

# WELLNESS & WORK-LIFE SEMINARS

**Wellness & Work-Life Seminars** are free of charge to Blomquist Hale Employee Assistance Program (EAP) client companies. Non-client companies can purchase group experience for an hourly fee. Courses are generally presented at the work-site and can be designed to offer helpful suggestions on a variety of topics. Each class is taught by a licensed therapist and lasts approximately 60 minutes. Please see below for a list of work-site seminars that we offer.

# The Workplace

#### HOW TO MAKE THE MOST OUT OF YOUR JOB

**SEMINAR:** Highlights five basic steps to help achieve extra-ordinary satisfaction from your job. Learn how to increase job performance and job satisfaction utilizing emotional intelligence principles. Participants are encouraged to take responsibility for improving their experience at work to achieve greater levels of overall satisfaction in life.

#### HOW TO GET ALONG WITH EVERYONE AT WORK

**SEMINAR:** One of the biggest workplace stressors is how we get along with those we have the most contact with—namely coworkers and customers. Difficulties here may lead to emotional distress in other areas of our lives. This workshop includes tips on how to get along with those coworkers and customers, so we avoid "taking it home." This workshop includes tips on how to get along with coworkers and customers. Participants will learn how to avoid "taking it home."

#### **EMOTIONAL INTELLIGENCE I & II**

**SEMINAR:** Part I discusses intelligence skills; self-awareness, self-regulation, and empathy. Part II focuses on social relationships and how to positively manage social interactions

— Social awareness skills and relationship management enhance one's effectiveness as a leader.

# STRIVING FOR EXCELLENCE AS A LEADER

**SEMINAR:** This workshop will teach you communication and motivational skills that will help you become everything you are capable of becoming.

#### **CREATING PLEASED CUSTOMERS**

**SEMINAR:** This workshop prepares you to resolve customer complaints in a professional manner, by hearing needs and delivering expectations to help them understand that you are dedicated to helping find solutions & delivering awesome experiences.



# The Workplace (continued)



#### **CUSTOMER SERVICE: WHEN THE FIRE GETS TO HOT**

**SEMINAR:** Focused on customer service, and how to treat both customers and coworkers in a way that prevents things from getting "out of hand." Attendees will learn how to handle angry customers and how to resolve situations in a positive way for both the customer and the employee.

#### COOPERATION IN THE WORKPLACE

**SEMINAR:** This workshop focuses on the causes of non-cooperation and the underlying reasons for these destructive behaviors. Alternatives to non-cooperative behaviors are discussed, to create a healthier work environment and more productive exchanges.

#### MENTAL ILLNESS IN THE WORKPLACE

**SEMINAR:** This presentation helps gain familiarity with the different types of mental illness. Learn about the challenges of these illnesses and how common they actually are in society. The presentation provides employers with ideas on how to "reasonably accommodate" individuals in the work environment.

#### PROACTIVE PEOPLE MANAGEMENT

**SEMINAR:** Managers across the country report that at least 30% of their time is spent resolving "people problems." Most of these problems are preventable, especially with entry-level staff. This training experience is exclusively designed for managers and supervisors. Its goal is to provide leaders with the skill set to "mind-set" new employees and set them up to succeed in business relationships. The roles and code of conduct for leaders as distinct from line staff is also explored.

#### MANAGING ACROSS THE GENERATIONS

**SEMINAR:** Traditionalists, Baby Boomers, Generation X, and Millennials: What an assortment of temperaments and a mix of motivations! This seminar gives managers a concise history of these three generational groups with emphasis on their work ethic, attitudes about authority, and their motivational tips. This offering is most suitable for managers and management hopefuls.

#### **DISCRIMINATION AND SEXUAL HARASSMENT PREVENTION**

**SEMINAR:** This hour is well spent in sensitizing employees to the issues surrounding this controversial topic. The laws are examined; but more importantly, this presentation focuses on a commonsense approach to respect and consideration in the workplace.

#### **MANAGING WORKPLACE GOSSIP**

**SEMINAR:** As managers we are often surrounded by the hissing (she said; he said) and backbiting of our employees. At times, it feels like we are trying to conduct business in a snake pit! Learn some unique and very effective ways to eliminate this kind of poisonous environment in your workplace. If you have ever felt "caught in the middle" between contentious employees, this workshop is for you.

# The Workplace (continued)



#### THE TROUBLED EMPLOYEE

**SEMINAR:** "I've tried everything with this person and nothing works!" "You just can't win with her. There is no way to ever please her!" Sound familiar? As larger and larger portions of our population enter the workforce, we will inevitably be faced with troubled or even unstable individuals. Here we enter a realm where the usual rules often do not apply. In this training, we offer techniques and expert support to supervisors facing these challenges.

