



**canopy**  
Innovative Wellbeing

**EAP Toolkit**

# Introduction

Canopy partners with you to provide employees with emotional and practical care to boost quality of life and organizational success.

This resource guide describes our organizational support and how to optimize utilization of Canopy's services. Our focus is to provide solutions that fit your organization's unique needs and goals.

## What our members are saying...

*"We really want to express our appreciation for the time and effort Canopy put into helping us improve and evolve our programs. You've shown up eager to work on things that we needed, and we are very grateful to have you as partners in bringing help to our employees."*

*"I wanted to compliment you on amazing services provided through Canopy, your services have been highly personable, helpful and very much helped me in my decision-making. Thank you for the valuable services, help and resources that your team provides."*

*"My team has been so impressed with the level of support and professionalism that the Canopy team is providing our organization. We transitioned to Canopy after a complete bid process. Not only was Canopy a clear winner in that process but the team has proven their business model. Employee feedback has been positive and the help that employees are receiving through Cascade's services is even more highlighted in the COVID-19 environment."*

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# Employee Assistance Seminars

## General Topics

- Avoiding Job Burnout
- Conquering the Winter Blues
- Diversity: Equity & Inclusion
- Employee Orientation
- Intro to Emotional Intelligence
- Resilience and Mental Flexibility
- Suicide Prevention in the Workplace

## Communication

- Conflict Resolution
- Customer Service
- Interpersonal Effectiveness
- Plain Language and Digital Communication

## Stress/Change

- Compassion Fatigue
- Holiday Stress
- Managing Emotions Related to Workplace Reintegration
- Managing Stress and Anxiety During Uncertain Times
- Mindfulness Based Stress Reduction & Self Compassion
- Stress Management
- Time Management
- Working in a Changing Environment

## Work/Family/Life

- Coping Strategies for Caregivers
- Raising an Emotionally Intelligent Child
- Work/Life Balance

## Career Development

- Maximizing Your Vocational Potential
- Resumes/Interviewing

## Wellness

- Digital Detachment
- Eating for Mind & Body Health
- Healthy Heart, Healthy Mind
- Healthy Sleep
- Tobacco Cessation
- Wellness at Work
- Whole Body Health

## Substance Abuse

- DOT Employee Training\*
- Drug & Alcohol Awareness

## For Supervisors/Managers

- DOT Supervisor Training\*
- Managing Employees during Downsizing and Job Loss
- Manager's Guide to Compassion Fatigue
- Manager's Guide to Critical Incidents in the Workplace
- Mental Illness in the Workplace: A Manager's Role
- Reasonable Suspicion
- Supervisor/Manager Orientation
- Supporting Employees During Workplace Reintegration

## Organizational Development\*

- Mental Health First Response
- Mental Health First Response at Work
- Mental Health First Response for Leaders

All topics are 1 hour in length, except where marked with an asterisk\*.

Please allow 3 - 4 weeks notice for scheduling.

\*Additional fees may apply. Customized training available, please contact us if you do not see something that fits your needs.



# Financial Education

## Class topics list\*

- 30 Ways to Trim Your Budget
- After Identity Theft
- Are You Financially Healthy?
- Basics of Personal Finance
- Breezing Through the Holidays
- Checking 101
- College Financing 101
- Credit Card Makeover: Getting Out of Debt
- Digital Financial Services
- Drive Away Happy: Car Buying Decision
- FAFSA: The Key to Unlocking Financial Aid
- Finances for New Families
- Finances for Small Business Owners
- Financial First Aid
- Financially Savvy Seniors
- Investing in Real Estate
- Medicare: How it Works
- On the Road to Riches:  
The Basics of Saving and Investing
- Personal Finance for College Students
- Planning for Money Milestones
- Psychology of Spending
- Raising a Money-Smart Kid
- Rebuilding After a Financial Crisis
- Repaying Student Loans
- Retirement Planning: Later in Life
- Retirement Planning: The Basics
- Safeguarding Kids' Identity  
and Online Privacy
- Saving With Purpose
- Solving the Mystery Of Credit Reports
- Stock Market Basics
- Teens and Money
- Ten Steps to Financial Success
- The Sandwich Generation
- Understanding Credit
- Using Credit Cards Wisely
- Using Home Equity
- Women and Money
- Your Credit Score
- Your Guide to 529 College  
Savings Plans

## Legal and Identity Theft Classes

- Avoiding Holiday Shopping Fraud
- Avoiding Tax Filing Fraud
- Battling Unemployment Fraud
- Data Breach Education
- Elder and Disability Care
- Estate Planning 101
- ID Theft Protection 101
- Planning For Future Medical Decisions
- Personal Data Security
- Social Media Privacy



*\*Additional fees may apply.*

*Webinars...continued on next page*

# HR Webinars

Each year Canopy provides a webinar series designed specifically for Human Resource Professionals. These webinars are free and are approved for one (1) SHRM credit.

Visit:

<https://canopywell.com/HR-Webinars>

to learn more and register.



## Monthly Webinars on Demand

Canopy's Webinars are generally one hour in length and topics include mental/emotional concerns, relationships, finances, legal concerns, wellness, communication, and more.

Visit: <https://canopywell.com/Webinars> to learn more and register.









# Online Courses

The EAP Member Site is an interactive resource with over 60 online trainings that include personal growth and professional development topics.

## Professional Development

- Applying Emotional Intelligence in the Workplace
- Appreciating Personal Differences
- Basics of Effective Selling
- Becoming an Effective Team Member
- Building Strong Customer Relationships
- Business Writing Basics
- Closing the Sale
- Dealing with Difficult Customers
- Intercultural Business Etiquette
- Mastering Cold Calls
- Moving from Trainer to Performance Consultant
- Negotiating for the Sales Professional
- Organizing Your Workspace
- Presentation Skills
- Qualifying Sales Prospects
- Sexual Harassment in the Workplace
- Solving Problems as a Team
- Successful Negotiation
- Telephone Sales Skills
- Telephone Skills for Quality Customer Service
- Understanding and Using Contracts
- Valuing Diversity

## Personal Growth

- Achieving Personal Goals
- Balancing Work and Family
- Basics of Effective Communication
- Choosing a Childcare Provider
- Developing Critical Thinking Skills in Children
- Guardianship Decisions for Elderly Loved Ones
- Managing Stress
- Managing Your 401(k)
- Overcoming the Loss of a Loved One
- Personal Financial Planning
- Recognizing and Avoiding Burnout
- Recognizing and Managing Anger
- Time Management

## For Managers/Supervisors

- Building a Successful Team
- Coaching and Counseling
- Conducting a Performance Review
- Conflict Intervention
- Creating a Strong Leadership Team
- Creating an Effective Sales Team
- Dealing with Violence in Workplace
- Delegating
- Developing a Strategic Plan
- Discharging Employees
- Disciplining and Redirecting Employees
- Executive-to-employee Communication Strategies
- Financial Basics for Non-financial Managers
- Interviewing Job Candidates
- Interview Skills for Job Candidates
- Leading Effective Meetings
- Leading Effective Teams
- Managing a Virtual Office
- Managing Change
- Managing Disagreement
- Managing Negative People
- Managing Projects
- Motivating Employees
- Preventing Sexual Harassment
- Providing Effective Feedback
- Recognizing and Responding to Signals of Violence
- Recognizing Employee Performance
- Setting Performance Goals and Expectations
- Sexual Harassment in the Workplace for Managers
- Succeeding as a Supervisor

### To Access:

1. Go to [my.canopywell.com](https://my.canopywell.com)
2. Click 'Member Log In'
3. Register as a new user
4. Click 'Training Center' Tile

# Supervisor and Organizational Support

**Canopy EAP helps you improve productivity, employee morale and work engagement. We can help you be a proactive manager.**

As a supervisor or manager, you navigate workplace challenges on a daily basis. However, some issues go beyond typical concerns such as job performance. If an employee comes to you with a personal problem, will you know what to say? If a tragedy impacts your team, can you provide support while maintaining a stable work environment? How do you deal with an employee's unexpected or inappropriate behavior?

