



**TRAINING
OPPORTUNITIES**

Synergy
EAP Solutions

2016

**TRAINING OPPORTUNITIES
1 HOUR, UNLESS OTHERWISE NOTED.**

ACHIEVING BALANCE



This workshop will give participants building blocks for achieving balance in their life. Learn the importance of personal goal setting, and choosing priorities for our time.

BRAIN FITNESS

Do you forget where you put your glasses? Your keys? This workshop explores the function of your brain, and gives you simple yet effective ideas to maintain healthy brain function no matter what your age.



CARING FOR AN AGING LOVED ONE

This workshop is for the many employees who find themselves caring for parents or other elderly loved ones. We will discuss how to evaluate your loved one's needs, learn about local resources to help you with the myriad of details in caring for others, how to communicate with other family members effectively and tips on those difficult conversations about declining ability to remain independent.

COMMUNICATION 101

This workshop will enable participants to hear and be heard in both business and personal encounters. We will focus on identifying conversation starters and stoppers to increase your comfort level in engaging people in conversations, as well as pointers to effectively present your case to others. We will spend time practicing new skills.

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CONFLICT RESOLUTION

This seminar will outline the basic steps of interpersonal conflict resolution, and equip participants with the tools needed to resolve many conflicts in their work, home and social situations.

COPING WITH GRIEF AND LOSS



Grief is caused by many types of losses – the loss of a loved one, a marriage, a pet, a job, a lifestyle. This workshop will help you understand the grief process and how to help yourself or a co-worker or friend find healthy ways of coping.

DEALING WITH DIFFICULT PEOPLE

This workshop is packed with ideas on how to uncomplicate and enhance your interaction with others. Suitable for teams or other work groups, or for those who must deal with an unfriendly, at times, public.

DEPRESSION IN THE WORKPLACE

What is depression? What can I do if a coworker or family member appears depressed? This workshop will help you understand the basics about depression, its symptoms and possible treatments.

We also have a workshop designed for supervisors who need to deal with members of their team who are experiencing depression.



DIVERSITY

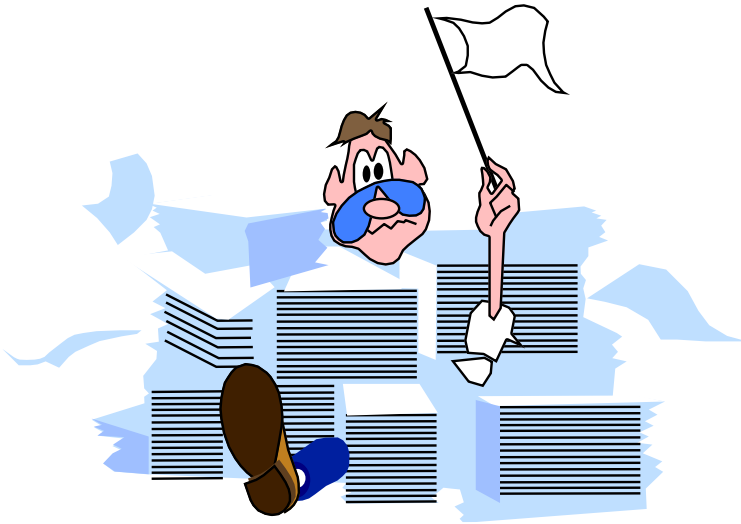
What does “diversity” mean? Why do we have training on it? Come and explore the statistics and current reality of life in Southwest Florida. Learn how to recognize the benefits of a diverse workforce in meeting the needs of the diverse community we serve.

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EAP ORIENTATION

What is an EAP? How can they help me and my family? How do I get in touch with them? This session will introduce the basics of employee assistance programs, as well as the specifics of your contract with Southwest Florida Employee Assistance Program. Attendees will learn how to access our services and how we can benefit them and their household members.

EAP SUPERVISORY TRAINING



What is an EAP? How can they help me with my employees? How do I get in touch with them? This training session will introduce supervisors to your EAP, and outline both voluntary and mandatory referrals. Supervisory responsibilities will be outlined, and the steps involved in sending an employee for help will be discussed. A Supervisory Intervention handbook will be given to walk the supervisor through the necessary steps to an effective EAP referral.

EMPLOYEE DRUG AWARENESS TRAINING

(Suitable for drug free workplace requirements)

Presentation of signs & symptoms of use and abuse of alcohol and other drugs, potential for harm in workplace with use of alcohol/other illicit drugs. Handouts provided.

