

## 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"  
 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\*

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

**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

\*New for 2011