

## **ST. ELIZABETH EMPLOYEE ASSISTANCE PROGRAM**

### **EDUCATION TOPICS**

#### **ADDICTIONS**

- Addictive Relationships
- Adolescent Chemical Dependency Problems
- Chemical Dependency General Disease Concept
- Codependency Issues
- Under the Influence at Work
- DOT Presentation
- DOT: Supervisory and Driver Training
- Drug Free Workplace
- Drug Screening Procedures/Questions and Answers
- Maintaining a Drug Free Workplace
- Overcoming Compulsive Living Habits
- Reasonable Suspicion
- Substance Abuse Awareness
- Signs and Symptoms of Chemical Dependency

#### **COMMUNICATION/CONFLICT RESOLUTION**

- Art of Assertiveness
- Avoiding and Resolving Conflict
- Communication – Effective Communication in the Workplace
- Dealing (Effectively) with Workplace Conflict
- Dealing with Difficult People
- Dealing with Difficult People II
- Effective Communication
- Effective Communication in the Workplace
- Improving Your Communication
- Working With Difficult People

#### **STRESS/STRESS MANAGEMENT**

- Balancing Work and Life
- Balancing Roles – Women and Stress
- Building a Stress Free Workplace
- Coping with Life's Changes and Challenges
- Coping with Stress

## **STRESS/STRESS MANAGEMENT - Continued**

Organizational Stress: Building a Stress-Free Workplace  
Holiday Stress  
Holiday Stress – Goose the Grinch  
Managing Stress and Conflict  
Managing Job Stress  
Recognizing and Balancing Stress  
Reducing Stress Through Leadership  
6 Week Stress Management  
Stress Management  
Stress in the Workplace  
Understanding and Managing Personal Stress

## **WORKPLACE ISSUES/LEADERSHIP**

Assisting Troubled Employees  
Caring for Employees  
Coaching for Commitment  
Confidentiality in the Workplace  
Customer Service  
Decision Making  
Do You Have Troubled Employees?  
Empowering Leaders  
How to Handle Your Boss  
Improving Supervisory Skills  
Managers Guide to Sexual Harassment  
Managing the Generation X'r  
Negativity in the Workplace  
Prevention of Job Burnout  
Sexual Harassment – Employee Awareness  
Team Building  
Time Management  
Violence in the Workplace Prevention/Intervention  
Violence/Suicidality in the Workplace  
Workplace Violence

## **MISCELLANEOUS**

Budgeting for Success  
Building Self Esteem  
Crisis Intervention – Steps to Reduce  
Critical Incident Stress Debriefing  
Depression  
EAP Marketing  
EAP Orientation  
Eating Disorders  
Exercise Prescription  
Grief  
Personality Types  
Road Rage  
Sexual Harassment  
Step Family Issues  
Straight Talk about Depression  
Taking Care of the Caregiver/Sandwich Generation  
Tools for Relationships  
Understanding Self and Others: Myers-Briggs Personality Inventory  
Wellness Prescription