#### **DRUG-FREE WORKPLACE**

**SEMINAR:** This seminar is intended to function as a primer for management teams with an interest in implementing drug-free workplace policies and procedures. We will cover the rationale for such policies, as well as suggestions for drug testing protocols, assessment of individuals with positive drug tests, disciplinary actions, and roll-out strategies.

#### **FOR-CAUSE DRUG TESTING**

**SEMINAR:** It can be difficult to recognize when someone might be under the influence, creating an unsafe work environment for themselves and coworkers. This presentation helps leaders recognize and know how to take the necessary steps to protect employees and the organization from the potential risks associated with substance use on the job.

### **Communication**

#### **DIFFICULT CONVERSATIONS**

**SEMINAR:** Have you ever wanted to say something but didn't, fearing how it would come out or be received? When stakes are high, opinions vary widely, and emotions start to run strong, even casual conversations become difficult. Ironically the more difficult the situation the less likely we are to handle it well. This presentation also covers different communication styles and identifies how these different styles play out in difficult conversations.

#### **ASSERTIVENESS TRAINING**

**SEMINAR:** Tired of your needs being pushed aside for the needs of others? Understand what it means to be assertive, the responsibilities that come along with interacting in an assertive way, and see how that differs from being aggressive.

#### POWERFUL INTERPERSONAL COMMUNICATION

**SEMINAR:** Our ability to communicate and problem-solve is critical to our success, both at work and at home. This presentation highlights approaches that consistently create healthy and productive relationships.

#### **COMPASSIONATE PROBLEM-SOLVING**

**SEMINAR:** What do you do when someone is behaving in ways that are making you feel distressed? Learn the skills necessary to address these problems more effectively. This presentation highlights strategies to powerfully identify problems while maintaining compassionate dignity of all involved.

# **Healthy Behaviors**

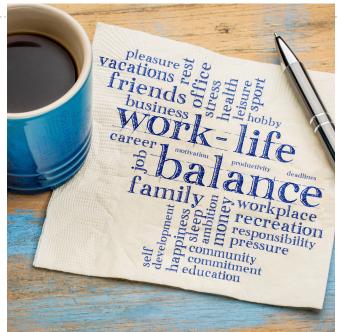


HOW ESTABLISHING HEALTHY HABITS IMPACTS EMOTIONAL WELL BEING

**SEMINAR:** As individuals focus on their overall wellness, one should consider how healthy habits affect one's emotional well being. This study reviews how establishing these healthy habits positively impacts one's emotional well being.

#### MAKING THE DECISION TO CHANGE

**SEMINAR:** Most of us realize that if we would improve our lifestyle, that we would lose weight, gain strength, have more energy, avoid chronic diseases, and enjoy better health. Unfortunately, knowing we "ought to" change rarely translates into better health. This presentation focuses on how to successfully change your health-related behaviors.



# BALANCING THE STRESS OF LIFE FOR A HEALTHIER LIFESTYLE

**SEMINAR:** What do you do when life feels overwhelming? Or when you sense that unless something changes, you will quickly approach burnout? This presentation uses the analogy of a reservoir to illustrate how we can gain control of the "drains" (stressors) depleting our bodies of energy. Taking time for "fillers" allows our reservoir to be replenished, which helps a person to regain energy and better balance the stresses of life.

#### TRANSITIONING TO A HEALTHY RETIREMENT

**SEMINAR:** The journey from working to retiring is one of life's biggest transitions, even for those who think they have planned for every aspect. But, people prepare and experience retirement in different ways. There is no "right" way that works for everyone headed into their golden years. This presentation discusses dreams, fears, concerns, and emotional issues associated with major life changes and other aspects of retirement.

#### **SUCCESSFUL AGING**

**SEMINAR:** "Grow old along with me! The best is yet to be!" Is that really possible? Is it possible that each year can actually bring more contentment, joy, and happiness? Researchers who study older Americans are answering with a resounding "yes!" They report large numbers of 60, 70, 80, or even 90-year-olds who are absolutely loving and enjoying robust health and vitality.

This presentation will address the difference between "normal aging" and "successful aging" using the results from the two largest and most prestigious studies ever conducted on this subject. These results are both amazing and encouraging, and bring into clear focus what you must be doing now if you want to enjoy good health and vitality when you retire. The seminar will also address the relative impact of genetics verses lifestyle on successful aging and will highlight simple health-related behaviors that have powerful consequences to enhance the last 20 years of your life.

