

FEI TRAINING CATALOG

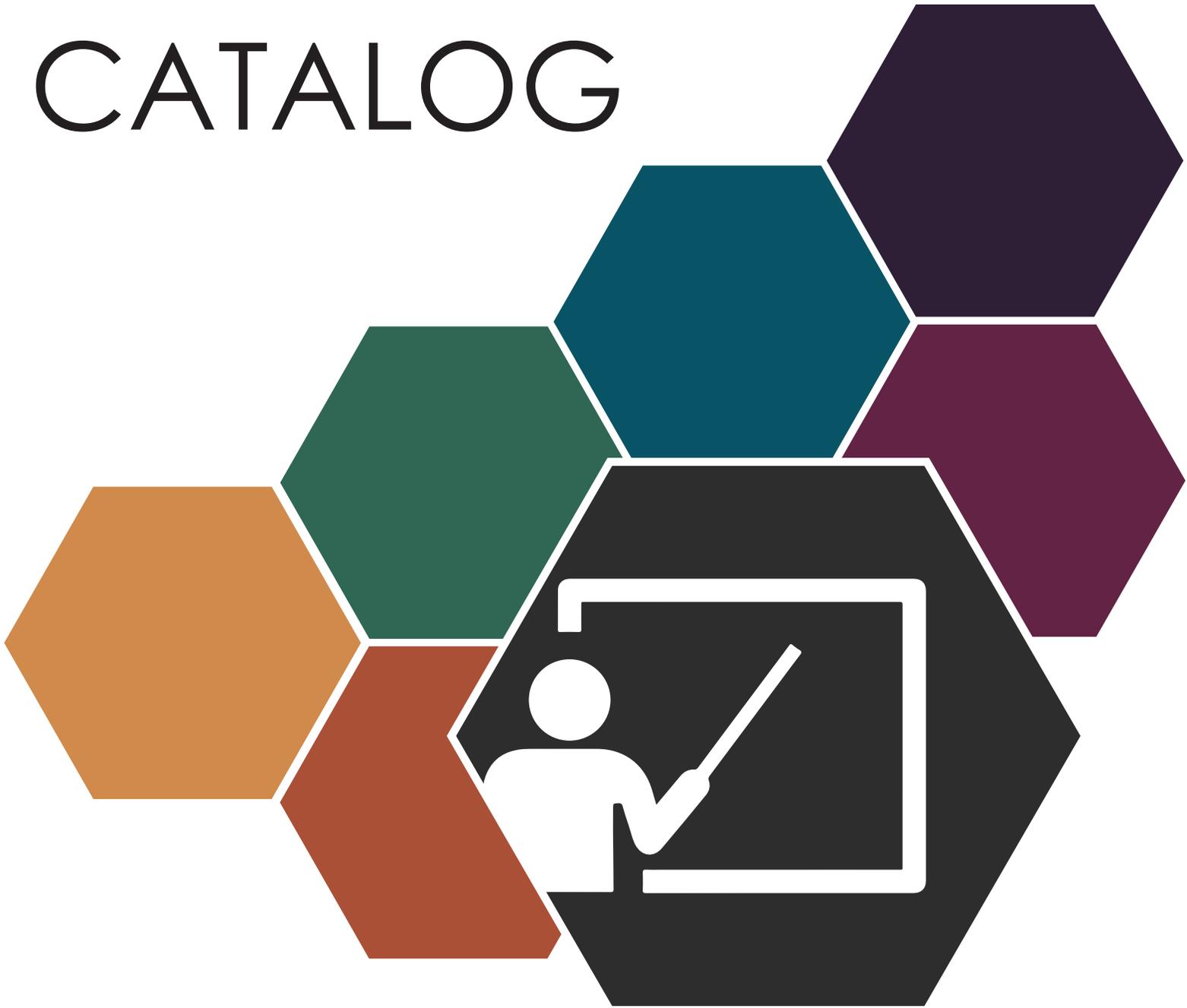




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Time Management: A Self-Management Strategy

Workplace Bullying: What, Who and How

overview

Providing learning opportunities and investing in organizational development not only promotes a healthy, motivated and resilient workforce, it also makes your organization a great place to work.

FEI provides a robust offering of on-site training, webinar and online learning opportunities to keep employees engaged and effective in their roles. From addressing and recognizing implicit bias to incorporating the latest advances in brain science, these learning experiences are designed to educate and empower both employees and managers to proactively manage their work responsibilities and personal development.

FEI's network of expert trainers understands the needs of adult learners who thrive on practical information they can take back to their work and use right away. We customize training content to facilitate adult learning in a way that utilizes the experience and skills already in a learner's toolbox. By using a "tell, show, do" review process that is interactive and uses different training modalities, we challenge participants to look in their toolbox and leverage their experience to bring learning to the forefront. Training modalities include role-playing, lectures and small group discussions and activities.

We hope you use this catalog as an ongoing tool to address your organization's unique training needs.

Monthly Webinars for our EAP Customers

Every month FEI hosts an hour-long webinar on a variety of EAP, work-life and well-being topics. Current and past years' webinars can be found both in the catalog and on the Lifecycle Connect® website.

Customized Training

FEI has extensive experience offering worksite training programs to serve the needs of our customers. We can both adapt current programs and create "clean-sheet" training designs in response to specific requirements. Our development process follows standard methodologies through needs assessment to measuring and evaluating training effectiveness.

Training Investment Cost

Training pricing can be impacted by multiple factors such as delivery method, length of presentation, location, travel, customization and existing contractual commitments. **Please contact your account manager for more information and a customized quote.** If you are interested in a topic that does not appear in the catalog, your account manager can discuss options, pricing and customized training development that will meet your needs.

navigation

FEI's flexible training options target specific audiences and are available in a variety of delivery models and timeframes. Although most training is generally one hour in length, it can be adapted for longer formats to meet your organization's needs. Other training is only available in one format. You will see icons indicating the training options available for each topic, as well as the intended audience, in the listing that follows: One-hour lunch and learn, webinar and/or half- or full-day.



Length of Training



Type of Training



Audience

FEI delivers a spectrum of solutions, from EAP and organizational development to workplace violence prevention and crisis management. These various services are reflected throughout our trainings. Below you will find a key that will guide you throughout the catalog. Each training is tagged with the service(s) that it falls under.



Employee Assistance Program (EAP)

FEI delivers integrated and responsive EAP, work-life, legal, financial and wellness services. We provide care and resources to strengthen employee well-being, increase performance and elevate productivity.



Organizational Development

FEI offers customized tools for organizational assessment, consultation, training and evaluation. We apply best practices to enhance company culture, overcome challenges and evolve your workforce.



Workplace Violence Prevention

FEI has partnered with The Mandt System® to supply a cost-effective, trauma-informed crisis intervention training. We de-escalate disruptive behavior, build relationships and empower workplace safety.



Crisis Management

FEI has unparalleled experience in crisis preparedness, response and recovery. We help organizations prepare for the unexpected and support people before, during and after crisis events.

planning your training

1 Select Topic(s)

- Assess your company's training needs
- Review training selections in this catalog
- Consult with your account manager to discuss options for developing a customized training

2 Decide on Format, Date and Time

- Trainings can be delivered in-person or in webinar format; however, some may be available only via webinar
- Average length is 60 minutes, but customizable to meet your needs
- Trainings are available Monday through Friday during your business hours
- Weekend trainings are available for an additional fee

3 Complete Online Training Request Form

- All trainings must be requested by completing our [Training Request form](#)
- Requests for training must be submitted 4 to 6 weeks in advance to ensure the training date and to reserve the best-qualified trainer for your request
- Requests for legal and financial seminars must be submitted 6 to 8 weeks in advance
- Please allow 8 weeks for customized training

4 Promote the Training

- Consider electronic options such as mass emails, early registering or RSVP
- Consider hardcopy options such as posters and flyers
- Consider promoting the training during staff meetings
- Minimum attendance is 10 participants per seminar/training
- Please consider rescheduling if expected attendance does not meet this minimum guideline; special requests are considered on a case-by-case basis

5 Finalize

- Reserve a room
- Make sure the facilitator has necessary equipment available (coordinate with your account manager or training coordinator)
- Print handouts if applicable

2019 webinar series

All webinars are scheduled for 12pm ET. Topics, dates are subject to change.

