WorkPartners Life Solutions Organizational Development and Training Guide

WorkPartners | Life Solutions

WorkPartners' integrated approach involves a proven set of overall well-being services that allow us to approach employee health holistically. We offer both employers and employees a range of well-being workshops and training. The programs, which vary in length, are presented by degreed health and fitness professionals, registered dietitians, and master's-level trainers with a variety of experience and skillsets in the field of employee assistance programs and organizational development. Most of the training and programs detailed in this guide are available both online or in person. We'll work with you to find what best suits your company and your employees. To ensure availability, please submit your requests to your account managers as far in advance as possible.

RECOMMENDATIONS TO GET STARTED

Employee Assistance Program Overview
Learn about the full range of services available through the Life Solutions employee assistance program: coaching and counseling, work-life services, community resource referrals, website offerings, and more. The overview is perfect as an introduction for new hires or as an annual reminder for current employees.

The Weigh to Health
Explore the complexities of weight loss and the importance of maintaining a healthy weight. Build healthy habits that can result in long-term lifestyle changes. Sustain your weight loss in a healthy way.

Ready to Quit
Thinking about or ready to quit using tobacco? Learn three ways tobacco keeps you hooked. Take the first step to becoming tobacco-free!

Eating Well
Cut through the confusion of nutrition. Follow the USDA's Choose MyPlate healthy eating guide. Get answers to your questions about carbohydrates, fat, protein, how to read labels, and other nutrition concerns.

Less Stress
Learn to tell good stress from bad, recognize the effects of stress, and practice stress-relieving relaxation techniques. Understand how stress can harm your health and learn how to minimize it.

Step Up to Wellness
Learn the benefits of aerobic exercise, strength training, and increasing your flexibility. Make it pay off with a more active lifestyle.

PERSONAL WELL-BEING

Resilience
Power through life's inevitable difficulties. Harness your inner strength and come back stronger after a challenge or setback. Determine how resilient you are and learn how to enhance your resilience.

Self-Care: The Antidote to Burnout and Compassion Fatigue
Learn the difference between burnout and compassion fatigue among professional caregivers and providers as well as the symptoms of each. Conquer the work-related stressors of caregiving.

Stress of a New Job
Identify stressful aspects of starting a new job. Learn about compassion fatigue and compassion satisfaction, which are the risks and rewards of caring for others. Explore strategies for self-care and building resilience.

The Three S's of Stress Management: Signs, Symptoms, and Strategies
Explore the ins and outs of stress, its signs and symptoms, and ways you can deal with it effectively on your own.

Friend or Foe: Changing Our Relationship With Stress
Change your perception of stress. Explore the three levels of stress management, identify your stress indicators, rediscover the importance of self-care, and review research that challenges how you think about stress.

Emotional Intelligence (EQ)
While IQ is important, EQ better determines success in life. Learn how to improve your EQ and use it for success and fulfillment in life.

Mindfulness: Tuning in to the Present
Find out what mindfulness is and what it isn't. Learn what the latest research has revealed. Practice mindfulness exercises and techniques and see how to integrate them into your daily life.

