

2017 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
- Getting Through the Stages of Pregnancy
- Helping Children Cope With Grief
- Helping Children Develop Strong Ethics and Values
- Helping Your Child Set Goals for the Future
- Kids and the Internet: 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"

- School's Out: Getting Everyone Through the Summer
- Sibling Rivalry
- Standing Tall: Handling Bullies at School
- The Successful Single Parent
- Teaching Your Kids How to Manage Money
- Teenage Rebellion

Older Adult Care

- Caring From a Distance
- Helping Your Senior Loved One Be Independent and Safe (webinar only)
- The Sandwich Generation: Balancing Your Personal Life With the Needs of Your Older Parents or Loved Ones
- Supporting Others Through End of Life*
- 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
- Being Part of a Multigenerational Team*
- Becoming a Team Player
- Bringing Out the Best in Others
- Building Trust
- Civility in the Workplace*
- The Confident You: Taking Charge of Your Life
- Cutting Through the Clutter

- Developing Creativity
- Effective Communication
- Emotional Intelligence
- Forgiving Yourself and Others*
- Friendly Persuasion: How to Get the Things You Want
- Gratitude: A Skill for Happier Living
- How to Be More Engaged at Work
- How to Deal With a Difficult Person
- How to Make a Habit of Success
- 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 Simply: Simplify Your Life*
- 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
- Navigating Life's Big Decisions*
- Mental Fitness for Optimal Brain Power
- Overcoming Procrastination
- Overcoming Shyness
- The Power of Voice: Speech Techniques to Help You Be Heard (webinar only)*

*New for 2017

- 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, Etc.
- Using Kindness to Achieve Personal Success and Happiness
- Using Reason to Resolve Conflict
- Where Are You Going? Goal Setting for Personal and Professional Success
- Working Through Mistakes*
- 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
- The Psychology Behind Saving Money and Other Good Financial Habits
- Understanding the Importance of Credit in Today's Economy
- Hobbies for Mental and Physical Health*
- The Impact of Shift Work on Mind and Body
- Learning to Relax
- Letting Go of the Things That Hold You Back
- Managing Holiday Stress
- Mental Health Awareness
- 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
- Suicide Awareness
- Understanding Depression

Resilience

- Coping With a Traumatic Event
- How to Receive Criticism and Make it Work for You
- Living With Change
- Moving Through Grief and Loss
- Preparing for Financial Emergencies
- Resiliency: Bouncing Back After a Setback
- Stress: A Way of Life or a Fact of Life
- The Impact of Attitude on Work and Life
- 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

Behavioral Health And Wellness

- Balancing Work and Life
- Connecting Mind and Body for Healthy Living
- Coping During Uncertain Times*
- 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
- Emotional Eating: The Connection Between Mood and Food
- Experiential Relaxation*
- From Smoker to Smoke Free (Webinar Only)
- Get Moving, An Introduction to Exercise (webinar only)
- Happiness: A Key to Life's Satisfaction
- Healthy Food Choices on the Go
- Healthy Lifestyles: Changing the Way You Think About Diet and Exercise

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 Again After All These Years
- Staying Connected: Keeping the Spark Alive in Your Relationship
- 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.

*New for 2017