Canopy's experienced team provides your organization with the support needed to decrease employee related concerns and improve quality of life.

## Unlimited Consultation

Canopy offers unlimited supervisor consultation from a specialized team of EAP professionals, experienced in management consultation and referral. We provide expert consultation and help when an employee's personal problems begin to negatively impact the workplace. Canopy EAP serves as a consultant, assisting you the supervisor, in staying focused on work issues. At the same time, the EAP can work with the employee to overcome obstacles that may be affecting their work.

## Connect with us when:

- Personal problems negatively impact the workplace
- Conflicts between employees arise
- Tragedy impacts your team
- Substance abuse is suspected or confirmed
- Performance issues or other concerns arise

## Unlimited Performance Based Referrals

A management referral to Canopy EAP can be a powerful tool in helping an employee improve job performance. The focus is on helping the employee be successful and reaching the goals set by the employer.

When you formally refer an employee to the EAP, a signed release of information is required, and allows the release specific information:

- Completion of EAP Evaluation
- Compliance with Recommendations
- Ongoing Case Management and Consultation

Confidentiality standards forbid the EAP to provide information about an employee who uses the service. If you have formally referred an employee and notified the EAP, a form will need to be signed by the employee to release specific information.

More information about [performance based referrals](#)

## Situational Support

**Managers and leaders have been navigating new challenges, difficult conversations, and unprecedented times. Contact the EAP for resources and support regarding:**

- Leading through the Global Pandemic
- Suicide Prevention and Mental Health Awareness
- Coping with Racism and Violence
- Navigating Trauma and Loss
- Career Development and Workplace Reintegration

## Micro Trainings for Leaders Video Series

Topics include Assisting Employees with Mental Health Concerns, Managing a Remote Team, and more. Log onto the EAP member site at [my.canopywell.com](http://my.canopywell.com) to learn more.

# Interactive Resources To Support Organizational Success

Need Assistance? Call 800-433-2320 | Text with Casi [Click Here](#)

MY ADVANTAGE | EN ESPAÑOL | SIGN OUT



SEARCH

[Home](#) | [Contact](#) | [Site Feedback](#) | [24/7 Chat with Casi](#)

## NEWS ALERT

Winter Weather Advisory

## RESOURCES

Election Year - Respectful Communication



Featured this month:  
Caregiver Resources

▶ Safe Ride Reimbursement

▶ Driving While Intoxicated

▶ Holiday Health and Safety

### WholeLife Directions Introduction

Learn about the confidential survey and interactive therapy tool.

[Click here to view.](#)



### WholeLife Directions

Improve the way you feel.

[Click here to start.](#)

For optimal user experience we support and recommend the latest version of Chrome, Safari, Firefox and Edge.



### EAP Orientation

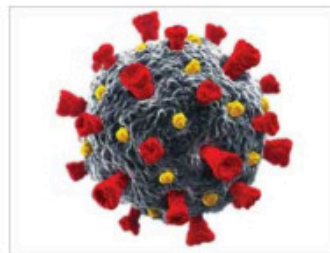
Take 90 seconds to learn about the Free and Confidential services available to you through the EAP.

[Click here to view.](#)



My EAP Benefits

[go>](#)



COVID-19 Resource Center

[go>](#)



Organizational Support

[go>](#)



Make an Appointment

[go>](#)



Compassion Fatigue

[go>](#)



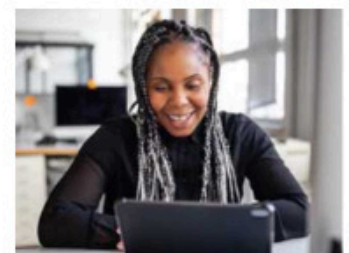
Emotional Wellbeing

[more>](#)



Resilience

[go>](#)



Webinar Center

[go>](#)

To  
Access:

1. Go to [my.canopywell.com](https://my.canopywell.com)
1. Click 'Member Log In'
2. Register as a new user
3. Click 'Organizational Support' Tile



# Group Critical Incident Stress Debriefings (CISD):

Our trained facilitators provide managers and employees with crisis support virtually or in-person within 48-72 hours following a disruptive event. Research shows this to be the window of time when people receive the most benefit from the service. Debriefings speed the recovery process and help employees feel supported.

## CISD guidelines:

As a manager or supervisor, you play an important role in providing support to employees following a critical incident. Employees will need emotional support and understanding while you focus on maintaining a stable environment. In preparing for a CISD, it is important to let people know that a counselor will facilitate a web or on-site group meeting. Here are some guidelines when organizing a CISD:

- Find a room that is private and quiet.
- Arrange chairs for an interactive meeting (if possible in a U-shape). Group sizes may vary, so be flexible.
- Tissues should be easily accessible.
- Anticipate the duration of the CISD to be between 1-1.5 hours.
- Encourage people to attend.
- To start the intervention, the counselor will outline the meeting framework and encourage people to participate at their own comfort level. The counselor will then facilitate an exploration of the incident, including facts, thoughts, feelings, and reactions to the event.

## Example of correspondence to employees about the group session:

On *(insert day and date here)*, a counselor from Canopy Employee Assistance Program will meet with us as a group from *(time)*. The counselor will facilitate a discussion allowing you to explore thoughts and feelings related to the *(insert description of incident here)*, and to help you identify coping mechanisms. You are invited to attend the meeting and participate at your own comfort level.

## Individual Consultation

A one-on-one consultation with a counselor includes check-in, supportive listening, problem-solving for immediate needs, assessment of mental/emotional health, and making recommendations as needed. It's often reported that employees feel cared for and validated by their employer when one-on-one consultations are provided following a traumatic event. Additional costs may apply for this service.

## Virtual Support During the Global Pandemic

Due to the outbreak of COVID-19, we have implemented virtual options for group and individual crisis support.

For additional information or for consultation and scheduling after a critical incident, please call: 800-433-2320.

# Program Promotion

## Traits of EAP Clients with Successful Utilization

- Supervisors are knowledgeable about the EAP
- There is a strong partnership between HR and EAP
- Utilization of EAP promotional tools
- Organizational incorporation and on-site presence of EAP
- Strong emphasis on confidentiality

## Planned and Sustained Promotion for Organizational Success

Canopy makes promotion of the EAP easy for HR and Benefit managers with our monthly service flyers. Each month Canopy will email the designated employer representative a flyer promoting a specific service within the EAP. Canopy offers a set schedule of monthly topics, or can customize a monthly promotion plan based on the goals of your organization.

### January

New year,  
New you

### February

Resilience

### March

Housing  
Support

### April

Fertility  
Health

### May

Mental Health  
Awareness

### June

Diversity  
& Inclusion

### July

Financial  
Coaching

### August

Estate Planning  
& Legal  
Support

### September

Suicide  
Prevention  
Awareness

### October

Substance  
Abuse  
Prevention

### November

Resources for  
Caregivers

### December

Holiday  
Stress

# Promotional Strategies

- Supervisor training
- Partnership benefit champions
- Employee orientation video
- Home mailers and hard copies
- Alternate and humorous posters
- Customized materials
- Benefit integration
- Monthly promotional campaigns
- Customize EAP Member Site
- Promotion on social networking

## Connect with your Account Manager to build the right combination of promotional materials that work best for your organization.