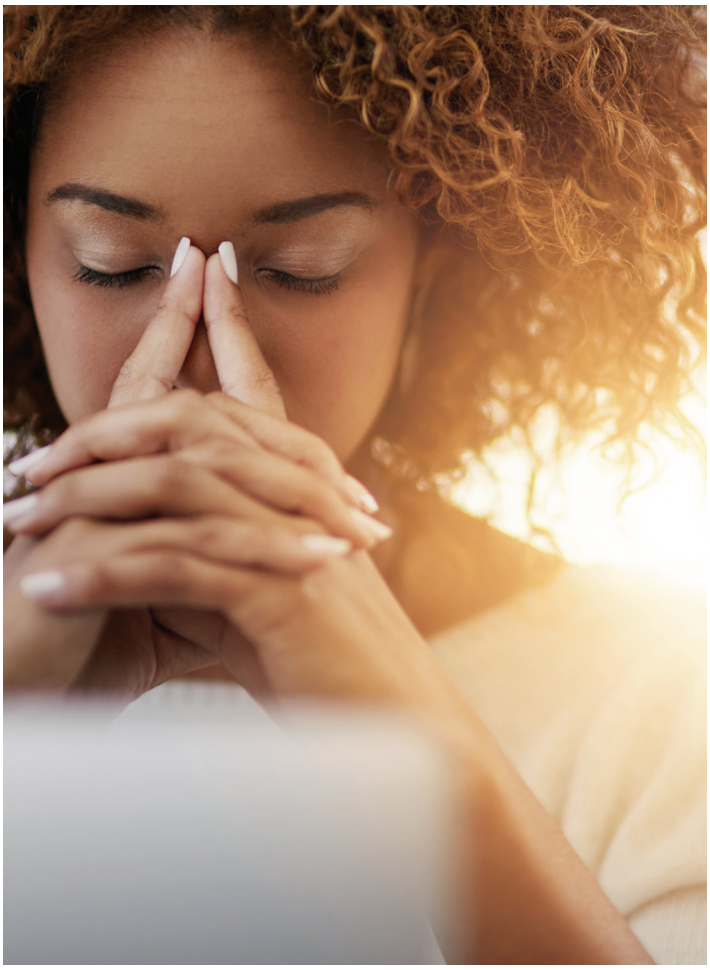
Time Management: Prioritizing Your Way to Wellness
Become more aware of how you actually spend and manage your time. Learn to prioritize projects and tasks, identify and eliminate time wasters, and manage interruptions and distractions with more skill.

Process Addictions: Food, Internet, Gambling, Shopping
Get insight on behavioral addictions. Learn how dopamine and genetics impact compulsive behavioral patterns. Review treatment options and resources that are available to those that are impacted.

Holiday Stress
Take a deeper dive into what stress is and its short- and long-term effects. See how you can better manage or avoid it during the busy holiday season.

HEALTHY LIFESTYLE

Changing for Good: Lifestyle Behavior Change Strategies
Let go of lifestyle habits you've spent a lifetime creating, no matter how impossible that might seem. Learn how to deal with the constant challenge of change, and get motivated to change your lifestyle and become healthier.



The Importance of Sleep
Quit being part of the 74 percent of Americans who experience sleep problems a few nights a week. Lack of sleep can affect your job, relationships, productivity, health, and safety. Learn sleep tips and relaxation techniques to sleep better.

Simple Seven
Embrace a healthier lifestyle with Simple Seven. This program will teach you seven simple ways to invest in your health. It's one of the best gifts you can give yourself and those you love.

UV Safety and Awareness
Know the facts when it comes to the effects of UV rays. Learn about the UV index, UV risk factors, the warning signs of skin cancer, and how to guard against sun damage.

Keeping Your New Year, New You Resolutions
Resolve to keep your New Year's resolution by following these simple tips! Make this the year you really DO get more physically active, lose weight, eat better, and reduce your stress.

Staying Healthy on the Go
Pay attention, road warriors! Plan ahead to stay healthy when you are traveling. Doing so will help you keep up with a healthy diet and exercise plan when you're on the road.

Healthy Starts at Home
Make better health a family affair. Create a healthy family diet, limit screen time, get everyone more active, and ensure the whole family gets enough sleep.

Aspects of Overall Wellness
Accept that well-being is more than your physical health. Review the components of your individual wellness wheel and see how having balance can contribute to feeling well physically and mentally.

SUBSTANCE USE

Opioids: Past to Present
Learn how the opioid epidemic came to be. Identify signs and symptoms of opioid use disorder, increase your overdose awareness and learn how to respond, and explore treatment options and how to access them.

Substance Use Disorder: An Overview
Review substance abuse signs and symptoms, explore how abuse reprograms the brain to work against the body, identify treatment options, and learn more about overdoses. See how Life Solutions can help.

Substance Use Disorder: What About the Family?
Consider the effects of substance use on the whole family. Discuss treatment options and support systems for substance users and family members.

Alcohol Use Disorder: Mild, Moderate, Severe
Review statistics on alcohol use and the criteria used for the diagnosis and treatment of alcohol use disorder. Explore risk factors of alcohol abuse using examples from local communities.

Drug and Alcohol Training: Reasonable Suspicion
See the impact of substance use in the workplace. Review signs and symptoms and learn ways to deal with substance use concerns based on company policy. Learn what reasonable suspicion is.