		Webinar Title	Description
JAN	30	Stress-Free Debt Elimination	Regain control of your life by ridding yourself of debt, reducing stress, achieving financial freedom and obtaining peace of mind.
FEB	20	Recognizing and Understand Implicit Bias	Discover where attitudes that affect your actions in unconscious ways come from and how they impact behavior as you learn to evolve your understanding of self and others.
MAR	20	Understanding the Food-Mood Connection	Empower yourself with the knowledge and resources you need to begin the journey toward a healthier and happier you by recognizing the connection between poor diet and well-being.
APR	17	The Real Impact of Opioids: <i>A Personal Story</i>	Through a unique lens into the lives of two people impacted by the opioid epidemic, learn more about the realities of opioid dependence, situational awareness, warning signs and more.
MAY	15	Creating a Workplace Free of Sexual Harassment	Examine sexual harassment by understanding key factors in defining, reporting and responding to inappropriate behavior in the workplace.
JUN	19	Steps to Buying and Selling a Home	From defining an offer to comprehending Real Estate Purchase Agreements, navigate the process of buying a home while raising awareness of your rights and responsibilities as a homeowner.
JUL	17	Raising Children in a Social Media Era	Identify basic ways to communicate with your children in order to help improve their behaviors in an age of electronics, social media and peer pressure.
AUG	21	Put Your Compensation to Work	Take full advantage of the employee benefits available to you by uncovering "hidden" compensation opportunities you may not know about.
SEP	18	The Effects of Loneliness and Social Isolation	Using a brain science perspective, discuss the complexities of isolation and the connection between loneliness and increased health risks such as suicide.
OCT	16	Workplace Bullying: <i>What, Who and How</i>	By answering the "What, Who and How" questions that often go along with the act of bullying, challenge common misconceptions about bullying behaviors and break related myths.
NOV	20	Effective Communication and Why You Want It	Walk away with the tools you'll need to become a better communicator by gaining a firm understanding of communication in your life as well as how to communicate more effectively.
DEC	11	Elder Care Legal and Financial Issues	Delve into the health care planning issues facing your parents in later years by reviewing the complex elements of estate planning, wills and trusts.



well-being



A Brain Science Approach to Being Happier

Address the mind-body connection between happiness, health and stress management by identifying the power of optimism, gratitude and compassion. By incorporating the latest findings in brain science, learn to slow down and appreciate the world around you while developing meaningful relationships on the path to being a better and happier self.



1-hour



In Person
Webinar



Employees



A Brain Science Understanding of Anger Management

Anger is a natural human emotion. However, unconstrained anger can have detrimental effects on the workplace and on our health and success, impacting productivity and the morale of those around us. In order to avoid impacting relationships with others or causing physical and emotional damage to yourself, explore productive ways to manage angry feelings and expressions.



1-hour



In Person
Webinar



Employees

App Away the Holiday Blues

While the holidays are a time for family, food and fun, they can also be a source of overwhelming stress. Smartphone apps provide a unique resource for coping with the headaches and heartaches of the holiday season. Explore the multitude of apps already available and their ability to transform the seasonal blues into happy holidays.



1-hour



In Person
Webinar



Employees



Critical Incident Stress Management (CISM) During Disaster Response

Recent years have witnessed their fair share of disasters, both natural and man-made. From devastating hurricanes to tragic mass shootings, individuals involved in response and recovery are facing unprecedented strain as they work to assist victims across the nation. Learn how critical incident stress management (CISM) became a crucial tool in maintaining resilience for disaster respondents.



1-hour



In Person
Webinar



Employees





Grief and Loss in the Workplace

Because we spend so much time with our co-workers, the loss we feel is significant when they pass away. Explore how grief and loss affects the workplace, tools to help employees cope, how organizations can respond and using the EAP to support recovery.



1-hour



In Person
Webinar



Employees

Helping the Helpers:

A Guide to Strengthening Responder Resilience

Emotional distress as a result of trauma may not be as easy to detect as a physical injury, but it can be just as debilitating and painful. Although anyone can be adversely affected by exposure to a traumatic event, first responders like police, firefighters and emergency workers can be particularly vulnerable. Discover the proper coping skills and resilience training emergency responders need to fulfill their roles as caretakers and to better prepare for, respond to and recover from crisis activations.



1-hour



In Person
Webinar



Employees

Improve Your Overall Health

Knowing your health risk assessment (HRA) scores can lead to a better understanding of personal wellness practices. You can improve your HRA scores using nutrition, exercise and the right motivation. Learn how to identify the reasons for, as well as the barriers to, making the necessary changes for improving health and well-being.



1-hour



In Person
Webinar



Employees

Inside the Trenches: *Establishing Peer Support Services*

Following a critical incident in the workplace, it is imperative that employees receive the necessary support for a healthy recovery. In many cases, organizations are finding that the best support comes from within. Discover how to build a core group of personnel who are trained to provide support, information and resources for fellow co-workers in the aftermath of difficult or traumatic workplace experiences.



1-hour
Half Day
Full Day



In Person
Webinar



Employees

Managing Stress through the Everyday Pursuit of Happiness



Did you know there is a connection between happiness, your health and stress management? By identifying the power of optimism, gratitude and compassion, explore the relationship between diet and our moods, how to develop meaningful relationships and strategies for slowing down and appreciating life.



1-hour

In Person
Webinar

Employees

Mental Illness: Busting the Myths



While the treatment of mental illnesses has advanced, much of society's understanding of mental health problems has not. Even though mental illness is incredibly common and treatable, stigmas and misconceptions often prevent those affected from seeking necessary help. Learn about the realities surrounding common myths associated with mental illness.



1-hour

In Person
Webinar

Employees

Mindfully Manage the Holidays



Make your holiday season a positive one by learning tips to mindfully manage the holidays. Discover ideas for eating healthy, sleeping well and loving more while stressing less.



1-hour

In Person
Webinar

Employees

Move to the Front: A Brain Science Approach to Resilience



As science has evolved, we have furthered our understanding of how the brain works. However, much of this learning has focused on what is wrong: Depression, anxiety and chronic stress to name a few. But what about when we are happy? Drawing on some of the latest research in positive psychology and neuroscience, explore how to use evidenced-based techniques to create a more resilient workplace.



1-hour

In Person
Webinar

Employees

Psychological First Aid: *Addressing the Human Aspect of Crisis*



No matter the type of crisis, psychological first aid assesses the needs and concerns of individuals directly impacted and provides support that is nonintrusive and compassionate. Learn about normal reaction to trauma, the individual factors that affect these reactions and effective ways to communicate with victims of crisis.



The Effects of Loneliness and Social Isolation



Did you know that most lonely individuals are married, live with others and are not clinically depressed? Using a brain science perspective, learn how loneliness and social isolation can impact our health and longevity by understanding the connection between loneliness and increased health risks including suicide.



The Future of Mental Health



Although the pace of change in science and technology can be overwhelming, the medical and mental health fields are making advances that were unimaginable just a few years ago. Explore some of the latest trends in mental health and learn more about what you can personally do to keep yourself mentally healthy in the 21st century.



The Importance of Self-Care



In order to be successful in your professional or personal life, you must first know how to take care of yourself. Understand the importance of work-life balance and how it can be achieved by exploring ways to physically, behaviorally and mentally detach and rejuvenate.





