



WELLNESS WORKSHOPS OFFERED BY INVEST EAP: 2008

For further information, call 888-392-0050

Three Steps to Self Mastery in Times of Stress

- Understanding how you use control and how it may help or hinder your relationships in the workplace
- Use of personal power to create a positive work experience

This workshop is designed to help participants look at stress in a completely different way. The goal is to inspire participants to identify their current perception of stress and, if they wish, begin the process of changing it into a more realistic, healthy one. We will look at the power of **thinking** and spend time exploring the topic of **control**. Real life examples are used, and the group learns an ancient breathing technique taught by martial artists.

Presenter: Wendy Halley, MA, LCMHC

Three Steps to Self Mastery When Dealing With Difficult People

A one-hour workshop that examines the power struggles we can get ourselves into with other people. Participants will discover what these situations can teach them about themselves and their relationship to the concept of **control**.

Presenter: Wendy Halley, MA, LCMHC

Sexual Harassment and Respect in the Workplace

This workshop reviews the definitions and laws regarding sexual harassment. It fulfills the requirements that employers have to promote and attempt to maintain a workplace free from Sexual Harassment. It also provides specific ways to respond to situations of harassment. Additionally, the topic of Respect in the Workplace is discussed with the goal of providing specific guidelines for creating a respectful workplace as well as a framework to address this issue as new situations develop.

Presenter: Andy Kelley, MSW, LICSW

Boundaries and Respect in the Workplace

Maintaining boundaries can be an essential part of a productive healthy workplace. This workshop explores the issue of boundaries between both coworkers and in situations where employees' jobs involve close contact with clients and others. Definitions of boundaries, causes of poor boundaries, and ways to maintain appropriate boundaries are all explored. Additionally, the topic of respect in the workplace can be combined to enhance participants' ability to develop and maintain a healthy respectful workplace.

Presenter: Andy Kelley, MSW, LICSW

Solutions to Problems with Anger and Other Moods

This one hour interactive workshop helps participants understand the origins of anger and other moods that can impact work and home functioning. Participants learn to identify ways to understand and change their **behavioral responses** to reduce negative impact on their lives.

Presenter: Andy Kelley, MSW, LICSW

Stress Reduction and Management

Stress is one of the most common problems dealt with by workers. This workshop provides a valuable framework to identify stress, pinpoint the cause of the stress, identify ways to reduce the stress, and finally learn important tools to manage the rest.

Presenter: Andy Kelley, MSW, LICSW and EAP Affiliated Staff

Rethinking Change

This workshop provides participants the opportunity to increase awareness of their response to change. We'll discuss skills to rethink situations while developing coping strategies to prevent or minimize stress responses. Participants will identify and practice skills which link cognition, affect and behavior.

Presenter: Arlene Wright, MA, LMFT and EAP Affiliated Staff

Life Spheres in Balance

In this workshop we introduce a framework of 'life spheres', the different areas of your world that together hold you either in a state of *balance* or imbalance. Using coaching tools, participants rate their satisfaction levels in each life sphere, and through exploratory techniques discover what obstacles may block their energy – and how to get beyond them. Participants are empowered to make a small change in an important area to enhance their life balance.

Presenter: Myra Handy, MSW, LICSW and EAP Affiliated Staff

Night Shift and Wellbeing

Topics covered include:

- Your health & well-being while working late or back-to-back shifts
- Self-care through healthy eating, sleep management and exercise
- Tips on transitioning smoothly between shift and family demands
- Information on circadian rhythms and managing sleep patterns successfully.

Presenter: Myra Handy, MSW, LICSW

'Daydreaming with Intention' for Stress Management (1.5 hours)

This workshop sends participants on an insightful journey of self discovery and healing around the topic of stress using a form of guided meditation.

Participants will learn a simple visioning technique used by native people all over the world for tens of thousands of years. This powerful experience will give you a magical taste of what's possible as well as help you gain a new understanding of your relationship with stress.

Presenter: Wendy Halley, MA, LCMHC

Drumming Your Heartsong

A powerful and popular teambuilding workshop using the most ancient form of communication . . . drumming. Recent studies reveal that group drumming in the workplace reduces stress by 20%, boosts your immune system, increases morale, decreases fatigue, increases productivity and reduces employee turnover. And all of this is done without talking. Participants will leave this workshop, even if they've never touched a drum before, knowing how to play two basic African hand drum rhythms . . . and in much better spirits.

Presenter: Wendy Halley, MA, LCMHC

A Self-Indulgent Hour of Relaxation

This workshop is all about self care. Through the use of tools such as deep breathing, simple meditative Chinese qigong postures, and music, participants will be given a guilt-free hour to turn off their brains and melt into a state of peace.

Presenter: Wendy Halley, MA, LCMHC

Positive Navigation: Leading Staff Through Trying Times

When painful events such as reorganization, reduction in force, or relocation occur, managers and supervisors are called upon to support their staff in a manner that will ensure the least upsetting experience possible. This workshop will present proactive strategies for supervisors and managers leading staff through trying times. One goal of the workshop is learning to shift the energy of the team from *surviving* to *thriving*. The target audience for this workshop is any manager or supervisor facing trying situations such as Reduction in Force (RIFs) or reorganizations.

Presenter: Myra Handy, MSW, LICSW and EAP Affiliated Staff

Preparing to Deliver Bad News

At some point in their career, supervisors and managers inevitably find themselves in the uncomfortable position of having to deliver bad news. This workshop will identify a 3-step process that will assist the manager in the areas of *self-reflection*, *preparation*, and ultimate *delivery* of the difficult information that can often come with the leadership role.

A discussion on delivery of negative **performance evaluations** is a key component of this workshop.

Presenter: Myra Handy, MSW, LICSW and EAP Affiliated Staff

Navigating Chaos

Have you found yourself wondering: Is it me or does life seem to be more and more challenging lately? This one-hour workshop will provide an opportunity to informally discuss the seemingly growing amount of chaos in our lives, the community, and the world. We'll discuss ways to increase awareness, better manage and make sense of what's happening. But most importantly, you'll discover that chaos is not necessarily a bad thing.

Presenter: Wendy Halley, MA, LCMHC

30 Minute Relaxation Break

Learn to take time for yourself. Spend 30 minutes using mindful breathing, guided imagery and basic meditation, relaxation techniques shown to help reduce anxiety and increase well being. Bring a small mat or towel if you'd like to sit on the floor or relax comfortably sitting in a chair.

You will leave with 3 focused relaxation strategies that can be used to build or enhance a regular practice of relaxation.

Presenter: Arlene Wright, MA, LMFT and EAP Affiliated Staff

Stress Undone!

Join us for an hour of quietude. Renew your spirit through the practice of mindful breathing, guided imagery and basic meditation. Listen to the sounds of the natural world as you relax and enhance your sense of calm, focusing on your own emotional well being. Bring a small mat or towel if you'd like to sit on the floor or relax comfortably sitting in a chair.

You will leave with 3 focused relaxation strategies that can be used to build or enhance a regular practice of relaxation.

Presenter: Arlene Wright, MA, LMFT and EAP Affiliated Staff