

Seminars for 2009

Seminars last approximately fifty-five minutes followed by time for questions; seminars for managers, supervisors, and HR are typically two hours. The speakers will present specific, interactive, action oriented strategies in order to increase understanding and skills. Participant Guides are provided. Topics include:

FINANCIAL SEMINARS

- Making Your Money Work for You
- Roadmap to Retirement
- Identity Theft: Prevention & Resolution
- Tips for a Tax Smart Future
- Understanding Wall Street
- Estate Planning

COMMUNICATIONS SEMINARS

- Conflict Resolution Skills for the Workplace
- Dealing with Difficult Behavior
- Effective Communication Skills at Work & Home
- E-mail Communication in the Workplace

WORKPLACE ISSUES SEMINARS & EMPLOYEE ORIENTATIONS

- DOT Regulations: Alcohol & Drug Training for Employees (90 minutes to 2 hours)
- Sexual Harassment Awareness for Employees
- Sexual Harassment – employee/supervisor/manager Combo – employees 1 hr; manager/supervisor 2.5 hours
- Substance Abuse in the Workplace: Awareness & Action for Employees
- CONCERN: EAP Orientation for Employees (½ hour)
- Valuing Diversity for Employees
- Workplace Violence Awareness for Employees

ELDER CARE SEMINARS

- Caring for Aging Adults
- Older Adult Options and Resources
- Legal Issues of Aging
- Difficult Discussions with Aging Parents

HEALTH & WELLNESS SEMINARS

- Exercise: Getting Started/Staying Motivated
- Rev up your Metabolism!
- In & Out of the Gym in One Hour
- Life in the Fast Lane: A Survival Guide to Healthy Eating
- Maintain Your Brain™
(presented for CONCERN: EAP by the Alzheimer's Association)
- Coping Strategies for Dealing with Flu Pandemic

PARENTING SEMINARS

- Parenting for Positive Behavior
- The Working Parent

RELATIONSHIP SEMINAR

- Nurturing Your Friendships & Relationships

SELF-DEVELOPMENT SEMINARS

- Building a Positive Attitude
- Conquering Roadblocks to Success
- The Road to Balance: Your Work & Personal Life
- Retirement Lifestyle Planning: Non-financial Approach

STRESS SEMINARS

- Overcoming Overwhelm: Handling Stress Well
- Relaxation Techniques for Wellness & Stress Reduction
- Understanding and Managing Stress (30 min)
(uses 1 onsite hour)

TIME MANAGEMENT SEMINARS

- Strategies for Managing Multiple Priorities
- Time Management Approaches: Planning Time in our Busy Lives

WORK & CAREER SEMINARS

- Keeping Your Career in Shape: Career Fitness 101
- Prospering Through Changes at Work

SEMINARS FOR MANAGERS, SUPERVISORS & HUMAN RESOURCES (2 HOURS IN LENGTH UNLESS NOTED)

- Developing & Leading Teams
- Motivating & Developing Employees
- Overcoming Overwhelm: Handling Stress for Managers
- DOT Regulations: Alcohol & Drug Training for Managers (2 – 3 hours)
- Managing Organizational Change from Survival to Success
- Sexual Harassment Awareness for Managers & Supervisors (2 hours) - *meets AB 1825 requirements*
- Sexual Harassment – employee/supervisor/manager Combo – employees 1 hr; manager/supervisor 2.5 hours
- Substance Abuse in the Workplace: Awareness & Action for Managers
- Using the EAP as a Management Tool/Resource (1 hour)
- Workplace Conflict Tools and Techniques for Managers
- Workplace Violence Prevention for Managers (2 or 3 hrs)

Check out our self-paced online training
<http://www.concern-eap.com/>
for a variety of business & personal topics