We offer hard copy materials, regular e-communication, and promotional flyers for a wide range of scenarios:

- General Service Flyers
- Resource Guides
- Flashmail
- Industry Specific

View our full [EAP Promotional Guide](#) to see a full menu of options, learn more about e-communication delivery schedule, and more.

Don't see what you're looking for?  
Our team is happy to create customized materials if needed.

Click [here](#) to view our promotional materials





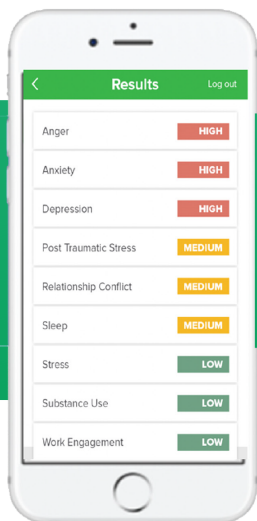
# Enhancements



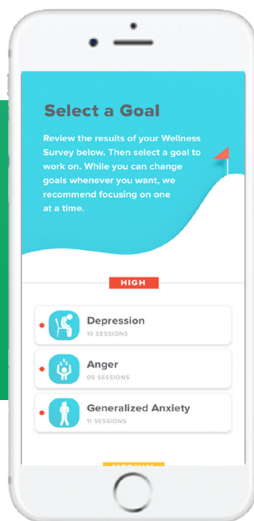
# WholeLife Directions

## How it works:

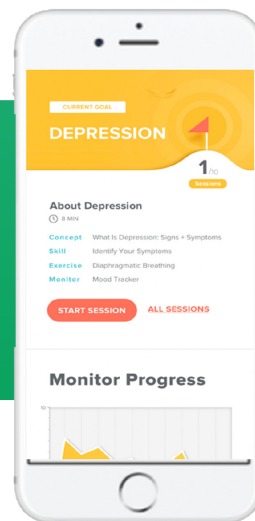
### 1 Complete Screening



### 2 Select a goal



### 3 Engage



WholeLife Directions recommends EAP services or self-guided treatment based on the user's risk level.

## Employee Features Include:

- Instant access to therapy
- Self paced, interactive programs
- Engaging videos and mindfulness techniques
- Personalized mental health evaluation

## Organizational Support

- Reporting to identify top mental health concerns
- Offer incentives for participation
- Customized mental wellness campaign
- Integrated with any EAP



WholeLife Directions...continued on next page

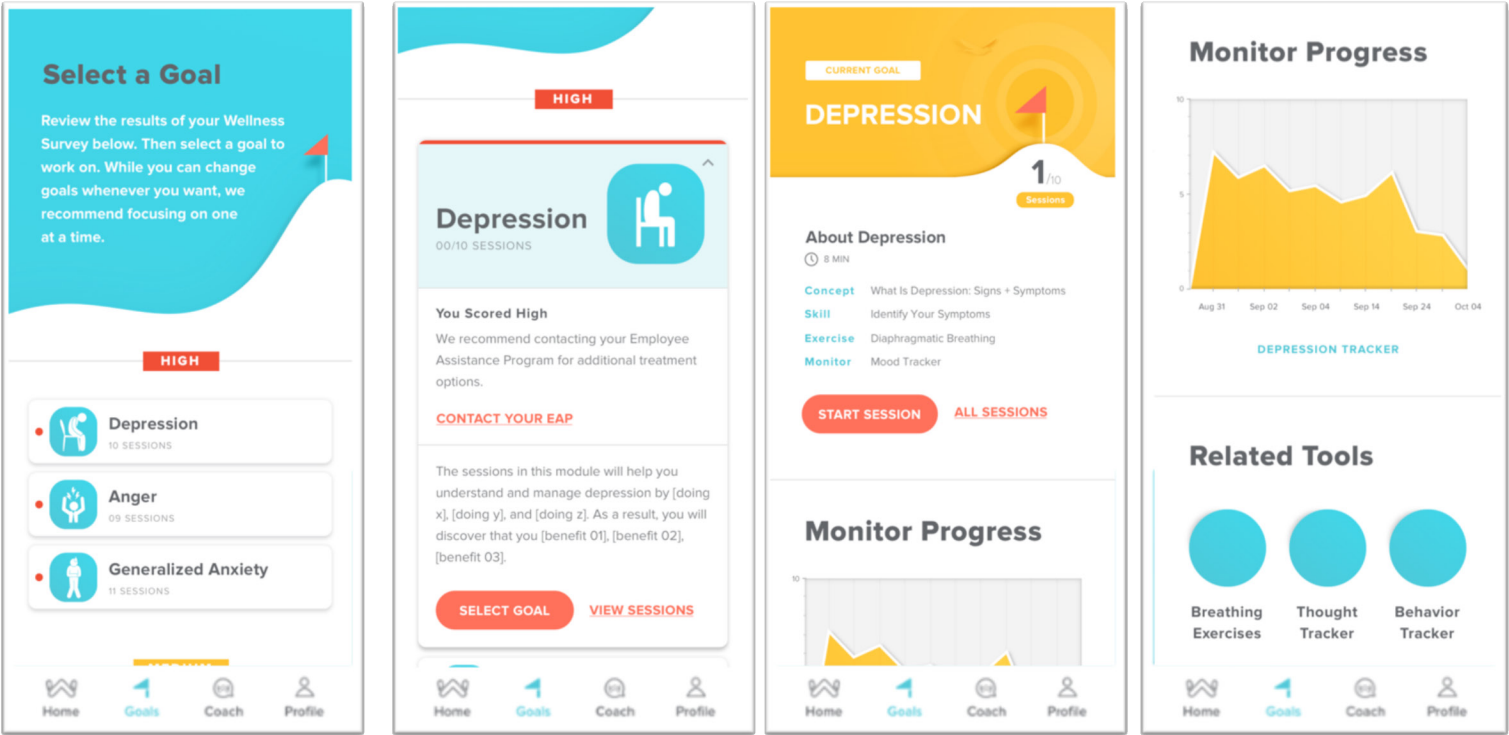
# Start Your Journey With WholeLife Scale

A valid measurement providing immediate feedback and recommendations for nine health domains

- Depression
- Anxiety
- PTSD
- Stress
- Work Engagment
- Relationship
- Anger
- Substance Use
- Sleep

Relationship Conflict	High
Depression	Moderate
Sleep	Moderate
Stress	Moderate
Substance Use	Moderate
Anger	Low
Anxiety	Low
PTSD	Low
Work Engagement	Low

# Behavioral Health Risk Assessment & Online CBT\*





# WholeLife Directions Features:

- Complete Mental Health Appraisal
- Immediate In-Assessment feedback
- Participation and Employer Aggregate Report
- Online Cognitive Behavioral Therapy programs
- Interactive sessions including videos, mindfulness, and relaxation.
- Over 150 sessions available for 9 presenting concerns.

## Results

<b>40%</b> Average participation with modest incentive	<b>85%</b> Of those that started the assignment completed it	<b>21%</b> Of those registered use the app
<b>59%</b> Symptom reduction for depression	<b>48%</b> Symptom reduction for anxiety	<b>91%</b> Reported the program engaged them positively

*\*Additional fees may apply.*

## 24/7 Asynchronous Text-Based Coaching

WholeLife Directions (WLD) can be made even more engaging by adding our 24/7 asynchronous text-based support with a skilled coach. Master's or PhD level emotional wellness coaches encourage members by helping them with goal definition, plan development, and action taking. In addition, they provide skills assessments and personalized recommendations of resources available from Canopy. All of this is powered by WLD and Canopy's digital CBT, mindfulness content, and interactive skill building tools.

