



DONCEAP Orientations

- **Employee Orientation:** *We Care, Just Call*
Providing an overview of services, this presentation focuses on the nature of the EAP as a voluntary, confidential, and free benefit to employees.
- **Supervisor Orientation:** *A Supervisor's 24/7 Resource*
Providing an overview of services, this presentation focuses on the nature of the EAP as a voluntary, confidential, and free benefit to employees. In addition, it underscores the EAP as a consultative resource and offers practical tips for dealing with employees when they are experiencing problems in the workplace.

Presentations for Employees

- **Anger Happens**
Anger can lead to behaviors we regret, and it can also affect our health. This presentation focuses on understanding what happens to us when anger is triggered, and ways to address our strong reactions.
- **The Art of Parenting**
Parents of children of all ages can learn practical tips for setting and enforcing limits, communicating with kids, identifying when children need professional help, and other essential elements of effective parenting.
- **Balancing Work and Personal Life**
A hectic, unbalanced lifestyle can prevent enjoyment of personal relationships, interfere with productivity at work and harm our health. This seminar helps participants assess how their numerous roles can be managed to create an integrated life.
- **Burnout and Stress Management**
When someone experiences stress, or when stress lasts too long, it can be harmful; burnout is one possible outcome. This seminar addresses ways to prevent burnout.
- **Civility in the Workplace**
Civility is a timely concern, and a civil workplace can help to mitigate stress and increase collaboration. This presentation highlights the importance of civil behaviors, and reviews skills and techniques needed to build and create civility in the workplace.
- **Contending with Change**
The seminar is designed to help participants understand the effects of change, assess their own attitudes about change, and learn practical techniques for dealing with change.
- **Coping with Downsizing and Job Loss**
This seminar identifies common stress symptoms experienced during downsizing and job loss and offers strategies for addressing those symptoms.



— **Dealing with Challenging Interactions**

Life continually presents us with interpersonal challenges, in the form of different behavioral styles. Assertiveness is not always the norm; aggressive, passive and passive-aggressive styles can be particularly difficult to address. This presentation focuses on ways to deal with various interpersonal approaches, and tips to manage reactions to those styles.

— **Dealing with Conflict**

This presentation offers general information about the sources and symptoms of conflict so that participants may identify their own conflict management style and learn practical ways to navigate conflict.

— **Dealing with Difference**

This presentation heightens awareness of the impact of difference; helps participants distinguish between categorizing and stereotyping; and offers tips to address dealing with difference in the workplace.

— **Depression: *What It Is and How to Help***

The primary focus of this seminar is to educate participants about the warning signs and dangers of depression, and how it can be treated.

— **Domestic Violence: *Effects on the Workplace***

Domestic violence affects the individual employee, and has an impact on the workplace as well. This presentation identifies those potential effects, and suggests approaches that colleagues and agencies can take to address the issue.

— **Dynamics of Addiction**

Addiction is a topic that is often associated with substance abuse, but many behaviors can also become addictive, including shopping, working, and computer use, to name a few. This presentation looks at a range of addictive behaviors, the differences between a habit and an addiction, and the steps in changing behavior.

— **Effective Communication**

Communication is more than just talking. Participants will learn general skills to help them communicate more effectively using the skills of active listening, validating and positive assertiveness.

— **Elder Care**

Caring for an aging loved one presents difficult challenges. The primary focus of this seminar is to raise awareness about elder care and care giving resources, and to offer practical tips and insight.

— **Navigating Loss**

Changes, both positive and negative, can create a sense of loss. This seminar addresses different types of losses, our responses to them, and what we can do to care for ourselves and others when experiencing a loss.



— **Retirement: Into the Unknown**

This presentation expands awareness of retirement as a major life transition and helps prospective retirees plan for its emotional repercussions. NOTE: This is not a seminar on retirement rules or benefits.

— **The Road to Resilience**

This presentation addresses factors that contribute to that particular ability to adapt and bounce back when adversity affects us.

— **Stress and Trauma Exposure: *Strategies for Coping***

Those individuals who work with victims and survivors of traumatic events may experience strong reactions as a result of hearing about or helping those who've been affected by trauma. This presentation is designed to offer information about strategies to prevent and manage the effects of "secondary trauma."

— **Stress Management: *Building Resiliency***

— **Stress Management: *A Brief Review***

— **Stress Management: *Practical Tools for Stress Management***

These presentations identify ways to develop resiliency to stressors, discuss why stress management is essential, and offer techniques and practical methods to use in situations that cause stress. NOTE: *There is overlapping information in these presentations, so please contact one of our consultants to ascertain which one's best suited for your agency.*

— **Substance Abuse: *Increasing Awareness***

This presentation provides participants with an introductory awareness of the effects of substance abuse on the workplace, and how colleagues can approach the situation when concerned about a peer.

— **Suicide Awareness**

This presentation acquaints participants with statistics about suicide and identifies risk factors and suicide prevention resources.

— **Time Management**

This seminar reviews the three keys to time management: remembering, setting priorities and motivation.

— **Transitions in the Workplace for Employees**

This seminar focuses on change in the workplace and how it can cause disruption due to the different ways in which individuals react to change, and how an understanding of the transition process may reduce the stress that change can bring.

— **Ups and Downs of the Holiday Season**

During the holiday, expectations about the "way it should be" and reality often collide. This seminar explores how to cope with the pressures of the holiday season, and offers strategies to reduce stress.



Presentations for Supervisors

— Coping with Downsizing and Job Loss

This seminar identifies common stress symptoms experienced during downsizing and job loss, and offers strategies for addressing those symptoms. Tips for managing employees that will be let go are addressed.

— Multigenerational Workforce

This presentation educates supervisors about the essential elements of effective leadership of the various groups that make up today's workforce. Included is a review of the four generations, how they respond to workplace situations, and suggestions for leaders in managing the different groups.

— Substance Abuse: *The Supervisor's Role*

The primary focus of this seminar is to increase participants' awareness of the warning signs of substance abuse and review how EAP can assist supervisors when helping an employee with a potential substance abuse problem.

Online Presentations at <http://DONCEAP.foh.hhs.gov> (also available on DVD)

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— A Supervisor's 24/7 Resource: *Supervisor Orientation to the EAP*

Providing an overview of services, this presentation focuses on the nature of the EAP as a voluntary, confidential, and free benefit to employees. In addition, it underscores the EAP as a consultative resource and offers practical tips for dealing with employees that are experiencing problems in the workplace.

— Stress Management: *Building Resiliency*

This presentation identifies ways to develop resiliency to stressors, discusses why stress management is essential, and offers techniques and practical methods to use in situations that cause stress.

— When Life Changes: *Adapting to Workplace Changes*

This seminar focuses on change in the workplace and how it can cause disruption due to the different ways in which individuals react to change, and how an understanding of the transition process may reduce the stress that change can bring.