FEELING GREAT!

This workshop focuses on three simple (yet not easy) steps you can take to make improvements in the quality of your daily life. We will review behaviors and beliefs that make up a healthy life which are within our control.



GRATITUDE

Do you want to be happier? What does the research say adds the most happiness to our lives? Come and find out how gratitude improves the quality of our lives, and some simple steps to incorporate it into our daily routines.

HANDLING CHANGE POSITIVELY

This workshop deals with the inevitability of change, and developing personal strategies for coping with it. Come and learn positive strategies to cope with change from within or without.

HEALTHY RELATIONSHIPS

What is a healthy vs. unhealthy relationship? How can you strengthen your relationships with friends, family members and co-workers? In this workshop we will discuss the common themes in healthy relationships in our lives, and what we can do to strengthen the bonds that help us deal with the slings and arrows of outrageous fortune.

HOLIDAY STRESS



The holidays are “supposed to be” a time of joy and family togetherness. Often, the opposite seems to be the case. Come for a whimsical tour through common holiday songs, which can remind us of good coping skills, especially around the holidays.

INTIMATE RELATIONSHIPS

In a world where “all you need is love”, how do we protect it and nurture it once we find it? This workshop will help you strengthen the ties that

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bind us to our loved ones. It will define intimacy and how to cultivate true intimacy in our loving relationships.

PARENTING IN THE EARLY YEARS

This workshop is focused on helping you address the joys and responsibilities of raising young children. We will discuss the need to enjoy the boundless enthusiasm toddlers bring to each day, as well as the responsibility of the parents to teach, even at the early ages, the limits to a child's autonomy and the need to clearly be the leader in your family.



PARENTING YOUR TEENS

This workshop focuses on the trials of parenting through the turbulent teens. We have to recognize that it is the child's task to separate from his/her parents. This often occurs with friction and challenge to your parental authority. Come and explore how to navigate through these times with grace and confidence.

PERCEPTION



This workshop enables participants to identify the impact of perception on experience and expectations. Handouts and discussion included.

PERSONAL RESPONSIBILITY

This workshop focuses on what personal responsibility looks like at the workplace. Instead of waiting for the cleaner fairy, you will be encouraged to look at a messy break room as an opportunity to display servant leadership. Replace "Not me" with individual responsibility towards a better workplace environment for all.

PITFALLS OF PERFECTIONISM

Do you spend many anxious moments worrying about whether or not your work/life/family/whatever is perfect? Come and learn about how good intentions can go awry when we push the envelope to perfect. Discover the difference between excellence and perfection, and how we can change our internal dialogue that requires us to strain to reach perfection.

PREVENTING COMPASSION FATIGUE

Who helps the helpers? This workshop will review the basic dangers of frontline staffers potentially suffering from secondary trauma when dealing with clients who are suffering. We will review the signs and symptoms of secondary trauma, and discuss proven methods of alleviating or avoiding this difficult situation.



RESILIENCE

Resilience is the process of adapting well in the face of adversity, and bouncing back from difficult experiences. Thriving, rather than surviving, is seen to be the outcome of resilience. This program will provide attendees with information to define and gain a better understanding of resiliency, identify characteristics of resilient individuals and outline ways to develop and enhance resilience.

STRESS MANAGEMENT



This workshop will help you learn to effectively manage the stress in your life. You will learn to identify your stress sources, and minimize their opportunities to invade your life. You will also learn how to recognize and control your stress reactions, both immediately and over the long term.

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SUPERVISORS WORKPLACE VIOLENCE PREVENTION

This seminar helps supervisors identify their roles and areas of responsibility in dealing with this serious issue in today's workplace. The specific policy of your workplace can be included in the presentation.

THE SCIENCE OF HAPPINESS

This workshop reviews the basics of the science of Positive Psychology, and the wealth of information gathered from research outlining the basic principles to shift your focus to the positive.

TIME MANAGEMENT



This workshop addresses the importance of time management through the need for priorities, planning and goals.

WORKPLACE VIOLENCE PREVENTION

This presentation helps identify what co-workers should be aware of, and common steps to prevent workplace violence. The specific policy of your workplace can be included in the presentation.

Synergy EAP Solutions will work with you in designing appropriate training sessions to meet the specific needs of your workplace. Call us at (239) 278-7435 to see how we can help meet your needs.