Drug and Alcohol Training: Department of Transportation (DOT) Training for Employees
Recognize alcohol or drug use or abuse. Understand what DOT prohibits. Review alcohol and drug testing procedures. (Training complies with the DOT regulatory requirement for employees in safety-sensitive positions.)

Drug and Alcohol Training: Department of Transportation (DOT) Training for Managers
Learn the regulations for companies that employ people in safety-sensitive roles. Recognize alcohol and drug use and abuse. Understand what constitutes reasonable suspicion to initiate drug testing. (Training complies with the DOT regulatory requirement for managers in safety-sensitive positions.)

Tobacco Use and Stress
Learn to better handle stress as you work to quit smoking. Learn about the cause and effect of stress and smoking. Get useful tips to take the first step in your journey to becoming tobacco-free!

ORGANIZATIONAL DEVELOPMENT FOR LEADERS

Change Management: Leading from the Inside Out—The People Side of Change
Use change leadership instead of change management to effect successful change in your organization. Focus on the human touch instead of processes to address personal beliefs, needs, and mindsets.

Coaching Course: Developing Engaged and Creative Employees: Coaching Skills for Leaders (this course has a fee; six-week, 24-hour course)
Strengthen your leadership and management capacities and lead others to excellence. Coach instead of manage. Add resilience, mindfulness, communication, and stress management to your toolbox.

Transformational Leadership: Engaging and Connecting With Your Team (three-hour course)
Explore a transformational leadership style based on relationships, connection, and mindfulness. Differentiate leadership from management and supervision. Define personal qualities necessary for leadership excellence and identify ways to motivate and engage team members.

A Manager's Guide to Team Building
Learn the skills and knowledge it takes to develop and lead successful teams. (This workshop can be extended to include an interactive activity and debrief of team strengths and improvement opportunities.)

GRIEF AND LOSS

In the Wake of Grief
Learn what is normal following the loss of a friend, family member, or colleague and how to care for yourself in the wake of grief or support those who are grieving.

FINANCIAL

Financial Wellness
More than half of U.S. adults report feeling stressed about financial issues. Learn the habits and attitudes that drive your financial decisions and get practical tips to improve your financial health.

WEIGHT MANAGEMENT

Healthy Holidays
Make the most of your holidays with our top 10 tips for healthy holiday choices. Enjoy celebrations more with the knowledge of how you can navigate the challenges of holiday eating.

Conquering Childhood Obesity
See the causes, risks, and statistics around the childhood obesity epidemic. Learn positive actions that will help our kids lead longer, healthier lives.

Outsmart Body Fat
Understand body weight, body fat, and BMI. Get practical tips and motivation to maintain a stable and healthy weight. Discuss nutrition and exercise principles to lower body fat and increase overall fitness.

NUTRITION

Healthy Eating on a Budget
See why healthy eating does not have to be expensive. Learn how you can make healthy food choices that still fit your budget.

Cooking Weigh to Health
Cook at home to lose weight, eat healthier, and save time and money. Identify healthy and unhealthy ingredients, change your favorite recipes to improve their nutrition, and enhance flavor using spices and herbs.

Fat Facts: Healthy Fats = Healthy Heart
Learn about heart health, cholesterol's effect on your body, healthy fats that help prevent heart disease, and unhealthy fats. Increase healthy fats in your diet and reduce unhealthy ones.

Nutrition Jeopardy
Learn about nutrition basics and making healthy food choices while you play an exciting game with your co-workers.

Building a Better Lunch
Make the most of your lunch break, whether you're eating out or packing your lunch. Learn lunch-on-the-go skills to keep you satisfied and energized. Feel better and save money too!

Making Informed Food Choices: Beyond Nutrition
Learn where your food comes from, how it's made, and the impact it has on a global scale. Make informed food choices and see why what you eat matters to us all.

Grocery Shopping for Your Health
Kick off good nutrition with good choices at the grocery store. Learn tips and strategies for finding healthy choices in every aisle.

All About Protein
Learn all you need to know about protein, including its role in the body, foods that are healthy protein sources, and the ways protein can reduce your risk of cardiovascular disease.

Rethink Your Drink
Learn how the average American consumes about three times the recommended amount of sugar every day! See how you can limit your sugary drinks and maximize your health.

The Power of Plants
Explore the health benefits of plant-based eating. See lifestyle interventions that can prevent or reverse many chronic health conditions and get tips to adopt a plant-based diet for a healthier, longer life.

