

EAP Skill Builder Trainings

Skill Builders are narrated and take between 15 and 20 minutes to complete.

Accountability: This Skill Builder will examine how to create a congruous workplace where employees contribute to the organization's mission, identify barriers to employee productivity, develop a plan to effectively communicate expectations, and discuss strategies to hold employees accountable in a way that motivates them and produces results.

Appreciating Personality Differences: This Skill Builder will discuss a variety of personality styles and strategies for communicating with each type to create a more harmonious work environment.

Business Etiquette and Professionalism: This Skill Builder will examine a wide range of characteristics that can help you to succeed, from accountability and punctuality to respect for others. It will also focus on business etiquette, with an emphasis on effective communication and proper e-mail conduct. Finally, helpful tips will be provided for professional attire at work, as well as what constitutes a professional work attitude.

Caring For Aging Relatives: This Skill Builder will help one gain a better understanding of how to determine the most appropriate level of care for aging relatives, as well as how to communicate more productively about care options.

Cultural Diversity in the Workplace: This Skill Builder will discuss strategies for creating and maintaining an inclusive environment, constructive ways to communicate with others, methods for building respectful relationships, and provide tips for practicing cultural sensitivity among coworkers in the work environment.

Drug-Free Workplace Compliance: This Skill Builder will examine the impact of substance abuse on the workplace, identify signs and symptoms of substance use, define reasonable suspicion, deal with employees who have job performance problems that could be related to alcohol and other drugs, and supervisor responsibilities related to drug-free compliance.

Eating Your Way to Wellness: This Skill Builder focuses on the USDA Food Plate and provides tips and resources on how to eat your way to better and long-lasting health.

Effective Communication: This Skill Builder you will teach how to effectively communicate in both personal and work situations.

Emotional Intelligence for Success: This Skill Builder will examine the impact of emotional intelligence at home and at work, as well as brain research on emotions and the battle between the emotional brain and the thinking brain.

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Estate Planning: Five Essential Documents: This Skill Builder will cover five essential documents essential to the basics of estate planning. It will also provide tips on identifying the best financial advisor so that you can reach your personal and financial goals while minimizing taxes.

Maximizing Your Day: Effective Time Management: This Skill Builder will provide a basic explanation of the time management process as well as a myriad of suggestions to assist you with effectively managing time.

Nobody Likes a Bully: Bullying in the Workplace: This Skill Builder examines the impact of bullying on the employee—from an inability to focus or work productively to stress leading to physical ailments, the difference between bullying and appropriate disciplinary action in the workplace, and specific actions to minimize office bullying.

Recognizing a Troubled Employee: This Skill Builder will explore the difference between a troubled and a difficult employee, the role of the manager in responding to a troubled employee, strategies to achieve positive results, and how to deal with a dangerous and troubled employee.

Say What You Mean the Right Way: Healthy Forms of Communication: This Skill Builder will address how to deal with difficult circumstances and special situations. It will also discuss how to use communication to strengthen your relationships and to enhance mutual understanding.

Self-Care: Remaining Resilient: This Skill Builder will help one identify emotional and physical symptoms of stress, assess their own life balance situation, and learn practical techniques to bring balance to work and personal life.

Sexual Harassment in the Workplace: This Skill Builder will teach the common effects of harassment and the legal ramifications involved with sexual harassment, examples of sexual harassment behaviors, ways to avoid acting in harassing ways, and general sexual harassment reporting procedures.

The Art of Conflict Resolution: This Skill Builder will discuss a variety of conflict types and approaches, as well as consider how to effectively communicate with others who use a conflict-management style that is different from your own personal method.