The Personal Cost of Emergency Response

Most organizations have trained their internal emergency response team on necessary processes and procedures to follow during a crisis. However, training rarely addresses the potential consequences of working with people directly impacted by the crisis. Learn how to best prepare and support emergency response teams to communicate with survivors of a crisis while circumventing additional traumatization on individual team members. Discover ways to improve personal resiliency and lessen the overall impact of a crisis on emergency response.



1-hour
Half Day



In Person
Webinar



Employees

Understanding Depression



Depression is a serious condition characterized by pervasive feelings of emptiness and despair. While many symptoms associated with depression often go unnoticed, becoming educated is key to recovery. Learn how to seek help for yourself or those you are concerned about by understanding the causes and signs of depression as well as treatment options for those affected.



1-hour



In Person
Webinar



Employees

Understanding Grief and Loss



Loss—and coping with loss—are experiences that touch us throughout our lives. There are many kinds of loss, each of which brings its own kind of grief. Learn about elements of grief, including how to manage the immediate impact of a loss, and resources for coping long-term.



1-hour



In Person
Webinar



Employees



family



Aging is a Family Affair: Deciding Who Helps

A crisis in your parent's health or well-being can strengthen some relationships but drive a sharp wedge into others. By identifying the strengths of other family members, you can solicit their help when it's most needed. Learn to organize a family meeting, clarify the focus of your own caregiving efforts and ask for help when necessary.



1-hour



Webinar



Employees



Caring for a Loved One with Dementia

The stress and sadness of losing someone you love, a little bit at a time, can be overwhelming. Learn coping techniques for the unique challenges of caring for individuals with dementia while finding joy in the time you share with your loved one.



1-hour



Webinar



Employees



Dementia: A Unique Conversation

One of the greatest gifts we can share with an older adult is conversation. When they've been diagnosed with dementia, conversation can become difficult—but not impossible. Learn how to navigate the obstacles of memory loss in older adults, uncover the mental treasures they still hold and have more meaningful conversations.



1-hour



Webinar



Employees



Elder Caregiving 101: What Every New Caregiver Needs to Know

Whether you choose to be a caregiver or the situation chooses you, you will undoubtedly make an irreplaceable difference in the life of someone you love in the process. By exploring skills and talents you didn't know you had, you'll learn where to start, which questions to ask and how to find necessary help along the path of your new caregiving experience when necessary.



1-hour



Webinar



Employees



Eldercare Legal and Financial Issues

Preparing yourself or your parents for their legal issues is critical to addressing potential challenges later in life. Become informed and empowered as you learn the importance of a living will and what your parents can do to secure their assets and meet specific needs for estate planning, wills, trusts and health care.



1-hour



In Person
Webinar



Employees

Emotional Minefields: *Guilt, Anger, Depression and How to Cope*



Surviving parent care requires dealing with some strong emotions. Believe it or not, the reactions and feelings you have now—even ones that seem disturbingly out of character—are normal and quite common. From anger to sadness, learn to cope with the emotions all caregivers face by recognizing what you are feeling and the reasons why.



1-hour



Webinar



Employees

Family Law



There may come a time when you are faced with family challenges that require legal attention. Take the first steps toward resolving family law issues by understanding your options as they relate to divorce, legal separation, child custody and visitation.



1-hour



In Person
Webinar



Employees

Having “The Conversation”: *Talking to Your Parents About Accepting Help*



As parents begin to have difficulties with the routines of daily life, having “the conversation” becomes unavoidable. Learn what information gathering needs to be done in advance, how to initiate a dialogue in a nonthreatening way and how you can agree on a proactive plan together.



1-hour



Webinar



Employees



Home Sweet Home: *Creating Safe Surroundings for a Live-Alone Elder*

Most older people want to remain in their own home, but you may still worry about an elderly parent living alone. Learn to recognize potential problems and understand what you can do to help an elderly parent rearrange the house and revise their habits so they can function independently at home for as long as possible.



1-hour



Webinar



Employees



Housing Options for Elders: *Finding the Best Place*

To move or not to move: There are many choices and choosing the right one for your parent can be difficult without understanding all the options. Learn the difference between alternative senior housing options and how to make an informed decision about which might best serve your elderly relative.



1-hour



Webinar



Employees



Lifetime Planning for Children with Special Needs

Having a loved one with special needs means navigating complex health care, educational and social service systems. Who—or what—is right? Learn about general expectations for the timing of important developmental, educational and legal milestones so families and caregivers have the information they need to better advocate for their loved ones.



1-hour

In Person
Webinar

Employees



Long-Distance Caregiving: *Meeting the Challenge*

When caring for a parent from a distance, it becomes increasingly important to be well-organized. Learn what to look for and what questions to ask when talking on the phone or visiting as well as how to organize a support network where your parent lives by developing a team approach to care and coordinating long-distance resources.



1-hour



Webinar



Employees

Take Time to Breathe: How to Care for the Caregiver



Your loved one's care can easily consume an ever-expanding part of your life. Before you know it, you're distracted from work, too busy for friends and distant from family. Self-care is the most important thing you can do for yourself and for your loved one. Discover how to set limits in the caregiving relationship, deal with unfamiliar emotions and gain a healthy mindset.



1-hour



Webinar



Employees

The Empty Chair at the Table: Coping with Loss During the Holidays



Shifts in the family dynamic can happen in an instant. Family members may pass on, divorce or become estranged; in some cases, loved ones are still with us physically, but because of some form of dementia or other illness, are not with us as we've always known them. Learn how to adapt holiday celebrations to ever-changing family dynamics and discover how to find joy and peace amidst the sadness.



1-hour



Webinar



Employees

The Move to Long-Term Care: Launching the Discussion



Home is certainly where the heart is, but at some point, it may not be feasible or desirable for your parent to stay there. As hard as it may be to discuss, it is better to be prepared to have the discussion. Learn how to approach the subject with your loved ones and engage them in dialogue.



1-hour



Webinar



Employees

Wills, Trusts and Estate Planning



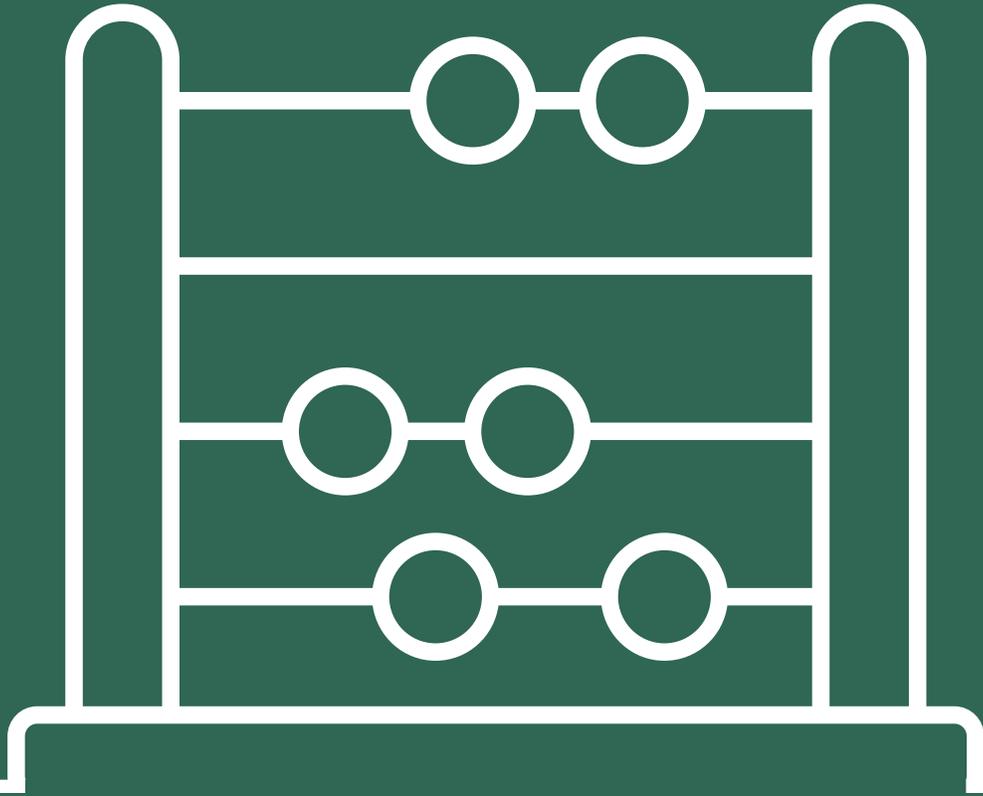
If something happens to you or those you care about, it's important to consider next steps in advance. Wills, trusts and estate planning allow you to establish legally effective arrangements that meet your specific wishes. Discover what documents you should have in place to protect and assist your family in solving a variety of estate planning issues.