# Mental Health First Response

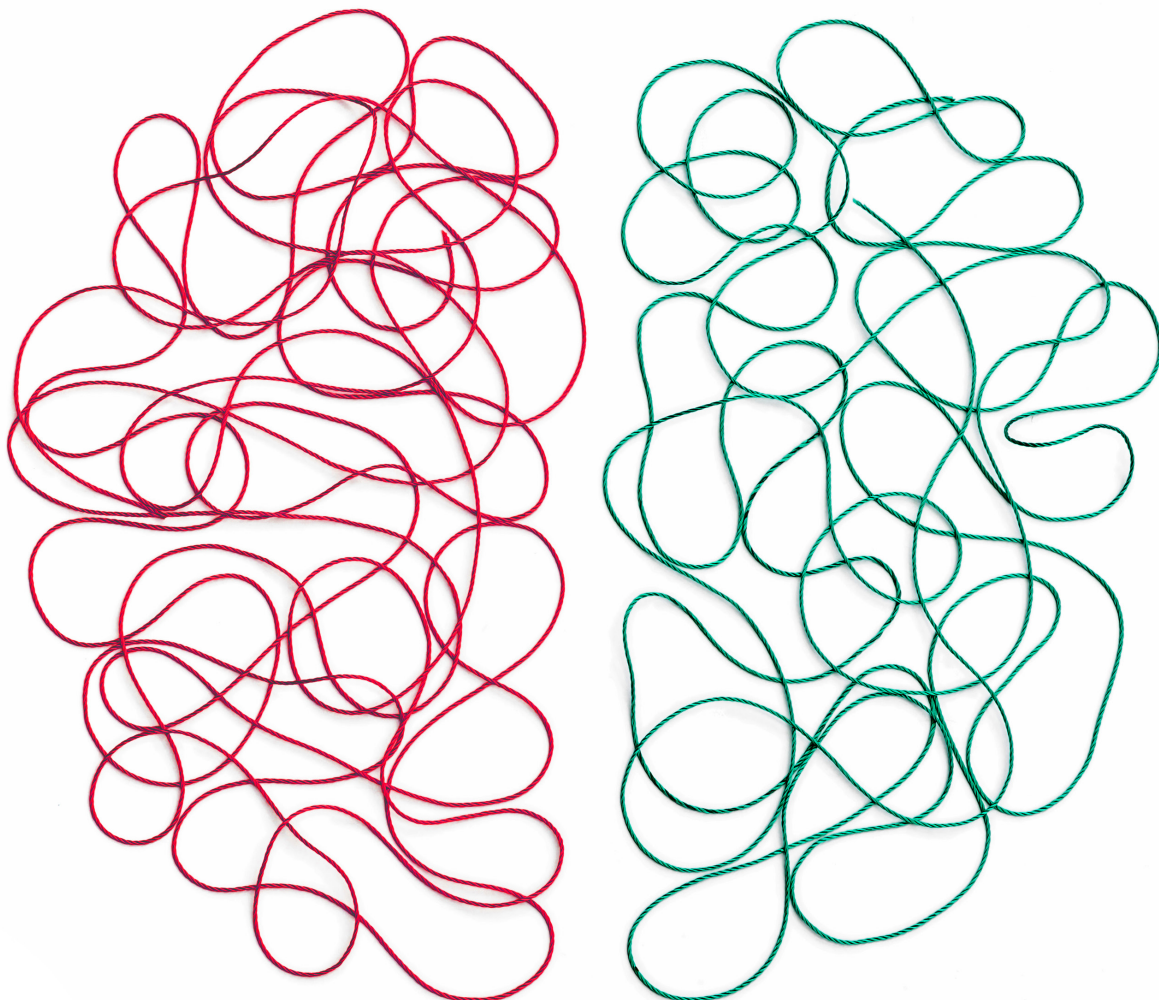
Mental Health First Response, Canopy's proprietary certification program helps participants recognize and support employees experiencing mental health or substance use crises. It is evidence-based, experiential, and skill-building.

## Available Options

- 1) Mental Health First Response
- 2) Mental Health First Response at Work
- 3) Mental Health First Response for Leaders

Please contact your Account Manager or Sales Executive if you would like to schedule a course or consultation.

- Course content and length customizable, based on specific workplace needs.
- Available virtually for 30 participants or in-person for 50 participants.
- Certification of completion and course takeaways provided.









# Employee Assistance Seminar Descriptions

**We offer a diverse range of courses, both on-site or virtually, designed to effectively engage attendees. Our developed network of qualified facilitators are dedicated to your organizational training goals.**

**Please allow three to four weeks' notice for scheduling.**

## General Topics

### Avoiding Job Burnout

In this seminar participants will learn the potential causes of job burnout and how to reduce their chances for burnout by better managing internal and external boundaries. Participants will also learn how to recognize the warning signs and assess their level of job stress and burnout.

### Conquering the Winter Blues

This seminar defines both “winter blues,” and “seasonal affective disorder,” and how to tell the difference. Participants will learn how the winter season affects them and strategies for coping with winter blues.

### Diversity: Equity & Inclusion

This seminar focuses on strategies to foster a more inclusive workplace for every employee and discusses individual and company-wide skills to implement these changes. Topics include recognizing the difference between equity and equality and using safe language.

### Employee Orientation

The presentation will explain the EAP benefits available to the employee and their eligible dependents. It will explore the types of issues that would lead someone to utilize their benefit, ways to contact the Employee Assistance Program, and how the EAP can help.

### Exploring Your Relationship with Money

Money is not typically considered an emotional issue, yet it is often a source of stress in both people's personal lives and relationships. This training will explore whether our relationship with money is similar to other relationships in our lives. Tools to help think about money differently will be presented. This seminar is not designed to be a budgeting workshop or to provide financial advice of any kind.

### Intro to Emotional Intelligence

This workshop will define emotional intelligence and discuss the importance of managing emotions in the workplace. We'll explore how to better define, cope with, and communicate our emotions to help create more balanced lives.

### Resilience & Mental Flexibility

Resilience is a word we often hear but it can be difficult to define. This seminar focuses on understanding how it is defined and what skills can be learned to improve it. One of those is mental flexibility which involves being able to see different perspectives of a situation and adapt to new information. These skills can help in work and in life.

### Suicide Prevention in the Workplace

This training equips people in everyday situations to observe and intervene when someone is struggling. Participants learn common warning signs, practice holding supportive conversations, implement a variety of proven support tools, and gain confidence in navigating the emotions that we commonly face when supporting people who are struggling with suicidal ideation.

## Communication

### Conflict Resolution

A conflict can occur when individuals have mutually exclusive goals and are unwilling to move from their respective positions. This training will identify components required to resolve conflict, including active listening and the ability to articulate one's position. Using creativity when exploring possible solutions will be discussed as a strategy to successfully resolve conflict.

### Customer Service

Promoting and educating employees about customer service can lead to outstanding word-of-mouth advertisement, existing customer retention and loyalty, new business referrals, and cooperative, appreciative, productive employees. Information will be provided on how to identify customers, events that lead to poor customer service, techniques for dealing with and working with "difficult" customers, and fundamental concepts for providing great customer service.

### Interpersonal Effectiveness

This seminar will explore how everything we do is a form of communication, including not communicating. We will discuss the following important components of communication skills: active listening, assertiveness, boundaries, self-awareness and locus of control.

### Plain Language & Digital Communication

We communicate at work through digital mediums every day, and in some cases more than in-person. Learning appropriate etiquette and skills to communicate effectively via email and social media is critical for workplace efficiency, clarity and respect. This seminar will focus on concrete strategies to improve this.

