

# 2024 Personal Development/ Work-Life Topics

ComPsych® workshops provide valuable learning for employees and increase visibility and utilization of the GuidanceResources® benefit. Topics are designed and written by our internal staff of psychologists and adult learning experts. These 45-60 minute programs are informative and engaging.

## GuidanceResources® Program Orientation

Employee and supervisory orientations are an integral part of the ComPsych® program. Based upon customer needs, employee locations, 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

### Management Support

- Addressing Employee Performance Issues in a Supportive Way
- Creating Psychological Safety in the Workplace
- Leading with Authenticity
- Managing Remote (or Hybrid) Employees
- Managing Staff Through Stressful Situations
- Managing the Emotions Surrounding Layoff Conversations
- Mental Health Awareness for Leaders
- Psychological Pressures Of Middle Management\*
- Preventing Employee Burnout
- Self-Care Tips for Managers
- Supporting Employee Well-being: What Can You Do As A Manager?\*

### Communication Skills

- Becoming a Better Listener
- Bringing Out the Best in Others
- Civility in the Workplace
- Deescalating Potentially Violent Situations
- Difficult Conversations During Times of Unrest
- Effective Communication
- Friendly Persuasion: How to Get the Things You Want and Need

- Giving Effective Feedback in Personal or Work Situations
- How to Deal with a Difficult Person
- Initiating Difficult Conversations
- Learning to Say “No”
- “Let’s Talk Politics”: How to Have Impassioned Disagreements Without Damaging Relationships
- Motivating Change in Others
- Practicing Assertiveness
- Providing Customer Service to Bereaved Callers
- Responding to Behavior That Makes You Feel Uncomfortable
- Social Skills Refresh! How to Have Good Conversations in Social Situations
- Using Reason to Resolve Conflict
- What to Say When You Don’t Know What to Say

### Parenting

- Building Strong Relationships with Your Adult Children
- Building Your Child’s Self-Esteem
- Communicating the Tough Stuff to Your Child: Drugs, Alcohol, Sex and Peer Pressure
- Discipline That Works
- The Emotionally Healthy Teen: Dealing with Issues of Substance Abuse, Depression, Suicide and Eating Disorders

- Encouraging Kids to Be Active
- Engaging in Creative Play with Children
- Establishing Bedtime Routines That Work
- Extracurricular Activities: How Much Is Too Much?
- Getting Through the Stages of Pregnancy
- Helping Children Cope with Grief
- Helping Children Develop Strong Ethics and Values
- Helping Your Child Set Goals for the Future
- Kids and the Internet: Becoming a Cyber-Savvy Parent (Webinar Only)
- Kids and Meals: It Doesn’t Have to Be a Battleground
- No Such Thing as a Perfect Parent
- The Parent as Role Model
- Parental Burnout: How To Overcome Challenges & Thrive Through Parenthood\*
- Parenting a Child with Special Needs
- Parenting Toddlers
- Parenting Your College-Age “Kids”
- Protecting Children from Sexual Abuse
- School’s Out: Getting Everyone Through the Summer
- Sibling Rivalry
- Standing Tall: Handling Bullies at School

- Talking to Kids About Violent Events with Widespread Media Coverage
- Talking to Your Child About Tough Issues Affecting the Family
- The Successful Single Parent
- Teaching Your Kids How to Manage Money
- Teenage Rebellion

## Older Adult Care

- Caring From a Distance
- Helping Your Senior Loved One Be Independent and Safe (webinar only)
- The Sandwich Generation: Balancing Your Personal Life with the Needs of Your Older Parents or Loved Ones
- Supporting Others Through End of Life
- Talking About the Tough Subjects with Your Parent or Older Loved One
- Understanding How Your Emotions Impact Interactions with Older Loved Ones
- When Someone You Love Has Alzheimer's

## Personal Development

- Acceptance of Others
- The Art of Patience
- Autonomy: Strengthening Your Ability to Work Independently
- Awakening the Passion in Your Life
- Being a Socially Responsible Person
- Being Accountable in Work and Life
- Being Part of a Multigenerational Team
- Becoming a Team Player
- Building Trust
- Combatting Imposter Syndrome
- The Confident You: Taking Charge of Your Life
- Cutting Through the Clutter
- Developing Creativity
- Developing Grit – Strategies for Success In Work and Life
- Digital Mindfulness: Taking Control of Your Device and Screen Time
- Emotional Intelligence
- Forgiving Yourself and Others
- Gratitude: A Skill for Happier Living

- Honoring Your Values to Thrive at Work and in Life
- How to Be More Engaged at Work
- How to Delegate at Work and in Life
- How to Make a Habit of Success
- Humility – An Underappreciated Trait Of Confident People\*
- Improving Your Memory
- Journaling and Writing for Personal Growth
- Know Before You Go: How to Prepare for a Visit to the Doctor (webinar only)
- Laughter, Humor and Play to Reduce Stress and Solve Problems
- Living Simply: Simplify Your Life
- Loving...You: Boosting Self-esteem and Acceptance
- Making Connections at Work and in Life
- Managing Anger at Home and at Work
- Managing Up for Professional Success
- Managing Your Emotions in the Workplace
- Mindfulness: Being Present in Your Work and Life
- Moving From School to Career
- Navigating Life's Big Decision
- Mental Fitness for Optimal Brain Power
- Overcoming Procrastination
- Overcoming Shyness
- Overcoming Stage Fright\*
- Overcoming Your Distorted Negative Thinking
- Personal and Professional Boundaries
- Reading for Fulfillment
- Responding to Distressed Customers
- Sailing On: A Guide to Transitioning Into Retirement
- Secrets to Self-Motivation
- Staying Engaged and Advancing Your Career as a Remote Employee
- Staying Positive While Performing Difficult Client Service Work
- Strengthening Your Ability to Empathize
- The Power of Productivity\*