1-hour

In Person
Webinar

Employees



financial



Children and Money

What do we teach our children when it comes to money? Between “earning” or “receiving” an allowance to deciding when a child is ready for a checkbook or credit card, we’ll explore issues related to our children’s financial well-being and fundamental understanding of the dollar.



1-hour



Webinar



Employees

College Bound, Wallet Ready



In addition to being burdened by student loans, college graduates carry an average credit card debt of \$3,000. As your child prepares for college, help get them “wallet ready” by training them to handle life’s daily expenses, avoid the accumulation of credit card debt and discover the path to a positive financial future.



1-hour



Webinar



Employees

Coping with Anxieties Around Money



Money is often a recurring topic of news during uncertain times. Learn techniques for coping with this important issue by identifying causes and types of financial anxieties, symptoms of worrying about money and tools for handling these issues in a multi-person household.



1-hour



Webinar



Employees

Dealing with Student Loans



Between swelling debt and a job market that can’t keep pace with soaring interest rates, it’s no wonder why so many struggle to repay their student loans. Learn how student loans became such a burden and how to avoid the issue through payback strategies that will establish a consistent household budget.



1-hour



Webinar



Employees



Developing a Successful Home Budget

While many of us have trouble balancing our home finances, a household budget is the first step to financial freedom. Learn the elements of successful budgeting for yourself and your household.



1-hour



Webinar



Employees



End of Year Tax Tips

Even though income tax returns aren't typically due until April 15, most actions affecting tax liability must be taken by the end of the calendar year. Learn what you can do to affect your tax liability, if you can find out your tax liability in advance and what actions you can take before December 31.



1-hour



Webinar



Employees



First-Time Home Buying

Whether you've heard that owning a home is more advantageous than renting or you've been told to find your "starter home," it's a good idea to educate yourself on the home buying process. Learn what you can do to prepare for a home purchase such as how to qualify for a mortgage loan or understanding how much you can afford to spend.



1-hour



Webinar



Employees



Get Off the Car Loan Carousel

Buying a car is a big decision—and a big strain on your wallet. Through well-planned choices informed by basic car buying tips, techniques and strategies, you can rid yourself of car loans and free up financial resources for other educational, savings and retirement goals.



1-hour



Webinar



Employees



Getting Started with Savings

Savings: It's an intimidating yet important aspect of financial resilience. Setting money aside for bills, education, retirement—even emergencies—will ensure your future finances are secure when the unexpected occurs. Learn tips for beginning your savings plan today.



1-hour



Webinar



Employees



Gift-Giving on a Budget

How do you manage giving gifts during the holiday season when money is tight? Learn where you can find deals for your holiday shopping items, how to budget effectively and creative ways to manage holiday gift-giving.



1-hour



Webinar



Employees



Identity Theft

Currently ranked as the nation's top consumer fraud complaint by the Federal Trade Commission, identity theft is a serious issue affecting unsuspecting victims. Learn about the causes of identity theft, how to prevent it and what steps to take if your identity is stolen.



1-hour



Webinar



Employees



Impulsive and Compulsive Spending

Sometimes our spending habits may be at the root of unbalanced household finances. Understanding our spending habits is a valuable skill, and if impulsivity and/or compulsivity are the causes, you'll need to learn how to manage them.



1-hour



Webinar



Employees



Is a Health Savings Account for Me?

You've just been offered a high-deductible health plan at work and told you're eligible for a health savings account (HSA), but should you sign up? Learn the benefits of an HSA, the difference between an HSA and a flexible spending account (FSA), how to use the money and how much you can contribute.



1-hour



Webinar



Employees

Let's Talk About Money

While basic budgeting, savings and debt elimination are important topics to deal with, they are not often discussed. Receive answers to common questions about finances, including setting a budget and managing debt, as you navigate the complex and sometimes taboo world of financial advice.



1-hour



Webinar



Employees

Living Well Today and Tomorrow

Live the life you want today—and for the future—by understanding the basics of developing a smart investment plan. Learn actionable strategies for maintaining financial balance by maximizing your workforce benefits, being prepared for risks and other unexpected life challenges and creating a meaningful legacy.



1-hour



In Person
Webinar



Employees

Making Sense of Mortgage Refinancing

There are many reasons to refinance a mortgage, from taking advantage of lower interest rates to avoiding foreclosure. But what are the different ways and associated costs of refinancing? Receive detailed information on the mortgage refinancing process as well as issues and costs to help you make the decision that best suits your needs.



1-hour



Webinar



Employees



Maximizing Your Social Security Benefits

You've probably heard a lot of uncertainty about the future of Social Security. You may even have questions about your own Social Security benefits in retirement. Receive the latest updates on the state of Social Security today, including whether Social Security can provide the income you need when you retire, how to make the most of your benefits and sources of retirement income beyond Social Security.



1-hour



In Person
Webinar



Employees



Money Today, Gone Tomorrow:

Understanding Wills, Trusts and Other Estate Planning Tools

Generational wealth transfer is at its highest level in world history. Discover how to navigate issues of health, possessions, finances and unexpected surprises when a loved one passes away and leaves their estate to the next generation.



1-hour



Webinar



Employees



Overcoming Financial Detours

Life can throw many detours our way and financial challenges are no exception. If you have the feeling a financial detour is lurking around the corner but can't quite determine why, you may already be experiencing some warning signs. Learn how to handle unplanned financial issues by examining six specific "detour signs."



1-hour



Webinar



Employees



Paying with Cash as a Budget Strategy

Have you gone through the exercise of establishing a budget but can't keep it balanced? You may want to consider reviewing how you pay for things. Sometimes when credit is used to purchase items, we find ourselves spending more than if we used cash instead. Learn how to effectively balance a budget, what situations are appropriate for using cash versus credit and how using credit impacts you financially.



1-hour



Webinar



Employees



Put Your Compensation to Work

It's easy to make the same choices during benefits enrollment every year, but easy might not be best. Don't overlook important opportunities to take full advantage of the employee benefits available to you. Learn to make informed decisions and uncover "hidden" compensation opportunities by discovering benefit options you may not have been aware of.



1-hour



In Person
Webinar



Employees

Real Estate Short Sales



As foreclosure rates hit record levels, more sellers are turning to short sales to avoid foreclosure. What is a short sale, and how does it impact personal and household budgets? Learn about how the short sale process works, how to qualify and its potential impact on a seller's credit score.



1-hour



Webinar



Employees

Red Flags that Warn Financial Trouble is Ahead



Do you have the feeling that financial trouble is lurking but can't quite determine why? You may be experiencing some warning signs worth noting. Learn to identify "red flags" of financial trouble including a regularly overdrawn checking account, infrequent/irregular credit card payments and the lack of an emergency fund.



1-hour



Webinar



Employees

Retirement Income: *Not Going as Far as Before*



Many seniors rely on Social Security as their main source of retirement income. However, as benefits fluctuate and bankruptcies increase in the senior citizen demographic, are those in your circle of influence being affected? Learn about this changing financial environment, including how retirement income changes may affect you and what you can do today to avoid feeling the impact.