## Stress/Change

### Compassion Fatigue

Compassion fatigue happens when you care about other people who have been experiencing significant challenges, and you feel or responsible for helping. Over time this process can lead to changes in emotional, intellectual, physical, and spiritual well-being. This training explores what compassion fatigue is, who may be at risk, identifying signs of compassion fatigue and developing new ways to cope.

### Holiday Stress

Holidays can often become a more stressful than pleasant time. Learn about your stressors and discover how to lower your stress level for a better holiday.

### Maintaining a Professional Workplace During Uncertain Times

As we all navigate the constant stress and anxiety of the pandemic, it can impact team morale and social safety. This webinar will focus on emotional coping skills and communication strategies to improve team cohesion and empathy during these times of distress and uncertainty.

### Managing Emotions Related to Workplace Reintegration

As we all navigate these uncertain times during COVID-19, many of us are approaching the phase of re-entering the workforce which can cause added stress and anxiety related to concerns about safety, job roles, etc. This webinar focuses on emotional and logistical coping skills to help reduce the stress of this transition.

### Managing Stress and Anxiety During Uncertain Times

The ongoing global news coverage of Coronavirus (COVID-19), paired with fear of serious illness, and constant change within our personal and professional lives can be anxiety producing. This webinar will review steps you can take during these uncertain times including:

- Managing your stress response and practical strategies for healthy coping
- Tools to maintain a positive outlook
- Learning what resources are available for support

### **Mindfulness Based Stress Reduction & Self Compassion**

Mindfulness Based Stress Reduction is an evidenced-based intervention that helps with numerous symptoms, including depression and anxiety. This seminar discussed some core MBSR skills to use for self-care and how self-compassion factors into effectively taking care of ourselves.

### **Stress Management**

Managing all of the different stressors in life is a challenge. People are becoming increasingly aware of the importance of reducing their stress because of the effects it creates on physical health, emotional well-being, and work productivity. These effects of stress as well as techniques to reduce stress will be discussed.

### **Time-Management**

This presentation will discuss and explore basic time-management strategies. Participants will learn to manage themselves and their time in a more efficient manner. The presenter will explore time-saving strategies and identify areas where individuals waste precious time.

### **Working in a Changing Environment**

In an organizational culture of constant change, adapting can be challenging. Some areas addressed during this presentation are the elements of change, different loss experienced related to change, the transitional stages, and ways of coping with stress and change.

## **Resources for Life**

### **Coping Strategies for Caregivers**

Caregivers face multiple stressors. This seminar will discuss common caregiver struggles, review ideas on self-care for caregivers, provide tips for difficult conversations with loved ones, and describe services and resources available through Canopy EAP.

### **Raising an Emotionally Intelligent Child**

Raising an emotionally intelligent child can be a challenge. Learn what your parenting style is, what to look for, how best to encourage and support your child's development, and what resources are available.

### **Work/Life Balance**

In today's busy society, balancing work and life is a common challenge. The stress this creates can be detrimental to an individual's physical health, emotional well-being, and work productivity. These effects will be discussed as well as strategies and techniques to reduce this stress.

## **Career Development**

### **Maximizing Your Vocational Potential**

Being happy and fulfilled in our work is a social, emotional and mental process. This seminar explores ways to improve self-awareness to connect to our values so we can be more engaged, empowered employees.

### **Resumes/Interviewing**

Selling yourself on a job is key and a resume is a tool to getting your foot in the door. Learn how to present yourself on paper in a compelling and effective manner. Also, learn basic skills for interviewing with confidence and clarity. Identifying personal strengths and informational interviewing will also be addressed.



## Wellness

### Digital Detachment

The average American spends more than half of their waking lives staring at a screen. This type of technology fixation has been linked to a number of negative health effects. In this program we will discuss how technology is negatively affecting our mental and physical health, as well as our relationships. We will provide tips and resources to help address a digital detachment practice, to assist with a healthy lifestyle.

### Eating for Mind and Body Health

Our food choices determine numerous aspects of our health. This seminar will cover why nutrient-dense food so important, what foods to include as part of a healthy lifestyle, behavior change to support motivate and maintain a healthy diet.

### Healthy Heart, Healthy Mind

Our minds and bodies do not work independent of each other, and we need to stop thinking of these aspects of our health as separate entities. Recent studies show poor mental health is a risk factor for chronic physical conditions, and heart health is at the top of that list. In this program you will learn why anxiety and depression contribute to heart health risk factors, along with learning how to assess your mental stressors, and best practices to keep your mind sharp and your heart strong.

### Healthy Sleep

This training addresses how stress impacts sleep along with key principles for getting better rest, including mindfulness and guided imagery. Insomnia, and its impact are also addressed.

## Tobacco Cessation

This seminar provides an overview of the resources available to anyone thinking of quitting or who have a loved one who is thinking of quitting. Learn about identifying triggers, managing cravings, stress management and how to get support for quitting.

### Wellness at Work

A healthy lifestyle has never been more important. However, due to long work days, complex workplace environments, competing obligations, and high stress, it can be difficult to achieve wellness goals. This presentation will focus on ways to incorporate wellness into different types of workplace environments, and will review why wellness during the workday is so important. Tips will be provided to increase motivation and attainment of wellness goals.

### Whole Body Health

This seminar will focus on Nutrition, Movement, and Mindfulness. Whole body health is the acknowledgment of the physical, mental, emotional, and social components in life which assist with increased fulfillment. Proactively addressing each of these components can increase resilience, and positively impact your health and well-being.

## Substance Abuse

### DOT Employee Training\*

This training is designed for DOT “covered employees” as defined by the Department of Transportation - those working in a “safety sensitive position” and requiring a Commercial Driver’s License. The training is tailored to the company’s alcohol and drug policy and the DOT rules and regulations and covers information about policy, alcohol and illegal drugs, including effects on the individual, safety, and work performance. Employees are reminded about the availability of the EAP and other resources for those who seek assistance.

## **Drug and Alcohol Awareness**

Substance use in the workplace is more prevalent than most people think, but it continues to be a stigmatized and misunderstood issue. This training will provide education about how substance use impacts the workplace, basic drug & alcohol information, and how to support those who might be struggling

### **For Supervisors/Managers**

#### **DOT Supervisor Training\***

This training is designed for managers, supervisors or others who are in a position to identify a “covered” employee who may be in violation of Department of Transportation (DOT) alcohol and/or drug rules and/or company policy. A “covered employee” is defined by DOT as working in a “safety sensitive position” and requiring a Commercial Driver’s License. The training is tailored to the company’s alcohol and drug policy and the DOT regulations. The training covers the following: alcohol and drug information, including effects on the individual, safety, and work performance; signs and symptoms of current use, types of drug testing, supervisory responsibility, and specifically, how to respond to an employee after an accident and when there is reasonable suspicion for testing.

#### **Managing Employees During Downsizing and Job Loss**

Job loss can be something you have no control over. This seminar will review how loss impacts both employees and managers. Participants will gain skills and tools to navigate downsizing job loss with employees, in addition to tools about your own next steps.

## **Manager’s Guide to Compassion Fatigue**

This session is designed to help managers recognize signs and symptoms of burnout and compassion fatigue in their employees. Learning early interventions and proactive self-care will be discussed, as well as interventions for those already experiencing it.

### **Manager’s Guide to Critical Incidents In the Workplace**

Managers will be taught how to understand the basics of how humans respond to traumatic events. This seminar will cover how to best assist employees to recover after a critical incident. In addition, participants will become familiar with Canopy’s protocols for providing critical incident response services.

### **Mental Health in the Workplace: A Manager’s Role**

This session is designed to increase awareness about mental health in the workplace and how to decrease stigma associated with getting help. Signs and symptoms of mental health, impact on the workplace, and first steps for getting well are provided. The role of a manager in establishing a supportive culture, early identification, encouraging employees to seek help and respectful treatment when returning to work will also be covered.