PHYSICAL ACTIVITY

Move and Stretch
Make time to move and stretch. See when and how you can add stretching and moving to your day. Learn stretching techniques, follow along with coach demonstrations, and get tips on being more active.

Winter Warm-up
Don't let cold weather and less daylight stop you from exercising. Find ways to stay motivated and active. Explore a physical activity program, indoor exercise options, and ways to overcome barriers.

Find Your Fitness: Fitness Testing
Take advantage of this unique opportunity to have your fitness level tested, and learn how you can use that information to make improvements to your health.

Physical Activity Myth Busters
Kick to the curb the myths and half-truths that surround exercise. Learn why some myths are harmless and others are dangerous. Get the truth behind those half-truths and see how physical activity can benefit you.

Office Recess
Learn the basics of physical activity and how to structure a program. Explore 12 office recess activities to improve your fitness and keep moving during the workday. Reduce your stress and feel refreshed.

Physical Activity, Tracking, and Technology
Put technology to use and track your physical activity. Learn the benefits of tracking your physical activity and all the ways you can do it.

Reducing Sedentary Behaviors: Moving More While at Work
Get out of your office chair! Learn the effects of being sedentary and the benefits of physical activity. Find out how long you sit throughout the day and discover ways to become more active at the office.

Sitting Is the New Smoking
Recognize the bad habits and health risks that come with sitting too much, either in the office or at home. Explore ways to get out of your chair and get moving.

Workstation Ergonomics
Set up your workstation to fit the work you do. See how proper office ergonomics can increase your comfort and result in your being more effective in your job.

GENERAL HEALTH

Know Your Numbers
Learn what those numbers from your checkup mean. Join us to dig into BMI, blood pressure, cholesterol, and other screening numbers, and see what you can do to get and stay healthy.

Screen, Test, Act for Prediabetes
Identify your risks of developing diabetes and learn how to prevent or delay type 2 diabetes. Learn about the rising risk of prediabetes, screenings for prediabetes, and the importance of following up.

Blood Pressure Awareness
Find out what your blood pressure numbers mean and how your lifestyle affects your blood pressure. Learn how you can reduce your blood pressure risks by making small changes.

Cholesterol: The Good, the Bad, and the Ugly
Learn why cholesterol is so vital to our existence—what it is, what it does, and how it's made. See how so many of us get into trouble with high cholesterol and what you can do about it.

Managing and Preventing Chronic Conditions
Explore common chronic conditions, such as high blood pressure, high cholesterol, diabetes, low back pain, and smoking. Get started managing or preventing these conditions.

Breast Health Tips/Cancer Awareness
Identify and understand the risk factors for breast cancer. Discuss mammograms and breast self-exams. Use an anatomical model to identify differences in the size and shape of potentially cancerous masses.

Living Healthy With Diabetes
Learn to live well with diabetes and prevent complications like heart disease, kidney disease, and blindness. Explore tips that can help you control your diabetes and live a long, healthy, and active life!

WORKPLACE CULTURE

Generational Differences: Communicating (or Managing) Across the Lines
Learn about the five generational groups in today's workplace. Discover each generation's workplace expectations and contributions. Learn strategies for engaging and interacting with all generations. (This workshop can be given to either management or employee groups.)

Mastering Difficult Conversations
Use the concepts in the highly acclaimed book, *Crucial Conversations,* to see why we often behave at our worst when opinions differ, the stakes are high, and emotions run strong. Learn ways to communicate more skillfully in difficult circumstances.

Maintaining a Respectful Workplace
Identify behaviors that generate a respectful workplace. Learn how empathy can lead to respect. See why people act with disrespect and identify how their words and actions impact others.

Managing Conflict
Make conflict an opportunity for growth, understanding, and improved communication. Explore the causes of conflict, identify your personal conflict style, learn how it affects your interactions, and practice basic mediation skills.

Civility in the Workplace: Whom Do You Want to Be?
Identify common low-intensity (often unintentional) behaviors that contribute to incivility in the workplace. Participate in exercises to develop self-awareness and learn ways to create a considerate and supportive work environment.

Navigating Change in the Workplace
Review common pitfalls and mistakes that hinder successful workplace changes. Evaluate your readiness for change. Explore the three phases of change, and learn tips for navigating through them.