1-hour



Webinar



Employees



Selecting a Financial Planner

Take charge of your life by carefully mapping a timeline to the means for financial well-being. Learn different aspects of the financial planning process by finding a financial planning professional to fine-tune your financial requirements and help you on the road to meeting your life's goals.



1-hour



Webinar



Employees

Sending Your Child to College



With the cost of college increasing at about twice the rate of inflation, it's important to start thinking about saving now. In order to make informed college savings decisions, and choose a goal that's right for you, learn to balance retirement and college savings, understand college-related costs and identify various payment options.



1-hour



In Person
Webinar



Employees

Should I Borrow from My 401(K) Plan at Work?



If you are thinking about borrowing some money from your 401(k) plans, proceed with caution. Before you decide, learn about the purpose of a 401(k), the pros and cons of borrowing, the difference between borrowing and distribution, and the unique risks of a 401(k) loan.



1-hour



Webinar



Employees

Steps to Buying or Selling a Home



The processes of buying or selling a house can be stressful, overwhelming and expensive, especially for first-timers. Avoid costly mistakes and become aware of all your rights and responsibilities by learning what an offer is and what effects the Real Estate Purchase Agreement can have throughout the process.



1-hour



In Person
Webinar



Employees



Stress-Free Debt Elimination

Bills piling up? Can barely afford the minimum payments? Sleepless nights worrying about your debt burden? Get your life back by eliminating debt. Ridding yourself of debt will reduce your stress and lead to financial freedom and peace of mind.



1-hour



Webinar



Employees



The Seven Deadly Sins of Personal Finance

Do your finances need a little boost? How are your savings and investment results fairing compared to your short and long-term goals and needs? The path to secure personal finance is riddled with common, everyday traps. Learn about the "seven deadly personal finance sins" and what solutions are available to avoid each pitfall.



1-hour



Webinar



Employees



Tools for Uncertain Financial Times

Are you ready for what the economy has in store for you during uncertain financial times? Understand what constitutes "financial uncertainty," decipher if we are currently living in uncertain times and identify signs of upcoming financial changes.



1-hour



Webinar



Employees



Transition to Retirement: *It's Not Just About the Money*

While many pre-retirees plan and calculate their financial resources to ensure an adequate nest egg to fund retirement, almost none invest time and energy into planning the nonfinancial aspects of retirement. Explore key elements to ensuring your retirement decisions are not only financially viable, but also emotionally and personally satisfying.



1-hour



Webinar



Employees
Managers



Using and Abusing Credit

Credit: Can you really use it wisely, or will it end up creating huge problems? Manage your financial responsibilities by learning about bankruptcy, how to stop harassment from collection agencies and whether your credit report really is private.



1-hour



Webinar



Employees

Vacationing on a Budget

Are you in need of some time away, but money is tight? No matter your budget, plan a great vacation by discovering alternative vacation options and where you can find some "hot" deals.



1-hour



Webinar



Employees

What's a FICO? Making Sense of Credit Scores

Obtaining credit with the best terms is largely dependent on your FICO score, but what exactly is FICO? A higher FICO score leads to lower interest rates, which saves you potentially tens of thousands of dollars when obtaining a mortgage. Learn what makes up a FICO score and the various steps you can take to improve it.



1-hour



Webinar



Employees

What's Your Spending Personality?

"Spend less, save more" sounds easy enough, but how do you do it? Learn to identify what drives you to spend money, whether it's "keeping up with the Joneses" or just to feel better about yourself. Understanding your spending personality will equip you to spend less and ultimately save more.



1-hour



Webinar



Employees



Why Budget Coaching?

When expenses increase, salaries remain flat or unemployment grows, many households find themselves in need of assistance to help balance their spending plan. Learn how one-on-one budget coaching can provide an objective third-party review of your finances and discover tips for balancing your family budget.



1-hour



Webinar



Employees



personal
growth



A Brain Science Understanding of Managing and Mediating Conflict

Certain conflicts can cause us to respond with a “fight or flight” reaction. To effectively resolve conflict, we need to access the executive levels of the brain that control calm and reason. Utilizing a brain science approach to reconciliation, explore a behavioral health understanding of interpersonal conflict at work and in other relationships.

 1-hour
Half Day
Full Day

 In Person
Webinar

 Employees

Alcohol Awareness: You Can Stop at Two



Many people choose to drink alcohol socially. While some are able to do so safely and responsibly, not everyone can. Learn safe drinking guidelines and make healthier choices by exploring the history of alcohol use, risks and signs of abuse and strategies for helping yourself or someone you care about stop.

 1-hour

 In Person
Webinar

 Employees

Anger Management



Anger is a natural human emotion. However, unconstrained anger can have detrimental effects on the workplace and on our health and success. It impacts both productivity and the morale of those around us as well as causes potential physical and emotional damage. Anger has equally damaging effects on family life—it alienates partners and breaks up families. Learn productive ways of managing angry feelings and expression.

 1-hour
Half Day
Full Day

 In Person
Webinar

 Managers

Creative Solutions to Conflict Management



Fear often leads us to believe that conflict is bad. When handled correctly, however, conflict can be a catalyst for positive change and enhance relationships. Discover how to manage interpersonal conflict at work and in other relationships by balancing intellectual and emotional components of conflict, increasing positive information through nonverbal and verbal skills, and improving the likelihood of resolution.

 1-hour
Half Day
Full Day

 In Person
Webinar

 Employees



Legal Doesn't Mean Safe: *Risks of Alcohol, Marijuana and Opioids*

Marijuana has been legalized in several states, the use of prescription opioids has increased dramatically and alcohol has been lawful since the end of Prohibition. Despite recent trends, we can't assume something is harmless just because it's legal. Take a closer look at the hidden—and not so hidden—costs of common legal substances on the workforce.



1-hour



Webinar



Employees

Managing Work-Life Balance



Most of us perform numerous roles on a daily basis: Employee, partner, parent, caretaker, etc. With so much to do, it's easy to lose our sense of balance. Determine self-expectations, redefine your roles and responsibilities and learn to reduce stress by incorporating balance into your life.



1-hour

In Person
Webinar

Employees

Practicing Situational Awareness

Recent violent events may have you questioning your safety at work, school or in the community. Practicing regular situational awareness helps you avoid dangerous situations while keeping you prepared for crisis. Discover practical skills to keep yourself safe in public, online or on the road by identifying the common mistakes people make in everyday situations.



1-hour

In Person
Webinar

Employees

Preparedness 101

Are you prepared for a natural disaster or a crisis event in the workplace? Do you and your family have the necessary supplies to withstand a tragedy? Answer "yes" to these questions and learn how to physically, emotionally and mentally prepare yourself for crisis situations by following a preparedness checklist.



Half Day



In Person



Employees



Ready, Set, Go! Lifestyle Change

Are you interested in living a healthier lifestyle, but not quite sure how? Sometimes you need to get out of your own way. Discover the attitudes, behaviors and habits that impede healthy lifestyle change and arrive at a personal self-directed plan to initiate or support healthy change.



1-hour



In Person
Webinar



Employees

Recognizing and Understanding Implicit Bias

Our experiences affect our perception of the world and, though we may not be consciously aware, can cause biases in our decisions and actions. In a safe environment, discover where these biases come from and how they impact behavior as you learn to evolve your understanding of self and others.



1-hour
Half Day
Full Day



In Person
Webinar



Employees

Retrain Your Brain: *Increasing Personal Resilience*

Ever wonder why some people seem to do better with change? Resilience is one factor that distinguishes those who thrive from those who struggle. Gain useful information about personal factors that impact resilience, tips for identifying everyday stressors and strategies for maneuvering through challenging situations at home or in the workplace.