### **Reasonable Suspicion Training**

This training is designed for managers, supervisors or others who are in a position to identify a covered employee who may be in violation of the company’s substance abuse policy. The training covers alcohol and drug information, including effects on the individual, safety, and work performance, signs and symptoms of current use and specifically, how to respond to an employee after an accident and when there is reasonable suspicion to believe a new employee is in violation of the policy.

### **Supervisor/Manager Orientation**

Since supervisors are generally the first to identify and intervene with a troubled employee, we want supervisors and managers to be familiar with the variety of EAP services. This seminar explains the EAP benefit and gives specific tools to help identify and address performance issues.

### **Supporting Employees During Workplace Reintegration**

As states and organizations begin reopening this can create stress and anxiety for employees re-entering the workforce. Managers are in a unique position of having to support employees during this transition while also practicing their own self care. This webinar provides strategies on how to best support employees during reintegration and what other EAP resources are available.

### **Organizational Development\***

#### **Mental Health First Response**

This course is designed to provide a basic education on mental health disorders. This course will cover the most common mental health disorders experienced by Americans as well as how to help someone who is experiencing a mental health crisis. Topics covered include: Anxiety, Depression, Suicide, Trauma, and Substance Use Disorders. In conjunction with this psycho-education, participants will also learn about the impact of stigma on mental health, personal boundaries for self-care and resources available to support. The standard length of this session is 4 hours.

### **Mental Health First Response at Work**

This course provides the foundation of Mental Health First Response training. It also provides in-depth education on how to support an individual experiencing a mental health crisis and how mental health issues present in the workplace. Participants will learn how to approach the topics of mental health and substance use in the workplace, the impact on work, and how we can create safer work environments for all employees. The course concludes with a review of how to take care of oneself when supporting others as well as the resources available to support mental health. The standard length of this session is 8 hours.

#### **Mental Health First Response for Leaders**

This module is designed for leaders in the workplace. It includes the foundation of Mental Health First Response. In addition, participants will explore their role as leaders in their workplace as it pertains to mental health as well as how leadership can shape and shift company culture. Topics discussed include: How to have the conversation with an employee you are concerned for, how to care for yourself in your role and how you can make an impact in your workplace as a leader. The standard length of this session is 8 hours.

Customized training available. Please contact us if you do not see something that fits your needs.



# Financial Education Seminar

## Descriptions

Financial classes are provided by: Balance

### 30 Ways to Trim Your Budget

Stretching your budget is a necessary step to achieving your financial goals. Learn smart ways to save on the things that impact your finances most, such as food, health care, insurance and more.

### After Identity Theft

If you're a victim of identity theft or just want to stay prepared, this workshop is a must. You'll learn about the different types of identity theft as well as proven steps you can take to minimize its impact.

### Are You Financially Healthy?

In this workshop you will understand what it means to be financially healthy – which is so much more than the one score everyone asks you about today –your credit score. True financial health is based on four key components: Spend, Save, Borrow, and Plan. You'll also get a chance to confidentially determine your own Financial Health Score and the steps you can take to improve that score.

### Basics of Personal Finance

From managing daily expenses to investing for retirement, this session helps participants set personal finance goals, learn the basics of smart money management, and build a solid financial foundation for the future.

### Becoming a Homeowner

Homeownership starts well before the contracts are signed—preparation is one of the keys to a smooth home buying process. This session covers all major pre-purchase topics such as budgeting, the down payment, credit reports, debt-to-income ratios, and the mortgage lending process.

### Breezing Through the Holidays

It may be called “the most wonderful time of the year” but December can also be filled with unwanted debt with holiday spending. Learn budgeting strategies and tactics to avoid that year-end credit card crunch and sidestep debt traps in the future.

### Checking 101

A checking account is a foundational personal finance tool—when used correctly. Learn the ins and outs of managing an account, such as keeping track of checks, monitoring statements, and account balancing.

### College Financing 101

As the cost of college tuition continues to rise, parents wonder how they can afford to pay for higher education for children or themselves. Participants will learn about long-term savings strategies, financial aid opportunities, and other ways they can make college education a reality.

### Credit Card Makeover: Getting Out of Debt

Credit cards can be a great financial tool, but for some, can lead to debt and financial trouble. This session provides an overview of credit card usage, warning signs of credit issues, and options for debt management and reconstructing existing credit.

### Digital Financial Services

Technology has made managing your money much more convenient. Whether it's opening and managing accounts, transferring money or bill pay, you'll learn the fundamentals of electronic banking.



## **Drive Away Happy: Car Buying Decisions**

Getting a car can be overwhelming and stressful with all the decisions to make: new or used; buy or lease; zero percent financing or rebate (not to mention what color to pick). Participants will learn tips and tricks to have the best car shopping experience possible, while also making wise financing decisions.

### **FAFSA:**

#### **The Key to Unlocking Financial Aid**

The Free Application for Federal Student Aid (FAFSA) is a government form that streamlines the financial aid process, which can help reduce your student loan burden. This workshop covers FAFSA basics, as well as provides insight into the application process, how to complete the FAFSA online, federal requirements, and receiving and maintaining federal financial aid.

#### **Federal vs. Private Student Loans**

This workshop explains key differences between federal and private student loans, and compares eligibility, interest rates, repayment plans and more. Participants will learn how to choose the option that best suits their needs.

#### **Finances for New Families**

Getting married. Having kids. These are natural progressions in life for many, but also present new financial situations and decisions to make immediately, and for the long term. This session will help you discover, prioritize, and design a workable plan for your family's goals and lifestyle.

#### **Finances for Small Business Owners**

Entrepreneurship is stronger than ever. This session covers all the financial aspects of starting and running a small business. Topics include: types of legal entity structures, writing a business plan, bookkeeping, paying taxes, and everything in-between.

## **Financial First Aid**

A financial crisis can throw even the best money management plan into chaos. This session focuses on ways to gain control of a crisis. Participants will learn about financial assessments, expense prioritization, and effective negotiation with creditors.

#### **Financially Savvy Seniors**

Retirement can be a great time for seniors if they are prepared financially. Attendees will learn about specific retirement concerns such as managing money, Medicare, Social Security, improving cash flow, insurance, investing, estate planning, and more.

#### **Identity Theft Solutions**

Identity theft is becoming more common and sophisticated than ever. Session participants will learn the methods that identity thieves use to access confidential information, tools for preventing ID theft, and steps to take should identity theft occur.

#### **Investing in Real Estate**

Investing in real estate can be a great way to boost income—if done wisely. To help investors turn a profit, we'll cover the pros and cons of different properties, resources for finding investment opportunities, and financing options.

#### **Medicare: How it Works**

For many, Medicare is a lifeline for receiving the medical services needed. To make the most of this federal health insurance program, it's important to understand how Medicare works. Topics in this workshop include eligibility & enrollment, terminology, premiums & deductibles, coverage types, and additional resources.



## **On the Road to Riches:**

The Basics of Saving and Investing  
Investing is one of the smartest things consumers can do to secure a brighter financial future. Every investor has different goals, risk tolerance, and cash flow, which will impact savings and investment choices. Participants will learn about savings strategies and tactics, investment tools, and how to develop an investment portfolio that works with their lifestyle and budget.

## **Personal Finance for College Students**

College education is a prime time for young adults to learn about finances and plan for their future. Attendees will learn about credit (how to use it wisely), tools to develop a positive credit history and score, create and manage their own budget, ways to track spending, and options for student loan repayment.

