2011 Lunch and Learn Topics

ComPsych® workshops have long been an employee and management development method used by our customers to increase program awareness and utilization. All ComPsych trainings are designed and written by our staff of training experts—specialists in adult education—to assure that each customer receives focused and effective training. These topics are intended to be a brief overview of a subject, providing basic tips and suggestions related to personal behavioral situations and changes.

Most topics can be offered as either face-to-face sessions or via live Webinar. For face-to-face sessions, we have a contracted network of facilitators throughout the country who primarily have backgrounds in behavioral health fields. Live Webinars are facilitated by our corporate staff of professional trainers and subject matter experts.

A minimum of 30 days is requested for scheduling sessions to ensure the training date is available and to secure the most qualified facilitator for the selected topic. In addition, to ensure the highest level of participation in a session, a minimum of eight participants is required. A maximum of 25-30 participants is recommended.

GuidanceResources® Program Orientation

Employee and supervisory orientations are an integral part of ComPsych’s program. Based upon customer needs, employee locations, and population concentration, along with HR policies, ComPsych will help facilitate a smooth schedule for program roll-out or to reintroduce the services. The purpose of these orientations is to introduce the services, stress the professional and confidential nature of the benefit, and relate the methods of accessing help.

Personal Development/Work-Life Workshops

**Parenting**
- Becoming a “Perfect Parent”
- Building Your Child’s Self-Esteem
- Child Care Options for the Working Parent
- Communicating the Tough Stuff to Your Child: Drugs, Alcohol, Sex and Peer Pressure
- The Emotionally Healthy Teen: Dealing with Issues of Substance Abuse, Depression, Suicide and Eating Disorders in Teenagers
- Establishing Bedtime Routines that Work
- Extracurricular Activities: How Much is Too Much
- Helping Children Develop Strong Ethics and Values
- Helping Your Child Set Goals for the Future
- Helping Your Child Transition to a New School
- Homework: Help!
- Kids and Computers: Becoming a Cyber Savvy Parent
- Natural Consequences: Discipline that Works
- The Parent as Role Model

**Parenting Your College Age “Kids”**
- Parenting Your College Age “Kids”
- Raising Children in a Diverse World
- School’s Out: Getting Everyone Through the Summer
- Sibling Rivalry
- Standing Tall: Teaching Children About Handling Bullies
- The Successful Single Parent
- Understanding How Children Learn
- Violence in Our Schools

**Older Adult Care**
- Caring from a Distance
- Communicating with the Older Adult
- The Sandwich Generation: Balancing Your Personal Life with the Needs of Your Older Parents
- Steps to Keeping Seniors Independent and Safe

**Personal Development**
- Awakening the Passion in Your Life
- Being Accountable in Work and Life
- Becoming a Team Player
- Becoming a Better Listener
- Bringing Out the Best in Others
- Building Trust
- The Confident You: Taking Charge of Your Life
- Cutting Through the Clutter®
- Dealing with Difficult People
- Developing Emotional Intelligence
- Developing Your Creative Side
- Effective Communication
- Enhancing Personal Safety
- Enhancing Your Job Performance
- Friendly Persuasion: How to Get the Things You Want and Need
- Handling Conflict and Managing Anger
Personal Development (cont.)

How to Make a Habit of Success
How to Receive Criticism and Make it Work for You
Improving Your Memory
The Impact of Attitude on Work and Life
Initiating Difficult Conversations*
Learning to Say “No”*
Life’s Stages and How to Get Through Them Gracefully
Lifelong Learning for Professional Success and Personal Enjoyment
Living with Change
Managing Your Emotions in the Workplace
Mindfulness: Being Present in Your Work and Life
Moving Through Grief and Loss
Overcoming Procrastination
Resiliency: Bouncing Back After a Setback
The Road Warrior’s Survival Guide: Health and Safety Issues for Business Travelers
Sailing On: A Guide for Transitioning into Retirement
Time Management Principles*
Tools for Managing Chaos*
Where Are You Going? Goal Setting for Personal and Professional Success

Legal and Financial

10 Strategies for Improving Your Finances
Basics of Estate Planning
Financial Considerations for the Sandwich Generation*
Financial Planning for Life*
The Five Pillars of Personal Finance—What Every Adult Should Know*
Managing Holiday Debt
Managing Personal Finances
Teaching Your Kids How to Manage Money

Behavioral Health and Wellness

Balancing Work and Life
Connecting Mind and Body for Healthy Living
Emotional Eating: The Connection Between Mood and Food
From Smoker to Smoke Free
Happiness: A Key to Life’s Satisfaction
Healthy Lifestyle: Changing the Way You Think About Diet and Exercise
The Impact of Substance Abuse on the Family
Kids and Meals: It Doesn’t Have to be a Battleground
Letting Go of the Things That Hold You Back*

For additional information or to schedule training, contact your account manager or the training department at 312.595.4007.

Training and Consulting Guidelines and Policies

To Request Services:
There are a variety of options to request services:
› Through your Account Manager
› Directly with the Training and Consulting Department
› Online at the HR Portal or through GuidanceResources® Online

Training must be scheduled a minimum of 30 days in advance to ensure the training date is available and to secure the best qualified facilitator for the session you are requesting.

Contracted Training Sessions
All Work and Life topics are designed to be one hour in length and count as one training session against your contracted number of sessions. Any requests of less than one hour in duration will still be counted as one session. Same-day training sessions must run consecutively, unless otherwise mutually agreed upon. Professional and Management Development and Consulting Services are NOT included in the contracted training number.

Cancellation of Services
Five business days notice is required for cancellation of all previously scheduled sessions.

Fee for service applies in the following situations:
› After contracted number is completed
› All Professional and Management Development Training and all Consulting Services
› Recording of Webinar-based sessions
› Requests cancelled in fewer than five business days

Managing Holiday Stress
Running on “E”: Adding Energy and Fun to Your Life
Sleep: An Essential Component of Health and Well-Being
Stress: A Way of Life or a Fact of Life
Understanding and Overcoming Addictive Behaviors

Relationships
Communicating Without Conflict with Your Significant Other
Life After Divorce: Landing on Your Feet
Single After All These Years

Family
Communication Skills for Families
Enjoying Your Empty Nest
Making the Most of Family Occasions
Planning a Family Vacation
Stepfamilies: Challenges and Solutions

*New for 2011

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