1-hour
Half Day



In Person
Webinar



Employees

Understanding EAP and Work-Life Services

Employee assistance programs (EAP) offer an array of professional services to effectively balance challenges faced at work or home. Receive a thorough overview of the EAP and work-life services currently available to you, the benefits of each and how to access your offerings and increase the resilience of your workforce.



1-hour



In Person
Webinar



Employees



Understanding Today's Opiate Epidemic

There were 33,000 deaths nationally due to opioid overdose in 2015; of those, over 15,000 deaths involved a prescription opioid. Prescription opioids often lead to heroin use, and the National Safety Council reports that substance abuse costs the U.S. economy more than \$400 billion a year in lost productivity. How did we get here—and, more importantly, what can be done? Explore factors that have fueled this epidemic of addiction and discuss what you need to know to keep yourself, your family and your co-workers healthy and safe.



1-hour



In Person
Webinar



Employees

What is Personal Safety?

In its simplest sense, personal safety refers to the skills needed to set limits in situations that make us uncomfortable or are potentially dangerous including how we feel about ourselves and how to trust our instincts. Maintain personal safety and explore useful tips and information about awareness, knowledge, instincts and strategy.



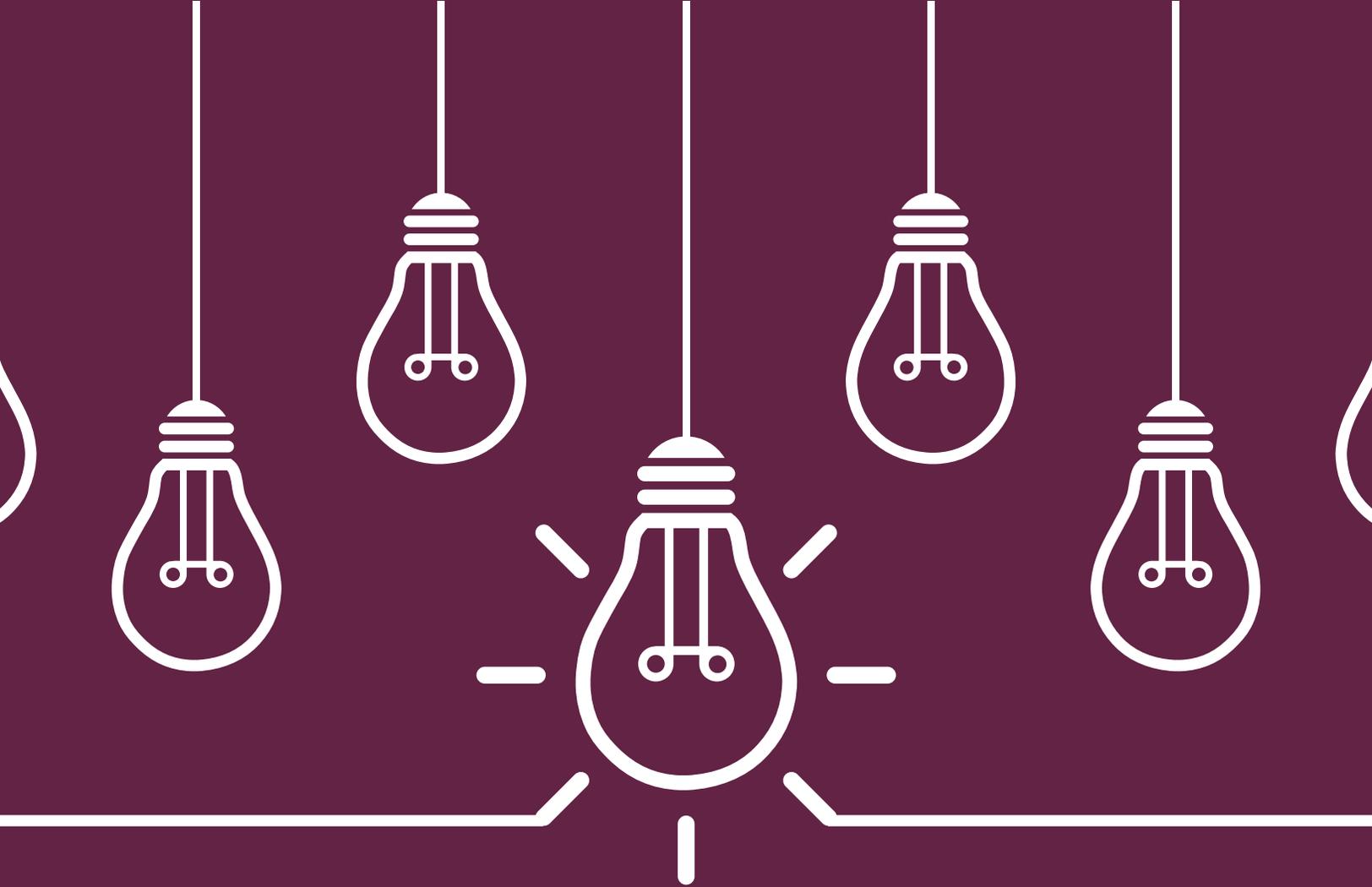
1-hour



In Person
Webinar



Employees



leadership

A Leader's Role in an Alcohol and Drug-Free Workplace

From the early days of employee assistance programs to the current opioid epidemic, substance abuse remains a significant workplace challenge. With a thoroughly detailed outline of what constitutes a reasonable suspicion referral, examine your role in maintaining a substance-free workplace, recognizing on-the-job indicators of alcohol and drug abuse, making "reasonable suspicion" determinations for testing referral, and knowing the do's and don'ts for supervisors regarding employee substance use and abuse.



1-hour

In Person
Webinar

Managers

A Trauma-Informed Approach to Managing Employees

The connection between brain science and a healthy, resilient workforce has seen rapid growth in recent years. By discerning the difference between a personnel problem and a personal problem, leadership can allow for more strategic workplace interventions. Discover how to use brain science and trauma-informed principles to assist with understanding employee performance, motivation and other workplace concerns.



1-hour

In Person
WebinarEmployees
Managers

Ageism and the Value of an Intergenerational Workforce

The U.S. is facing unprecedented generational and demographic shifts, requiring employers to rethink traditional human capital strategies. Unfortunately, ageist misconceptions and biases often permeate our thinking. Take part in a discussion of practical approaches to debunking age-related myths, breaking down ageist perceptions and exploring compelling opportunities for employers to successfully build an intergenerational workforce.



1-hour



Webinar

Employees
Managers

Building a Crisis Management Team

Crisis management teams are central to helping organizations prepare for, response to and recovery from crisis situations. Discover why having a crisis management team is important, walk through an easy-to-use checklist for creating an effective team, evaluate who should be on the team and why, and develop a list of strategic goals for the team. By building a robust crisis management team, your organization can prepare for the unexpected.

1-hour
Half DayIn Person
Webinar

Managers



Creating a Workplace Free of Sexual Harassment

In the wake of the #MeToo movement, sexual harassment has required organizational leaders to reevaluate workplace policies and procedures while developing skills to effectively address concerns and complaints from targets of harassment. From inappropriate comments to unsolicited touching, learn to identify, report, investigate and respond to sexual harassment in your workplace.



Crisis Management Leadership

Leading during a crisis is no easy feat; the better prepared you are, the more successful your response will be. Build the essential skills necessary for managing crisis situations by reviewing real-life examples that required strategic leadership skills, understanding the tools that will help you be an effective and impactful leader, and how to conduct tabletop and functional drills.



Diversity in the Workplace

Today's workforce brings together cultural, religious, political, racial, generational, gender and ethnic differences to create a beautiful synchronization of diverse people—when done right. Review your organization's diversity policy and orient leadership on diversity and inclusion best practice, including workplace behavioral expectations, while participating in practical exercises on inclusiveness.



Domestic Violence Awareness:

When Private Issues Become Public Concerns

Domestic violence isn't just a domestic issue, it's a workplace issue. Also known as intimate partner violence, domestic violence affects 1 in 3 women and 1 in 4 men—an alarming statistic of clear importance to employers and their workforces. Learn how to best keep individual targets of domestic violence, as well as the workplace, safe.