## **Planning for Money Milestones**

There are many important financial milestones for consumers in their 20s and 30s. To help prepare today's "Millennials" for a positive financial future—without sacrificing fun—we take a realistic approach to managing finances. We'll cover SMART goals, getting financially organized, building a budget, controlling expenses, wiping out debt, and much more!

## **Psychology of Spending**

We all have a "money personality" and it has a major impact on our attitudes, relationship with money, and spending habits. By understanding this, individuals can monitor and adjust their behaviors to make smart money decisions. This session will teach strategies and tactics to decode personality types to gain control over finances.

## **Raising a Money-Smart Kid**

Earning money, spending and saving are important lessons children learn very early on in life. This session will help guide parents on effective ways to educate children about financial responsibility that can last a lifetime.

## **Rebuilding After a Financial Crisis**

A job loss, a medical crisis, or other hardship can send a normal financial situation into a tailspin. Participants will learn how to get their finances back on track, including budgeting, repaying debt, rebuilding credit, establishing emergency savings, and replenishing retirement savings.

## **Repaying Student Loans**

Student loans can put a heavy burden on monthly finances, sometimes rivaling the cost of a mortgage. These days there are many options to help repay these loans. This session will teach attendees about the choices available.

## **Retirement Planning Later in Life**

It's one of the most important financial considerations for anyone today. And as you get closer to retiring, it becomes more critical to have a solid plan of action. This workshop focuses on deciding when to retire, investment options, estate planning, Social Security benefits, and healthcare considerations.

## **Retirement Planning: The Basics**

Retirement is something most people look forward to, but may not have planned well in advance. Participants will learn how to harness the power of time, optimize investments to reach their long-term goals, and understand how the economy and taxes can impact their retirement dollars.

## **Safeguarding Kids' Identity and Online Privacy**

Today's youth generation is tech-savvy and connected online. However, parents still play an important role in helping them avoid online hazards such as identity theft, privacy and cyber-bullying. This workshop covers important issues including online privacy tips, managing computer settings, smartphone apps, and positive online behavior.

### **Saving With Purpose**

Saving money is much easier with a goal in mind. This workshop shows you how to choose the right goals for you, and overcome barriers to achieving them.

### **Solving the Mystery Of Credit Reports**

Credit report scores hold a lot of power—they can help buy that first home but can also take away financial opportunities. This session provides an overview of credit bureaus, credit scoring, guidance to dispute inaccuracies, improving credit scores, and dealing with identity theft and fraud.

### **Stock Market Basics**

Many financial planners say it's wise to invest your savings in the stock market rather than leave your money in a low-interest account. Before you jump into the stock market, it's important to know that investing in stocks comes with risks. This workshop provides the basics needed to get a clear understanding of the stock market, the risks involved, ways to reduce risks, how to buy stocks, and how to maintain your account.

### **Teens and Money**

Young adults are primed to soak in new information. It's a great time to guide them to money management techniques that can last a lifetime. Attendees will learn managing money effectively, preparing for common upcoming bills, opening checking and savings accounts, establishing credit (and use it wisely), and looking at investing options.

## **Ten Steps to Financial Success**

We all measure financial success differently, but all paths to get there require discipline and goals. This session teaches participants ways to financial control—including developing a spending plan, creating objectives, weighing insurance needs, and other tools that will help get on the road to personal financial success.

### **The Sandwich Generation**

The Sandwich Generation is positioned in the middle. They care for aging parents while supporting their own children. In this workshop, participants will learn how to manage their parents' medical, legal and financial needs, while ensuring they stay financially prepared for their kids' future.

### **Understanding Credit**

Credit: Many want it but how do you get it? This session covers all aspects of becoming an educated credit consumer, including how lenders evaluate for credit approval, factors that impact credit qualification, how credit scoring works, and ways money management today impacts credit standing tomorrow.

### **Using Credit Cards Wisely**

A credit card can be a valuable financial tool. However, before racking up big charges on multiple cards, participants should learn smart ways to handle their credit cards and take a disciplined approach.

### **Using Home Equity**

There are numerous benefits to owning your own home. Not only does it provide you with a place to live, but you can also often use the accumulated equity for many money-smart purposes. Borrowing further against your home is a serious financial decision and should only be done after careful research and consideration. This session will discuss the pros and cons of borrowing against your equity and also review the different ways you can do so.

## Women and Money

Whether it's having children, career advancement, divorcing, or becoming a widow, there are certain pivotal times in women's lives that can occur. This session addresses special considerations for budgeting, credit, and insurance.

## Your Credit Score

One of the most important numbers consumers have is their credit score: it affects the ability to purchase a home, buy a car, get a credit card, and other

financial decisions—but it can also hinder them. This session reviews types of credit scoring models currently used including FICO, Vantage, non-traditional, and bankruptcy risk.

## Your Guide to 529 College Savings Plans

For families and individuals looking for ways to save for college, 529 College Savings Plans provide a flexible way to prepare for the future—and with valuable tax-advantages. Learn about available options, plan limitations and restrictions, and the financial impact on student aid.





# Legal and Identity Theft Class

## Descriptions

### Education provided by CLC

Experienced legal professionals are available nationwide to present various classes covering legal topics and planning principles. All classes have state-specific content.

#### Estate Planning 101

Estate planning is the process of preparing for end-of-life concerns and taking control of your legacy. Think about family, bank accounts, houses, stock portfolios, cherished possessions – and what will happen to them. The process can be complex and expensive. In this class, we discuss the necessary steps to create an estate plan, while offering attendees discounted access to personalized wills and trusts.

#### Planning For Future Medical Decisions

By human nature, we tend to delay end-of-life decisions until it's too late. Whether personal end-of-life decisions or a loved one's, it's important to make smart end-of-life decisions that ensure a peaceful transition. In this class, we discuss the strategies for effective family communication, and the benefits of advance directives/power of attorney.

#### Caring For The Elderly And Disabled

With a loved one who has any mental or physical condition limiting movement, senses, cognition or activities, we're often so focused on what we can do to help, that we need a reminder of what services are already legally available. In this class, our presenter will review the tools and programs that assist older/disabled family members, and how to best set-up loved ones for success.

#### ID Theft Protection 101

Every two seconds someone becomes a victim of identity theft. Knowing how to protect our identities and who to contact when victimized can seem difficult and time-consuming, but we're here to show the easy-to-follow steps. In this class, our Fraud Resolution Specialist at the curtain to reveal how fraudsters steal data and lure consumers. We'll also share tips on building the first line of defense against identity theft.

#### Avoiding Tax Filing Fraud

W-2 documents, DOB and a Social Security number -- tax filing can expose a substantial amount of personal information. During tax season, data thieves are looking to intercept tax refunds, and sell personally identifiable information (PII) on the dark web. In this class, we discuss the warning signs to recognize tax-related identity theft and the necessary steps to help prevent fraud.

#### Avoiding Holiday Shopping Fraud

Huge sales, must-have gifts, and rushing for last minute items. When shopping between stores, we're often so focused on the activities of the holiday season that we can easily be distracted from financial and identity exposure. In this class, we discuss the fraudster targeted information, common fraudster tactics, best safety practices, and next steps when victimized.

### **Battling Unemployment Fraud**

As a rammification of COVID-19, both employers and employees have struggled with falsified unemployment benefits, such as notifications of awarded benefits, payment details, or ATM cards. In this class, our Fraud Resolution Specialists will address the significance unemployment fraud and provide the preventative steps necessary to minimize the risk of futher damage.

### **Data Breach Education**

A company data breach can take a toll on both the infrastructure and employee body. In this class, we discuss company data breach life cycles and the cost to its victims. We'll also share our preventative steps that employees and companies can take to reduce the chance of a breach.





