015004

It's impossible to be healthy if you're not eating right. This brief training gives participants the opportunity to discuss their nutrition goals. They will:
- Identify personal nutrition goals
- Identify their motivation
- Examine barriers to meeting their nutrition goals

Adopting a healthy lifestyle-Sleep and relaxation

A3015005

Sleep and relaxation are an important part of healthy living. This brief training gives participants the opportunity to discuss how they can get more rest. Attendees will get to:
- Identify sleep goals
- Examine barriers to getting enough sleep and relaxation
- List tools for improving sleep

Creating a healthy work and home relationship

A3015006

Everyone has a work life and home life. But what happens when they get difficult to manage or one starts to impact the other? This brief training will provide participants with some tools to maintain a healthy relationship between the two. Participants will have the chance to:
- Examine their different roles
- Identify the level of work-life balance they have
- Make a plan to improve life balance

Effective communication-Body language

A3015007

Body language is an important part of communication. Reading body language can help you understand others and send the right message to those around you. Attendees will:
- Learn about nonverbal messages
- Practice their own body language
- Practice reading body language

Effective communication-Email and technology

A3015008

Today we use electronic communication more than ever before. It's convenient but it can lead to misunderstandings. This brief training provides participants with a few basic tools to improve their online communication. Participants will get a chance to:
- Learn when to use electronic communication
- Identify sources of miscommunication
- Examine online etiquette

Effective communication-Getting your message across

A3015009

Everybody likes to feel understood. Not knowing how to communicate your needs can lead to feelings of frustration. This brief training provides a few basic tools to improve how you send your messages. This training will:
- Discuss the skill of being assertive
- Identify the importance of win-win communication
- Role play assertiveness skills

Effective communication-Listening skills

A3015010

Communication is about more than sending your message. It includes understanding those around you. This brief training provides participants with a few basic tools to improve their ability to listen to others. We'll:
- Discuss the importance of being a good listener
- Review basic listening skills
- Practice listening skills via role play

Job burnout

A3015011

Today's workforce has to do more with less. Heavy workloads and long hours can lead to burnout. This brief training helps participants develop basic tools to deal with feelings of burnout. Participants will:
- Take a burnout quiz
- Review skills to cope with feelings of burnout
- Make a plan to deal with burnout

New Year's resolutions

A3015012

The beginning of a new year comes with the promise of positive change. But how many of us make resolutions only to drop them by January 31? This brief training helps participants try a new approach to the new year. Attendees will have a chance to:
- Identify their goals
- Examine their readiness to make changes
- Recognize barriers to meeting New Year's goals

Nutrition basics

A3015013

Maybe you set some goals to eat well. Maybe your commitment is in place. Now what? This brief training gives participants some basic tools to eat better. We'll discuss:
- Reading nutrition labels
- Portion control
- Meal planning

Resilience

A3015018

Resilience means being strong when things are tough. It's about handling stress, being okay with your feelings, and coming back even stronger after hard times. Participants will:
- Define resilience and discuss the qualities of resilient people
- Understand key steps in paving your path to resilience
- Review important questions to ask yourself to increase well-being

Strengthening work relationships

A3015014

Some people love working in teams. Some people prefer to work alone. Either way, it's important to work well with your colleagues. This brief training walks participants through a team building exercise. Participants will have a chance to:

- Identify how they contribute to team goals
- Appreciate the skills each member brings to the team
- Share personal needs from a team environment

Stress management

A3015015

Stress bothers all of us at some point. It helps to know how our choices can make stress worse or better. This brief training provides participants with a better understanding of how to cope with stress. Participants will get to:

- Identify stressful thinking
- Identify stressful behavior
- Work through items within your control

Time management

A3015016

We could all use more time to deal with life's demands. This brief seminar provides participants with a better understanding of how to manage their time. Attendees will have a chance to:

- Take a time management questionnaire
- Identify tools to manage their time
- Make a plan to improve organization and time management

Tobacco cessation

A3015017

Tobacco use is tied to health problems. Participants will get a chance to think about their own tobacco use, why they might quit and where they can start. They'll learn about:

- What motivates them to quit using tobacco
- Triggers for tobacco use
- Resources for quitting

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