EAP Tools for Managers and Supervisors

Managers and HR staff use employee assistance programs (EAP) to address work performance issues that flow from employees' personal and family difficulties, providing a way for leadership to know that an employee has been offered every opportunity to address problems impacting work performance. Yet, an EAP can be a complex benefit to utilize. Learn what an EAP benefit is and how it works; how a manager or HR representative can access EAP consultation on work performance issues; how to make a job performance referral to the EAP, including "mandated" referrals; and reporting employee EAP involvement.



1-hour



In Person
Webinar



Managers

Executive Change Management

Whether change is occurring in a department or throughout the organization, successful change management requires a strong commitment from executives and senior managers. Explore 10 key responsibilities of executive leaders, including establishing a clear vision and recognizing the human element of change, as you reflect on the impact change can have on the workforce.



Half Day
Full Day



In Person



Managers

Integrating Emotional Intelligence in Leadership Development

Emotional intelligence (EI) is the capacity to control, express and be aware of one's emotions while handling interpersonal relationships judiciously and empathetically. It is also critical to becoming an effective leader. Learning to define and integrate EI into leadership development will help establish a welcoming and resilient workplace environment for everyone.



1-hour
Half Day



In Person
Webinar



Managers

Lessons in Leadership

From Mother Theresa to Martin Luther King, Jr., great leaders have left practical, down-to-earth lessons that are applicable to many of today's organizational leaders. Whether it's the importance of mutual trust or hiring the right people for the right roles, these lessons will identify areas of growth and development that inform leadership skills as well as the capacity of teams to accomplish strategic goals.



1-hour



In Person
Webinar



Managers



Managing Conflict

As much as we may want to avoid it, conflict is an unavoidable reality—but it can be effectively managed for workforce resilience. Discover how to manage conflict among your teams, employees and personal relationships by learning to identify open and covert conflict, reviewing key issues in dealing with conflict and improving the likelihood of resolution.



Managing in a High-Stress Workplace

Identifying a highly-stressed workplace requires having a support system in place that adequately addresses any number of employee issues. Sometimes, however, managers need assistance. By utilizing tools like an EAP or work-life program to foster resilience and respond to job performance issues, learn to recognize the many forms stress can take and respond appropriately to stress in your workplace.



Managing Organizational Change

Organizational change such as workforce reduction and restructuring can cause incredible stress on employees and the entire organization. Employees can feel resentment, grief, guilt and anger about the reorganization and any subsequent changes. Build employee adaptability and healthy coping behaviors by understanding the impact of workforce reductions on “surviving” employees; creating strategies for supporting surviving employees and enhancing morale; developing an action plan for managing through change; and learning what support systems are needed in the wake of significant change.



Managing the Impact of Trauma in the Workplace

Did you know that 60 percent of adults in your workforce have had an adverse childhood experience (ACE)? These experiences often lead to long-term consequences including maladaptive behavior in the workplace. Learn to engage and develop healthy relationships by understanding ACEs, the impact of trauma on individuals and offering trauma-informed approaches to managing workplace performance.





Mental Health Issues in the Workplace

Despite the fact that 1 in 5 people experience mental health conditions, mental illness remains a taboo subject in most workplaces. Learn more about the realities of mental health, including the individual and organizational costs of stigma, and what employees and managers can do to help address stigma in the workplace.



1-hour



In Person
Webinar



Employees
Managers

Organizational Resilience Essentials



Organizational resilience means having the ability to both prepare and respond when disaster strikes. Preparation includes a thorough risk assessment, team development and training, all of which have a direct impact on a crisis response. Many organizations follow specific industry standards and these, along with lessons learned from past events, are part of identified best practice. Learn how to approach planning and training from an all-hazards point of view and identify any gaps—as well as solutions—for your organization.



1-hour



In Person
Webinar



Managers

People Skills for Managers



Identifying departments, teams or individual employees that are filled with tension, stress and unhappiness is key to successful management, but what can you do when negative stress overwhelms productivity and creates unhealthy, disengaged employees? Through practical applications, discussions and self-reflection, learn to identify the elements of a healthy work environment and how leading by example supports the productivity and resilience of the overall organization.



1-hour



In Person
Webinar



Managers

Performance Management



The role of a leader can be broken down into the “Four Ds”: Develop, direct, declare and discipline. The last “D”—discipline—can be fraught with barriers. Learn to identify useful coaching tools and review your performance feedback capabilities by taking a deep dive into what discipline means in your organization. In addition, common mistakes made during performance management and employee coaching will be discussed as we pursue the path to becoming stronger leaders.



1-hour



In Person
Webinar



Managers



Preventing Workplace Violence with EAP Services

An employee assistance program (EAP) is often the overlooked tool in your workplace violence prevention toolbox. An EAP can assist those in leadership positions with providing support to stressed, overwhelmed and often struggling individuals. Learn how to balance performance management with promoting a healthy workplace as well as discover how an EAP offers unbiased, confidential support to help employees bring their A-game to work.



1-hour



In Person
Webinar



Employees
Managers

Promoting a Healthy Work Environment: *Communication, Conflict Management and Teamwork*



A toxic work environment filled with tension, stress and unhappiness kills productivity and creates unhealthy, disengaged employees. Learn to identify the elements of a healthy work environment, including effective communication and how to collaborate with different personalities and management styles, to support the productivity and resilience of both your team and the overall organization.



1-hour



In Person
Webinar



Employees
Managers

Stress, Leadership and How to Balance



Regardless of how effective a leader you are, what kind of team you lead or the conditions you work within, you'll inevitably face difficult times. As the leader, the brunt of the stress will fall on you; however, your resilience in the face of adversity is the key to thriving. Learn to reduce stress by incorporating balance into your life by understanding work-life balance, identifying factors that prevent individuals from achieving balance, specific techniques for managing stress and strategies for self-care.



1-hour



In Person
Webinar



Managers

Supporting Safety and Well-Being through Workplace Violence Prevention



As a leader in your organization, you are partly responsible for the safety and well-being of your employees—but executing that responsibility can be challenging. Learn to identify warning signs and behavioral cues that are often precursors to aggressive or assaultive behavior; discuss and practice de-escalation techniques and appropriate responses to escalated situations; and review organizational policies and procedures that can be incorporated into responses to workplace violence.



1-hour
Half Day
Full Day



In Person
Webinar



Employees
Managers

The Multigenerational Workplace: A Leadership Opportunity

Today's workplace is more diverse than ever. For the first time, four generations with different mindsets are working side by side, with an emerging fifth generation on the way. Learn to identify the unique characteristics of each generation—Silent, Baby Boomers, Generation X, Millennials, Generation Z and everything in-between—and understand the challenges of working within a multigenerational workforce as well as the most effective strategies for managing a diverse workplace.



1-hour
Half Day



In Person
Webinar



Employees
Managers

Time Management for Managers

Meeting deadlines, allocating time for different office tasks and accomplishing more in a day's work is one of the greatest challenges a manager can face. From clear organization to taking small, recharging breaks, learn practical solutions for managing time effectively through a comprehensive array of time management skills as well as useful suggestions on how to apply those skills in your day-to-day work.



1-hour



In Person
Webinar



Managers

Wellness and EAP

Employee assistance programs (EAP) have evolved substantially since their early days, covering a variety of personal and professional challenges that impact all levels of the workforce. Understand how EAP has changed, discuss common stigmas related to EAP services, and dive into how you can increase utilization, gain manager support, and ultimately tie EAP to the well-being of your organization. By introducing wellness concepts that demonstrate how seeking help is a positive choice, reframe EAP as a tool for investing in psychological/emotional fitness, financial fitness and social well-being that ultimately leads to positive outcomes.