# Webinars

Canopy EAP introduces our 2022 Webinar Series for Human Resource Professionals.

Each webinar is free and approved for one (1) SHRM credit.



## Resilience and Adaptability During Adversity: How HR Professionals Can Model These Skills For Employees

presented by Katie Zaugg, February 15th, 2022, 11am-12pm PT

<https://attendee.gotowebinar.com/register/5012369365474853904>

Organizations are always looking for ways to help employees become more resilient, particularly during change or adversity. This webinar will focus on teaching HR professionals resilience and adaptability strategies which in turn helps them model those skills to employees.

## Trauma-Informed Care: Organizational Strategies HR Can Utilize to Improve Psychological Safety

presented by Brianna Hughes, May 17th, 2022, 10am-11am PT

<https://attendee.gotowebinar.com/register/8851978318878011147>

Psychological safety is a primary driver of employee engagement and retention. This webinar will focus on measurable organizational interventions via the principles of trauma-informed care that HR professionals can use to ensure all staff feel emotionally and socially safe.

## Diversity, Equity and Inclusion Awareness for HR Professionals

presented by Jackie Moore, August 24th, 2022, 11am-12pm PT

<https://attendee.gotowebinar.com/register/2615493390551187983>

This webinar will focus on strategies to help HR foster a more inclusive workplace for every employee. Topics discussed will include safe and respectful language, skills for becoming a better ally, tips for facilitating conversations with employees on diversity related issues, and strategies for implementing individual and company-wide changes.

## Employee Resources Groups: Practical Implementation Strategies for HR Professionals

presented by Caitlin Plato, November 15th, 2022 from 10am-11am PT

<https://attendee.gotowebinar.com/register/5842955842259770894>

Employee Resource Groups, or ERGs, have gained popularity in recent years due to their ability to engage employees by providing them a space to participate in their workplace community in a meaningful way. This webinar will provide strategies for HR professionals to effectively implement ERGs at their organization.

# EAP Webinars

## January

### **Achieving Harmony: How to Maintain a Healthy Work/Life Balance**

**Presented by: Zoë Kobrin**

In an effort to “have and do it all,” many people feel stressed by the demands of both home and work and feel challenged to maintain balance. Higher stress levels lead to compromised physical and Emotional Wellbeing, as well as lost time at work and lower productivity. By raising our awareness and consistently utilizing simple strategies, better balance is possible! In this webinar you will learn how to: recognize the signs of poor work life balance, create manageable work and personal goals, plan your time productively, including breaks, and distinguish when you need support and how to get it.

## February

### **Family Ties**

**Presented by: Heather Maguire**

In this day and age when everyone is plugged in - what affect is that taking on the members of the family especially the children? Connecting as a family on all levels is key to how children behave in social settings and later in life. Communication skills, dealing with life issues and how they conduct themselves is a learned behavior from parents and other family members.



## March

### **Riding the Waves of Change** **Presented by: Nancy Scherlong**

Change in life is inevitable. While we can't always control what happens, we can control how we choose to respond to it. What we tell ourselves about change will have a large impact on our feelings and behaviors. During this webinar, we'll demonstrate techniques for successfully navigating change and using it as an opportunity for learning and growth.

## April

### **Empathy on Empty: Compassion Fatigue** **Presented by: Jamie Hansen**

Even the most empathic person can become so overwhelmed by the chronic stress associated with caregiving that negative attitudes start to take over. This concept, known as compassion fatigue, is particularly common among those in helping professions. During this webinar, we'll explore the root causes and symptoms of compassion fatigue as well as provide strategies for overcoming it.

## May

### **Addressing the Elephant in the Room: Grief, Illness and Family Care-Giving** **Presented by: Rachel Kodanaz**

Most company's scramble when they receive the most dreaded news that an employee has passed away, the CEO has been diagnosed with cancer, or an employee's family member has experienced a significant loss or setback. While companies believe they have policies and procedures implemented to manage the situation, the real challenge is the day-to-day interaction with the employee or work group as the needs are personal and no two situations are the same. This webinar will provide everyone with practical advice for how to communicate, manage the situation, request the support needed to balance work with home life and provide guidance for co-workers to support and understand the challenges of both the employee and the employer.

## June

### **How to Talk to Your Partner About Money** **Presented by: Eva Churchill**

Money can be one of the most challenging issues in many relationships. But it doesn't have to be. Understanding why and how these conversations are sometimes stressful is the first step to shifting the dynamic. In this webinar, we'll discuss why money can be such a problematic issue and ways to approach the topic with a fresh perspective. We'll offer practical strategies to have productive, connected conversations about money going forward.

## July

### **Working it Out in the Workplace** **Presented by: Nicole Narvaez Manns**

Most of us spend more than half of our waking hours at work. And a huge part of our satisfaction and productivity depends on the strength of our interpersonal relationships. Both for your own personal success and the success of the organization, it's essential to create and maintain positive relationships. During this webinar, we'll explore common challenges and provide you with steps for navigating them.





## August

### **As Our Parents Age**

**Presented by: Jamie Kistler**

Aging is part of life. Preparing to care for the changing needs of an aging parent though, may not be easy or simple. Sometimes we need help identifying what kind of assistance or understanding a parent might need. We may have trouble altering our expectations or exploring how to help our parents make adjustments. Whether it is regarding household chores or duties, financial assistance or dealing with family conflicts, there are ways to age flexibly and with more ease. In this webinar we will discuss: the stages of aging and how to assess a parent's needs at each stage, how to initiate and have difficult family conversations, finding support solutions for emotional, financial, social and health problems, and balancing self-care with caregiver responsibilities.

## September

### **Navigating Divorce**

**Presented by: Cheryl Mirabella**

Whether you're considering a divorce, or it has already been initiated, this webinar will provide the tools you need to navigate the process with the least amount of stress and conflict possible. In addition to concrete tips and supportive resources, we will explore areas including: effective communication, navigating the logistical and emotional aspects of divorce, understanding and managing stages of grief, building resilience, and planning for the next chapter. While divorce is almost always difficult to go through, you can come out of it feeling stronger and more self-aware than before. Regardless of where you are in the process, this dynamic session will empower you with information, tools, and resources to support you during and after your divorce.

## October

### **Managing Your Finances**

**Paycheck to Paycheck**

**Presented by: Beth Marshall**

Are you tired of scrambling for cash a few days before your next paycheck? Do you have money set aside for emergencies? Are you working on major financial goals like paying for your children's college education or your retirement? Join us for this very practical and actionable webinar on budgeting. Learn how to create your budget, set financial goals, and then find the money to fund them.

## November

### **Mindset for Success**

**Presented by: Shanti Douglas**

Mindset has a huge influence on many areas of life, including physical and emotional wellbeing, relationships, and personal and professional success. Regardless of whether we've identified as an optimist or pessimist in the past, we all have the ability to harness a mindset that allows us to deal with challenging events more effectively, turn "failures" into growth opportunities, and experience a greater sense of contentment. You will leave this webinar armed with strategies for making simple shifts in thinking that can lead to great change.

## December

### **Deep Relaxation for Better Sleep**

**Presented by: Rick Clerici**

In this webinar, we will focus on mind/body relaxation, one of the most important factors in falling asleep, staying asleep and getting restorative sleep. Attendees will learn daytime relaxation exercises, instant momentary relaxation exercises and techniques for relaxing into sleep and back into sleep from night time awakenings. There is an emphasis on the positive changes that can be made during the 16 hours of wake that will improve sleep quality. A guided relaxation exercise teaches techniques for initiating sleep and returning to sleep.



call: 800-433-2320   text: 503-850-7721   email: [info@canopywell.com](mailto:info@canopywell.com)