# Relationships, Family & Parenting



#### APPRECIATING DIFFERENCES

**SEMINAR:** People are different in fundamental ways. What makes us think, feel, and act differently? Participants learn their temperament and understand more about themselves and what makes them different from others.

#### **TECHNOLOGY: IMPACTING FAMILIES**

**SEMINAR:** Ever feel like your cell phone controls your life? Are parents, spouses, siblings, and extended family members are more absorbed in technology, than paying attention to who is around them? Participants will learn about precautions that can/should be taken, how to address concerns about technology in adaptive ways, and develop plans and strategies to be proactive rather than reactive!

#### **BACK TO WINTER & BACK TO SCHOOL**

**SEMINAR:** The change of summer to winter brings challenges for all of us. With the changing of the seasons we are more prone to depression and parents face the challenges of sending children back to school. This workshop focuses on strategies to help minimize stresses associated with the changes of the seasons and the demands of a new school year.

#### RELATIONSHIP WORKSHOP

**SEMINAR:** Experts estimate that 55% to 65% of today's American marriages will end in divorce. (That's first marriages. The odds worsen for 2nd and 3rd marriages!) This seminar is designed for individuals contemplating marriage. We explore the most common areas of conflict and compatibility within modern marriage. This course will provide proven concepts for strengthening your marriage. We cover such topics as gender differences, (men are from Mars and women are from Pluto) conflict, and communication.

#### STAYING IN STEP: THRIVING IN STEP FAMILIES

**SEMINAR:** No one plans to have a step family. Yet, many of us find ourselves in these non-nuclear families. Here the old tried-and-true parent/child and mom/dad roles can be pushed to the breaking point. Broken hearts and broken marriages are all too frequently the result. Come examine with us the "new family" rules and roles, as well as some timely tips for coping with ex-spouses.

#### **PARENTING TEENS**

**SEMINAR:** "The aliens took my real kid and left this." Ever feel like this as you try to navigate those troubled waters of the teenage years? We understand; and we have some great ideas and suggestions for parents who want to "do the right thing" with their teens.

#### PARENTING WITHOUT LOSING YOUR MIND

**SEMINAR:** "Every day, your children are preparing for tomorrow - and you are the key to their success. This seminar covers the essential ingredients to succeed in your job as a parent. Discussion points include the significance of the parental role model, having a love-based

relationship, setting limits, creating a nurturing atmosphere, and taking time for family fun.



## **Emotional Health**



#### POWER OF A POSITIVE ATTITUDE

**SEMINAR:** How much easier life would be if we were always happy? If you want to achieve happiness, better health, stronger relationships and continued success, you may not have to look any further than the mirror. YOU are in control of your life. This fun presentation teaches how to be positive, recognize simple pleasures, and find joy in life.

#### SUICIDE PREVENTION

**SEMINAR:** Unfortunately most of us know of someone who has contemplated, attempted, or committed suicide. This presentation covers the sensitive issue of how to recognize and what to say to someone who may be considering suicide.

#### REDUCING ANXIETY, STRESS, AND DEPRESSION

**SEMINAR:** Heed the physical, mental, emotional, and social warning signs that make you feel out-of-sorts. Establishing simple routines in sleep and daily life can help you feel in control instead of feeling like life is controlling you.

#### INCREASING PERSONAL HAPPINESS

**SEMINAR:** Finding happiness can often feel elusive and unobtainable. There is also a lot of conflicting information about what will bring long-lasting happiness and life satisfaction. This workshop will discuss recent findings in happiness research, common traps that can decrease our personal happiness, and finally, simple yet effective actions you can do to start feeling happier today.

#### **FORGIVE AND FORGET?**

**SEMINAR:** What nonsense! If we wait until we can forget before we forgive, chances are it will be far too late to make any difference to anyone. This seminar explores the age-old questions of forgiveness: who to forgive, how to forgive, and when to forgive from a safe distance.

#### ANGER MANAGEMENT FOR EVERYONE

**SEMINAR:** Ever get miffed, ticked, offended, irritated, frustrated, peeved or just plain angry? Well join the human race! Anger is an adaptive response to threat and stress. It's helped to keep our species on top of the food chain for thousands of years. This workshop offers this workshop as a means of sharpening your skills as opposed to sharpening your claws.

## **Personal Finance**

#### MORE MONEY THAN COMMENT SENSE?

**SEMINAR:** Remember this old saying? These days it can take a good deal more than common sense to manage money well. This seminar is designed to hit the highlights of personal financial management. The principals presented here presuppose that participants have adequate income to support their lifestyle. Tips and strategies focus on wise planning and management of existing income rather than on increasing income. Saving and credit receive special attention. Note: This is a basic course. Don't expect tips on no-load global mutual funds.