1-hour



In Person
Webinar



Employees



professional
development



Active Shooter Preparation and Response

Recent years have witnessed several tragic events involving active shooters that resulted in mass fatalities and injuries. Whether at home, work or in a public space, you are your first line of defense. Discover practical skills for keeping yourself and others safe by understanding your response options during an active shooter situation, identifying common mistakes and gaining an understanding of an active shooter.



Half Day



In Person



Employees

Best Practices in Accounting for People During Crisis Events

If disaster suddenly struck your organization, would you be prepared to manage the potential disappearance of employees or minimize the damaging aftermath? A comprehensive accounting for people plan positions you to respond to information inquiries and ensures effective response and recovery. Learn how to create an easily executable plan through risk assessments, staff management, coordinator designation and predetermined evacuation/assembly locations.



1-hour



In Person
Webinar



Employees
Managers

Civility in the Workplace: *Learning to Get Along*

From religion to politics, diverse opinions and attitudes often find their way into the workplace—and sometimes have a polarizing effect. Learn to recognize the differences that exist between individuals, explore the issue of implicit bias, and discover strategies for creating a productive work environment that appreciates diversity while still allowing freedom of expression.



1-hour
Half Day
Full Day



In Person
Webinar



Employees
Managers

Conducting a Crisis Management Drill

Keep your crisis management plan current and be prepared to execute it by conducting regular drills and exercises. By exploring elements and sample scenarios of common crisis management training opportunities, including critical task drills, tabletops, and full-scale exercises, your organization will be equipped to prepare for, respond to and recover from a crisis event.



Half Day



In Person



Employees



Crisis Intervention Using De-Escalation Skills

When faced with an intensely angry or potentially violent individual, whether a customer or co-worker, the ability to keep yourself safe and de-escalate others is a critical tool. Develop and practice skills in de-escalation by improving communication, understanding personal space and being aware of precipitating factors—all while maintaining your composure.



Half Day



In Person



Employees

Crisis Media Training



When workplace crises occur, employers must contend with a print, broadcast and digital/online landscape that has the potential to negatively affect an organization's message, image and reputation. Explore what you can do now to control the situation later by developing an effective social media communications strategy and enhancing interview skills through question and answer training and rehearsal.



Half Day



In Person



Employees

Cyberterrorism: *The Human Impact*



Cyberattacks are traumatic and fear-inducing experiences that directly impact victims through stolen identities and exploitation of private information. In today's digital society, everyone must take proper security precautions to protect themselves and their data. Explore the long-lasting consequences of cyberattacks, security steps you can take to protect yourself from harm, and what employers can do to support employees and keep the workplace safe.



1-hour



In Person
Webinar



Employees

Dealing with Difficult People



We all encounter people with different backgrounds, communication styles and habits. These differences can be especially difficult to manage in the workplace. Learn to effectively work with others and cope with challenging individuals in the healthiest manner possible while also taking care of your own needs.



1-hour
Half Day



In Person
Webinar



Employees



Diversity and Inclusion: *Creating a Culturally Competent Workplace*

Diversity, equity and inclusion are critical components for a successful and productive workforce. Learn about the value of workplace diversity, explore the practical application of an inclusive environment through a customized orientation to your organization's diversity policy, and review the specific behavioral expectations of all employees.

 1-hour
Half Day
Full Day

 In Person
Webinar

 Employees

Don't Get Ready—Be Ready: *Bringing Your A-Game to Work*

Whether due to a lack of professional work experience or a change in today's workplace culture, some employees are simply unprepared when they arrive to work. Help employees bring their "A-Game" every day through development tools and specific examples of appropriate workplace attire, communication and behavior.



 Half Day

 In Person

 Employees

Effective Communication

Effective communication skills are the pillars of good office relationships, effective teamwork and greater productivity. Moreover, communication skills top the list of personal qualities and skills demanded of management in the corporate world. Discover how to enhance your communication skills by focusing on both the content and delivery of communication to both your employees and customers.



 1-hour
Half Day
Full Day

 In Person
Webinar

 Employees

Family Assistance Training

The increase in incidents of mass violence underscores the need for specialized behavioral and emotional health support for families affected by such tragedies. Employees who are members of a crisis response team will learn best practices for responding to the needs of victims and helping families recover from the effects of an organizational incident while maintaining their own self-care.



 Half Day

 In Person

 Employees



Getting Prepared When Disaster Strikes

No organization wants to imagine the worst-case scenario, yet your preparedness in the wake of a disaster will have a significant impact on your reputation and business continuity. Get started on implementing a crisis management strategy by exploring a brief history of crisis preparedness and identifying the top eight ways individuals and organizations can prepare for a disaster.



Identifying and Responding to Workplace Violence

Whether it's a threat, verbal abuse or a physical act, violence occurs in the workplace and can impact employees, clients, customers and visitors. Through hands-on activities and approaches, investigate tools to respond to and de-escalate potentially violent behavior in the workplace by identifying behaviors that individuals often engage in prior to being physically assaultive.



Mobilizing Social Service Agencies in Times of Crisis

Victims of disaster are often left without homes or the means to buy essential items for their families. Social service agencies present unique options for supporting those who have lost hope and have nowhere else to turn. Discover how social service agencies can utilize their facilities to help local communities and train workers to support those affected by disaster.



Responding and Thriving in Organizational Change

To remain competitive, businesses across the nation are attempting to increase their viability through streamlining their operations and workforce. Employees who remain can face stress, guilt, grief and resentment. Explore these "survivor symptoms" by understanding the change cycle; recognizing actions, beliefs and consequences of perception; and building effective, ongoing stress management skills.





Social Networking: *Today's Communication Tools*

From Wall Street to Main Street, social media influences both personal and professional aspects of our lives. The impact of social media on crisis communications has the potential to completely alter the way we approach sharing information with stakeholders during critical incidents. Learn how to properly use—and prevent the misuse—of social media tools during a crisis while establishing an effective communications plan.



There is an I in Team:

Understanding What Every Individual Brings to the Table

In order to maintain a productive and cohesive team, it's essential to assess and evaluate the strengths, challenges and contributions of individual members. Explore the common challenges and characteristics of high-functioning teams, learn how to problem solve together and discover ways to evaluate your team's effectiveness.



Time Management: *A Self-Management Strategy*

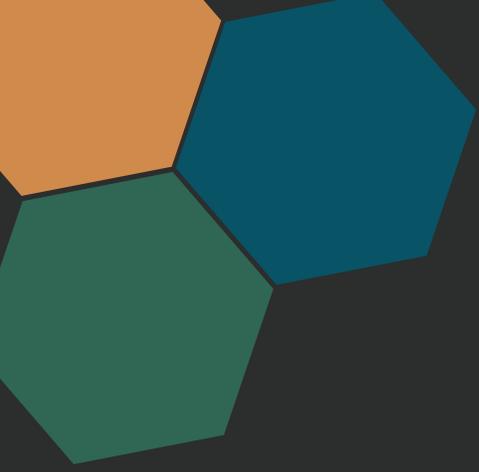
Meeting deadlines, allocating time for numerous office tasks and accomplishing more in a day's work is one of the greatest challenges for most employees. Discover practical solutions for managing time effectively by understanding and caring for yourself, acknowledging your "time-wasters" and prioritizing your responsibilities at work or home.



Workplace Bullying: *What, Who and How*

From the playground to the workplace, it seems that every bad behavior is considered bullying. Learn how bullying impacts both employees and the organization by answering the "What, Who and How" questions that often go along with bullying, challenging common misconceptions about bullying behaviors and breaking related myths.





FEI has a 40-year history in enhancing workforce resiliency by offering a full spectrum of solutions, from EAP and organizational development to workplace violence prevention and crisis management. One of the most successful social enterprises in America, FEI was created by the Alliance for Strong Families and Communities, a national network of social sector organizations working to achieve its vision of healthy and equitable society.

fei workforce
resilience