- Time Management Principles
- Time Management Tools: To-Do Lists, Calendars, Etc.
- Unconscious Bias
- Using Kindness to Achieve Personal Success and Happiness
- Where Are You Going? Goal Setting for Personal and Professional Success
- Working Through Mistakes

## Resilience

- Being Adaptive in an Ever Changing World
- Coping with a Traumatic Event
- Expecting the Unexpected: How to Think About Potential Crises
- Feeling Stuck? Practical Ways to Get Yourself Going Again
- How to Receive Criticism and Make it Work for You
- Living with Change
- Mental Health Impacts Of A Medical Diagnosis\*
- Mental Health Impacts Of Natural Disasters\*
- Moving Through Grief and Loss
- Preparing for Financial Emergencies
- Reinventing Yourself
- Resiliency: Bouncing Back After a Setback
- Stress: A Way of Life or a Fact of Life
- The Impact of Attitude on Work and Life
- Where Are You Going? Goal Setting for Personal and Professional Success

## Legal And Financial

- 10 Strategies for Improving Your Finances
- After the Holidays: Managing That Debt
- Are You Financially on Track for Retirement?
- Basics of Estate Planning
- Distribution Options for Retirement Plans
- The Finances of Purchasing Your Own Home
- Financial Planning for Life

- The Five Pillars of Personal Finance
- Getting the Best Value out of Your Health Benefits (webinar only)
- The Impact of Foreclosure
- The Importance of Participating in Your Employer's Retirement Plan
- Managing Personal Finances
- New Realities in Home Ownership
- Options for Financing College
- Paying Off Debt While Building Wealth
- The Psychology Behind Saving Money and Other Good Financial Habits
- Understanding the Importance of Credit in Today's Economy

## Behavioral Health and Wellness

- Avoiding Burnout: Self-Assessment Methods and Strategies for Self-Care\*
- Balancing Work and Life
- Bedtime Routines For Adults\*
- Breathing Techniques to Relieve Stress and Improve Health
- Change Your Mind-set about Aging\*
- Connecting Mind and Body for Healthy Living
- Coping During Uncertain Times
- Coping with Compassion Stress
- Counseling and Therapy, Demystified
- Deskercise! Taking Care of Your Body During the Work Day
- Developing Will Power and Self Control to Change Behavior
- Drinking Responsibly
- Eating Healthy on a Budget
- Emotional Eating: The Connection Between Mood and Food
- Get Moving, An Introduction to Exercise (Webinar only)
- Happiness: A Key to Life's Satisfaction

- Healthy Food Choices on the Go
- Healthy Lifestyles: Changing the Way You Think About Diet and Exercise
- Hobbies for Mental and Physical Health
- How World Events Can Impact Veterans' Mental Health
- The Joy of Movement
- The Impact of a Difficult Childhood on Your Adult Life
- Informed or Informed? Healthy Media Consumption and Social Media Usage
- Languishing, Flourishing and Your Mental Health
- Learning to Relax
- Letting Go of the Things That Hold You Back
- Living Nicotine Free (Webinar Only)
- Loneliness and Social Isolation in Today's World
- Managing Holiday Stress
- Managing Worry and Anxiety
- Marijuana: Understanding Common Effects and Methods of Consumption
- Mental Health Awareness
- Opioids: Understanding the Dangers and Ways to Help
- Psychological Avoidance and Its Impact On Your Mental Health\*
- Relaxation "Micro-Moments" and Winding Down Techniques
- Running on E: Adding Energy and Passion to Your Work and Life
- Sleep: An Essential Component of Health and Well-Being
- Staying Young Through the Years
- Suicide Awareness
- Tools to Handle Stress

- Understanding Depression
- Using Guided Imagery for Wellness and Stress Reduction
- Walking for Mental Health
- Work-Life Balance in a Work From Home Environment

## Family and Relationships

- Breaking Free From Emotional Manipulation\*
- Communicating Without Conflict with Your Significant Other
- Communication Skills for Families
- Domestic Violence Awareness
- Enjoying Your Empty Nest
- Fair Play: Equitable Household Management Strategies To Strengthen Relationships\*
- Helping a Loved One Through Difficult Times
- The Impact of Substance Abuse on the Family
- Important Issues to Discuss Before Marriage
- Life After Divorce: Landing on Your Feet
- Making the Most of Family Occasions
- Planning a Family Vacation
- Rewards and Challenges of the Blended Family
- Single Again After All These Years
- Staying Connected: Keeping the Spark Alive in Your Relationship
- Transitioning Home: Relationships (for Veterans) (Webinar only)
- When Mom and Dad Move in with You

## Guidelines and Policies

- All sessions are designed to be 45-60 minutes in length.
- Face-to-face sessions are designed for a minimum of 8 participants and a maximum of 35 participants. Webinar sessions can accommodate up to 1,000.
- Same-day training sessions must run consecutively, unless otherwise mutually agreed.
- Sessions are available from 7 a.m. to 7 p.m., Monday through Friday.