

2015 Personal Development/Work-Life Topics

ComPsych® workshops provide valuable learning for employees, and can help increase visibility and utilization of the GuidanceResources® benefit. Topics are designed and written by our internal staff of training experts, which includes psychologists who specialize in adult education. Through focused content and interactive facilitation, these 45-60 minute programs are informative and engaging.

Most topics can be offered as either face-to-face sessions or via live webinar. For face-to-face sessions, we have a contracted network of facilitators throughout the country who primarily have backgrounds in behavioral health fields. Live webinars are facilitated by our corporate staff of professional trainers and subject matter experts.

A minimum of 30 days is requested for scheduling sessions to ensure the training date is available and to secure the most qualified facilitator for the selected topic. A minimum of eight participants and a maximum of 25-30 participants are recommended.

GuidanceResources® Program Orientation

Employee and supervisory orientations are an integral part of the ComPsych program. Based upon customer needs, employee locations, population concentration, along with HR policies, ComPsych will help facilitate a smooth schedule for program roll-out or to reintroduce the services. The purpose of these orientations is to introduce the services, stress the professional and confidential nature of the benefit, and relate the methods of accessing help.

Personal Development/Work-Life Workshops

Parenting

Building Strong Relationships with Your Adult Children
 Building Your Child's Self-Esteem
 Communicating the Tough Stuff to Your Child: Drugs, Alcohol, Sex and Peer Pressure
 Discipline That Works
 The Emotionally Healthy Teen: Dealing with Issues of Substance Abuse, Depression, Suicide and Eating Disorders
 Encouraging Kids to be Active
 Establishing Bedtime Routines That Work
 Extracurricular Activities: How Much is Too Much
 Helping Children Cope with Grief
 Helping Children Develop Strong Ethics and Values
 Helping Your Child Set Goals for the Future
 Kids and Computers: Becoming a Cyber Savvy Parent (Webinar Only)
 Kids and Meals: It Doesn't Have to Be a Battleground
 No Such Thing as Perfect Parent
 The Parent as Role Model
 Parenting a Child with Special Needs
 Parenting Toddlers
 Parenting Your College Age "Kids"

Raising Children in a Diverse World
 School's Out: Getting Everyone through the Summer
 Sibling Rivalry
 Standing Tall: Handling Bullies
 The Successful Single Parent
 Teaching Your Kids How to Manage Money
 Teenage Rebellion

Older Adult Care

Caring From a Distance
 Keeping Your Senior Loved One Independent and Safe (webinar only)*
 The Sandwich Generation: Balancing Your Personal Life with the Needs of Your Older Parents or Loved Ones
 Talking About the Tough Subjects with Your Parent or Older Loved One
 When Someone You Love Has Alzheimer's

Personal Development

The Art of Patience
 Awakening the Passion in Your Life
 Being Accountable in Work and Life
 Becoming a Better Listener
 Becoming a Team Player
 Bringing Out the Best in Others
 Building Trust
 The Confident You: Taking Charge of Your Life

Cutting through the Clutter
 Developing Creativity
 Effective Communication
 Emotional Intelligence
 Friendly Persuasion: How to Get the Things You Want
 How to Be More Engaged at Work
 How to Deal with a Difficult Person
 How to Make a Habit of Success
 How to Receive Criticism and Make it Work for You
 The Impact of Attitude on Work and Life
 Improving Your Memory
 Initiating Difficult Conversations
 Know Before You Go: How to Prepare for a Visit to the Doctor (webinar only)
 Laughter, Humor and Play to Reduce Stress and Solve Problems*
 Learning to Say "No"
 Living with Change
 Loving...You: Boosting Self Esteem and Acceptance*
 Managing Anger at Home and at Work*
 Managing Your Emotions in the Workplace
 Mindfulness: Being Present in Your Work and Life
 Moving From School to Career
 Moving Through Grief and Loss
 Overcoming Procrastination

Overcoming Shyness
Resiliency: Bouncing Back After a Setback
The Road Warrior's Survival Guide: Health and Safety Issues for Business Travelers (webinar only)
Sailing On: A Guide to Transitioning into Retirement
Social Media Do's and Don'ts (webinar only)
Time Management Principles
Time Management Tools: To-Do Lists, Calendars, and Smartphones
Using Kindness to Achieve Personal Success and Happiness*
Using Reason to Resolve Conflict
Where Are You Going? Goal Setting for Personal and Professional Success

Legal And Financial

10 Strategies for Improving Your Finances
After the Holidays: Managing That Debt Are You Financially on Track for Retirement?
Basics of Estate Planning
Distribution Options for Retirement Plans
Financial Considerations for the Sandwich Generation
The Finances of Purchasing Your Own Home
Financial Planning for Life
The Five Pillars of Personal Finance
Getting The Best Value out of Your

Health Benefits (webinar only)
The Impact of Foreclosure
The Importance of Participating in Your Employer's Retirement Plan
Managing Personal Finances
New Realities in Home Ownership
Options for Financing College
Paying Off Debt While Building Wealth
Preparing for Financial Emergencies
Understanding the Importance of Credit in today's Economy

Behavioral Health And Wellness

Balancing Work and Life
Connecting Mind and Body for Healthy Living
Coping with a Crisis or Traumatic Event
Coping with Compassion Stress
Developing Will Power and Self Control to Change Behavior
Eating Healthy on a Budget (webinar only)*
Emotional Eating: The Connection between Mood and Food
From Smoker to Smoke Free (Webinar Only)
Get Moving, An Introduction to Exercise*
Happiness: A Key to Life's Satisfaction
Healthy Food Choices on the Go*
Healthy Lifestyles: Changing the Way You Think About Diet and Exercise
The Impact of Shift Work on Mind and Body

Learning to Relax
Letting Go of the Things That Hold You Back
Managing Holiday Stress
Running on E: Adding Energy and Passion to Your Work and Life
Sleep: An Essential Component of Health and Well-Being
Staying Young through the Years
Stress: A Way of Life or a Fact of Life
Suicide Awareness
Understanding Depression

Family And Relationships

Communicating Without Conflict with Your Significant Other
Communication Skills for Families
Enjoying Your Empty Nest
Helping a Loved One through Difficult Times
The Impact of Substance Abuse on the Family
Life after Divorce: Landing on Your Feet
Making the Most of Family Occasions
Planning a Family Vacation
Rewards and Challenges of the Blended Family
Single After All These Years
Staying Connected: Keeping the Spark Alive In Your Marriage*
Transitioning Home - Relationships (for Veterans) (webinar only)*
When Mom and Dad Move in With You

Training and Consulting Guidelines and Policies

To request training services there are a variety of options:

- > Through your Account Manager
- > Directly with the Training and Consulting Department
- > Online at the ComPsych ResourceCenterSM or through GuidanceResources® Online
- > Training must be requested a minimum of 30 days in advance. Sessions may be scheduled from 7 a.m. to 7 p.m.

Contracted Training Sessions

All work and life topics are designed to be one hour in length and count as one training session against your contracted number of sessions. Any requests of less than one hour in duration will still be counted as one session. Same-day training sessions must run consecutively, unless otherwise mutually agreed upon. Professional and management development and consulting services are not included in the contracted training number.

Cancellation of Services

Five business days' notice is required for cancellation of all previously scheduled sessions.