



Webinar Library



VALUEOPTIONS® WEBINAR LIBRARY

ValueOptions® offers trainings to employee assistance program participants via telephone and the Web. These Webinars complement the monthly Achieve Solutions® Featured Topics. Employees and managers can attend or view trainings from the convenience of their desks or from remote locations.

Webinar trainings are recorded so an employee can view the training at a later date. The recordings last approximately 22 to 35 minutes.

LOCATION ON ACHIEVE SOLUTIONS®

All archived Webinar recordings are located under the View Videos section on the relevant topic page of Achieve Solutions® and on the Resources page under Videos. A Webinar can also be placed on a client's Achieve Solutions® home page, by request. After completing a Webinar, attendees can continue their learning by exploring related articles, quizzes and other resources on the Achieve Solutions® website.

IN-PERSON TRAININGS

In-person trainings can also be scheduled. To see a list of ValueOptions® training titles, please refer to the "ValueOptions® Training Programs" catalog.

TABLE OF CONTENTS

EMPLOYEE WEBINARS

Build a Better Professional and Personal Life by Decreasing Your Stress	3
Caregivers: Take Care of Yourself so You Can Be at Your Best.....	3
Change the Way You Think to Enhance Your Resilience	3
Learn How to Better Manage Your Finances and Decrease Your Stress.....	3
Making Smart Choices and Becoming a Better Health Care Consumer	3
Protect Your Child in the Digital World	4
Single Parents: Gain Ideas to Achieve Healthy Balance	4
Tap the Power of Your Social Networks for Better Physical and Emotional Health	4
Thrive During Your Golden Years by Managing Change.....	4
Use Positive Psychology to Improve Your Personal and Professional Worlds.....	4

MANAGER WEBINARS

Build a Better Workplace:	
Decrease Stress and Help Everyone Be at Their Best.....	5
Building Supportive Social Networks for Greater Employee Health and Productivity	5
Creating a Resilient Culture that Drives Business Success	5
Keeping Employees, and the Company, Safe Online	5
Learn How to Better Manage Your Own Finances and Refer Employees Under Financial Stress	6
Satisfied Working Parents Enhance the Company's Bottom Line	6
Setting Realistic Goals: Prioritize Work, Maximize Resources.....	6
Supporting the Caregivers in Your Workforce Improves Morale	6
Supporting Employees With Medical Issues:	
Maintaining Privacy and Productivity	6
Tapping the Attributes of Older Workers.....	7
Use Positive Psychology to Promote a Healthy Work Environment	7

EMPLOYEE WEBINARS

BUILD A BETTER PROFESSIONAL AND PERSONAL LIFE BY DECREASING YOUR STRESS

People are handling increased requirements as a result of economic challenges and the quickly evolving and highly competitive business markets. Participants learn how to identify stressors, how to identify the signs and symptoms of a negative stress response, and coping techniques that will reduce stress and build a workplace that will help them and others be at their best!

CAREGIVERS: TAKE CARE OF YOURSELF SO YOU CAN BE AT YOUR BEST

A growing number of people have found themselves with increased caregiving and family responsibilities that affect their quality of life. Session attendees learn skills to take care of themselves, reduce stress, communicate effectively with family and health care providers, and manage the range of emotions they may be experiencing.

CHANGE THE WAY YOU THINK TO ENHANCE YOUR RESILIENCE

In today's world, many people are experiencing new challenges and rapidly changing personal and professional situations. Many people believe that when an upsetting event occurs they must automatically feel mad, upset or sad. Participants learn how to build resilience, how to overcome road blocks, and how to define goals so they can adapt well to life's stresses, adversities or traumas.

LEARN HOW TO BETTER MANAGE YOUR FINANCES AND DECREASE YOUR STRESS

Financial stress is a common theme in most households. Sometimes, when people feel overwhelmed, it can cause feelings of fear and anxiety, which can result in poor decision making. Participants learn about the importance of their credit score, how to establish and maintain a good credit history, and how to develop a personal action plan to gain control over their finances.

MAKING SMART CHOICES AND BECOMING A BETTER HEALTH CARE CONSUMER

In recent years, health care innovation, technology and choices have opened many doors and improved care and outcomes, but information "overload" can occur at times. Attendees learn how to develop a personal action plan to make health care decisions, how to sort through the complex factors that impact the health care decision-making process, and how to incorporate the knowledge of their health care providers to enhance their decision making process.

PROTECT YOUR CHILD IN THE DIGITAL WORLD

The digital world has opened doors to many opportunities for billions of people to learn, work, socialize and maintain friendships. This digital world has, however, also opened the doors to individuals who do not follow acceptable standards of usage and may even attempt to exploit children and teens. Participants learn about the positive and negative dimensions of the Internet, online safety rules to teach children, how to implement protective safety rules, and basic e-mail guidelines.

SINGLE PARENTS: GAIN IDEAS TO ACHIEVE HEALTHY BALANCE

Many parents are balancing a single parent role along with many other personal and professional responsibilities. Although new challenges will always exist, parents can always benefit from taking a step back to look at the bigger picture of their child's needs and abilities. Participants learn how to continually evaluate and adjust their parenting styles to better fit their child's stage of development, how to avoid common parenting mistakes, and how to take care of their own emotional needs.