A Team Member's Guide to Team Building
Learn skills and gain knowledge to be a successful team member, including how to interact well within a work group. (This workshop can be extended to include an interactive activity and debrief of team strengths and improvement opportunities.)

WorkPartners Life Solutions Skill Builders

Our Skill Builders include an extensive array of soft skills training courses. Each course is self-paced, takes 45 to 60 minutes to complete, is fully tracked, and concludes with a custom completion certificate. Some courses include interactive exercises, knowledge assessments, and audio *(these interactive courses are noted below in italics).* Start today to learn a new skill, hone your professional growth efforts for this year, or dive deeper into something that's been on your mind.

Communication

- Basics of Effective Communication
- Basics of Effective Selling
- Building Strong Customer Relationships
- *Business Writing*
- Business Writing Basics
- *Communication Strategies*
- *Conflict Resolution*
- *Creative Problem Solving*
- *Dealing with Difficult Custo*mers
- Interpersonal Skills
- Interview Skills for Job Candidates
- Managing Disagreement
- *Office Politics for Managers*
- Presentation Skills
- *Social Intelligence*
- Successful Negotiation
- Telephone Sales Skills
- Telephone Skills for Quality Customer Service

Personal Development

- Applying Emotional Intelligence in the Workplace
- Appreciating Personal Differences
- *Attention Management*
- *Attention Management (2017)*
- Basics of Effective Communication
- Basics of Effective Selling
- Becoming an Effective Team Member
- Building Strong Customer Relationships
- *Business Ethics*
- *Business Writing*
- Business Writing Basics
- *Change Management*
- *Civility in the Workplace*
- Closing the Sale
- *Communication Strategies*
- Conflict Intervention
- *Conflict Resolution*
- Dealing With Difficult Customers
- Dealing With Violence in the Workplace
- Developing a Strategic Plan
- *Emotional Intelligence*
- Financial Basics for Non-Financial Managers
- Intercultural Business Etiquette
- Interpersonal Skills
- Interviewing Job Candidates
- Managing Change
- Managing Disagreement
- Managing Negative People
- Managing Projects
- Managing Stress
- Managing Your 401(k)
- Mastering Cold Calls
- Moving from Trainer to Performance Consultant
- Negotiating for the Sales Professional
- *Office Politics for Managers*
- Organizing Your Workspace
- Presentation Skills
- Preventing Sexual Harassment for Employees (Non-AB 1825 Compliant)
- Qualifying Sales Prospects
- Recognizing and Avoiding Burnout
- Recognizing and Managing Anger
- Recognizing and Responding to Signals of Violence
- *Social Intelligence*
- *Social Media in the Workplace*
- Solving Problems as a Team
- Successful Negotiation
- Telephone Sales Skills
- Telephone Skills for Quality Customer Service
- Time Management
- Understanding and Using Contracts
- Valuing Diversity
- *Workplace Diversity*

Leadership

- Applying Leadership Basics
- *Attention Management*
- Building a Successful Team
- Coaching and Counseling
- Conducting a Performance Review
- Conflict Intervention
- Creating a Strong Leadership Team
- Creating an Effective Sales Team
- Delegating
- Discharging Employees
- Disciplining and Redirecting Employees
- Executive-to-Employee Communication Strategies
- Interviewing Job Candidates
- Leading Effective Meetings
- Leading Effective Teams
- Managing Change
- Managing Disagreement
- Managing Negative People
- Managing Projects
- Managing Stress
- Managing a Virtual Office
- Motivating Employees
- *Office Politics for Managers*
- Preventing Sexual Harassment for Leaders (Non-AB 1825 Compliant)
- Providing Effective Feedback

- Recognizing Employee Performance
- Setting Performance Goals and Expectations
- Succeeding as a Supervisor
- Time Management
- *Workplace Diversity*

Work-Life Balance

- Achieving Personal Goals
- *Attention Management*
- Balancing Work and Family
- Basics of Effective Communication
- Choosing a Child Care Provider
- Developing Critical Thinking Skills in Children
- *Emotional Intelligence*
- *Goal Setting*
- Guardianship Decisions for Elderly Loved Ones
- *Health and Wellness*
- *Improving Mindfulness*
- *Increasing Self-Awareness*
- Managing Your 401(k)
- Overcoming the Loss of a Loved One
- Personal Financial Planning
- Recognizing and Avoiding Burnout
- Recognizing and Managing Anger
- *Social Media in the Workplace*
- *Stress Management*
- Time Management