TAP THE POWER OF YOUR SOCIAL NETWORKS FOR BETTER PHYSICAL AND EMOTIONAL HEALTH

Social ties are important to one's health, in part because they may encourage good health behaviors such as eating a balanced diet, getting enough sleep and exercising regularly. Participants develop a greater awareness of who might be influencing their health and how to develop a healthy support system of people who can encourage them and hold them accountable to established goals so they can lead a healthier lifestyle.

THRIVE DURING YOUR GOLDEN YEARS BY MANAGING CHANGE

The key to rewarding and enjoyable "golden years" is to plan and invest wisely. What some people do not know is that it is just as important, if not more important, to have plans for their emotional and physical well-being as they do for their financial well-being in retirement. Participants learn about the potential stressors associated with the "golden years," how to navigate the transition in this stage of life and how to take care of their mental wellness.

USE POSITIVE PSYCHOLOGY TO IMPROVE YOUR PERSONAL AND PROFESSIONAL WORLDS

Positive psychology is the scientific study of strengths, attributes and behaviors that enable individuals, families and communities to thrive in an emotionally healthy way. Participants learn steps to increase the levels of happiness and satisfaction with their lives, gain tools to increase positive emotional health, and understand how they can start feeling happier today.

MANAGER WEBINARS

BUILD A BETTER WORKPLACE: DECREASE STRESS AND HELP EVERYONE BE AT THEIR BEST

In today's working environment, managers are handling new and increased requirements as a result of economic challenges and quickly evolving and highly competitive business markets. Increased demands can often result in increased job stress, low morale, and decreased job satisfaction for employees and managers. Attendees learn how stress affects the body, how to identify signs and symptoms of a negative stress response, and to enhance their coping techniques and build a workplace that will help them and their team be at their best.

BUILDING SUPPORTIVE SOCIAL NETWORKS FOR GREATER EMPLOYEE HEALTH AND PRODUCTIVITY

Beyond health care cost increases associated with poor health behaviors, unhealthy employees are less engaged and less productive than healthy employees. Companies benefit from supporting employees and their family members in improving their health behaviors for the long haul. Managers learn about the influence social networks have on personal health behaviors and how to aid employees in leveraging social networks to improve their physical and mental health.

CREATING A RESILIENT CULTURE THAT DRIVES BUSINESS SUCCESS

In today's business world, many companies are experiencing new challenges and rapidly evolving business environments. Managers must quickly adapt to the new environments and support their teams in successfully managing changing business requirements. Participants learn how to help their teams become more resilient, overcome roadblocks to success, and maintain a competitive advantage.

KEEPING EMPLOYEES, AND THE COMPANY, SAFE ONLINE

The vast majority of employees have access to the Internet in order to complete job tasks, communicate with internal and external resources, and conduct necessary research for their job. On the other hand, employees who access the Internet for personal purposes place a potential drain on network energy and decrease system responsiveness for job-related functions. Managers learn about the impact inappropriate Internet use may have on employees and the company, and how to support a plan to keep both employees and the organization more productive and safe.

LEARN HOW TO BETTER MANAGE YOUR OWN FINANCES AND REFER EMPLOYEES UNDER FINANCIAL STRESS

Financial stress is a common theme in most households and businesses. Managers learn how to establish and maintain a good credit history, understand the impact financial stress has on an individual, develop a plan for managing their own finances, and take steps to support employees who are under financial stress.

SATISFIED WORKING PARENTS ENHANCE THE COMPANY'S BOTTOM LINE

Managers can benefit from using strategies that support working parents to maximize their full potential. Participants discover ways to help working parents communicate their needs directly and appropriately while increasing office morale and productivity, and learn ways to foster a respectful working parent environment to attract and retain valuable employees.

SETTING REALISTIC GOALS: PRIORITIZE WORK, MAXIMIZE RESOURCES

Many companies are experiencing increased demands and competition that are requiring managers to continually adjust workplace priorities. Saying yes to what is important also requires effectively communicating needs and setting expectations. Participants learn to identify and set realistic personal and professional goals, how to use emotional intelligence as a supportive tool, how to communicate effectively, and how to serve as a role model to their staff.

SUPPORTING THE CAREGIVERS IN YOUR WORKFORCE IMPROVES MORALE

Employers must always be sensitive to employee challenges and concerns. Managers obtain information about the impact caregiving responsibilities may have on employees, and how to support a plan that improves morale and enables their employees and the organization to be more productive.

SUPPORTING EMPLOYEES WITH MEDICAL ISSUES: MAINTAINING PRIVACY AND PRODUCTIVITY

As individuals and supportive family members receive information on health care options and sort through practical impacts, information “overload” can occur. Managers are responsible for working with employees and the company’s human resource department to help facilitate employee medical leaves and guide employees to company resources. Attendees learn how to support employees with medical issues while maintaining privacy and ensuring productivity across their work teams.

TAPPING THE ATTRIBUTES OF OLDER WORKERS

Many employers already recognize strengths of older workers such as pride in doing a good job, ability to learn new skills, willingness to lead projects, confidence in solving problems, and willingness to pitch in wherever possible. Managers learn how to identify the current workforce demographic shifts, identify myths and stereotypes of older workers, apply strategies for managing older workers, and utilize the EAP as a resource.

USE POSITIVE PSYCHOLOGY TO PROMOTE A HEALTHY WORK ENVIRONMENT

Positive psychology is the scientific study of strengths, attributes and behaviors that enable individuals, families and communities to thrive in an emotionally healthy way. Participants learn steps they can take to facilitate a healthy and supportive work environment while increasing employees' satisfaction with their lives.