Child and Elder Care

- Balancing Work and Family
- Choosing a Child Care Provider
- Developing Critical Thinking Skills in Children
- Guardianship Decisions for Elderly Loved Ones

Sales Skills

- Basics of Effective Selling
- Building Strong Customer Relationships
- *Business Ethics*
- *Business Writing*
- Closing the Sale
- Mastering Cold Calls

- Negotiating for the Sales Professional
- Presentation Skills
- Qualifying Sales Prospects
- Successful Negotiation
- Telephone Sales Skills

Interpersonal Skills

- Achieving Personal Goals
- *Anger Management*
- *Civility in the Workplace*
- *Communication Strategies*
- Conflict Intervention
- *Conflict Resolution*
- *Creative Problem Solving*
- Dealing with Violence in the Workplace
- *Emotional Intelligence*
- *Increasing Self-Awareness*
- Intercultural Business Etiquette
- Interpersonal Skills
- Managing Change
- Managing Disagreement
- Managing Negative People
- Managing Stress
- Preventing Sexual Harassment for Employees (Non-AB 1825 Compliant)
- Preventing Sexual Harassment for Leaders (Non-AB 1825 Compliant)
- Recognizing and Avoiding Burnout
- Recognizing and Managing Anger
- Recognizing and Responding to Signals of Violence
- *Social Intelligence*
- Valuing Diversity
- *Workplace Diversity*

WorkPartners Life Solutions Webinar Calendar

Expert-led 45- to 50-minute presentations to support professional and personal growth.

Webinars are accessible via www.lifesolutionsforyou.com and can provide a completion certificate (individual account required). If a certificate is not needed, webinars can be viewed anonymously.

Do Your Bucket List: 7 Ways to Up Your Focus on Things That Matter	**January 1-31, 2019**	Get inspired and get practical with these seven strategies to increase your focus on that next bucket list item.
Tax-Saving Strategies	**February 1-28, 2019**	Review step by step the different sections of the 1040 and how you can maximize savings. Learn more about smart tax planning.
Resilience in Times of Change	**March 1-31, 2019**	Explore the impact of change, define the concept of resilience and how it's essential to cope with change, and learn the skills necessary to foster resilience and make healthy transitions.
Clear Your Clutter: A Comprehensive Guide	**April 1-30, 2019**	Fight the exhaustion of battling clutter. Learn specific ways to approach staying organized! Go room by room to organize your home.
Letting Your Emotions Interfere With Eating	**May 1-31, 2019**	Identify when you are eating emotionally and what your triggers may be. Learn the healthy ways to respond.
Master Your Mind: Emotional and Physical Health Connections	**June 1-30, 2019**	Employ the mind to lessen chronic pain, reduce depression associated with physical ailments, and improve health outcomes.
Uncovering Unconscious Beliefs	**July 1-31, 2019**	Recognize your unconscious beliefs or preconceived ideas and see how they can harm your behavior and relationships. Bring these beliefs to the surface so that they don't get in your way.
Mastering the Business of Workplace Etiquette	**August 1-31, 2019**	Identify common pitfalls of workplace etiquette and see how you can avoid them. Learn to leave a lasting impression—for the good.
Funding College: 5 Steps Every Family Can Use to Build a Successful Plan	**September 1-30, 2019**	Learn five steps every family can use to build their college funding plan. Equip yourself for the "money talk" with your college-bound children.
5 Strategies to Actually Enjoy the Holidays This Year	**October 1-31, 2019**	Leave the pressure, loneliness, or huge to-do list at the front door. Learn five tips that can help you enjoy the holidays and guide you in creating a customized plan to your holiday situation.
Money Is Emotional: Prevent Your Heart from Hijacking Your Wallet	**November 1-30, 2019**	Pull back the curtain on why you do what you do with your money. Navigate emotional money situations with purpose and confidence.
Putting Out the Fire: Preventing and Managing Burnout	**December 1-31, 2019**	Cut the stress that can contribute to the development of physical and mental health conditions. Avoid joining the two-thirds of American employees who experience some degree of burnout.

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