

Organization Assistance Program
Training Catalog

TRAINING



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WHAT WE OFFER

Sand Creek offers a diverse range of trainings that are tailored according to your unique group. Our qualified trainers will consult with you prior to your desired scheduled date to learn more about your group and adapt the training according to your desired goals. We cover topics that range from:

- Change and Transition
- Communication
- Conflict
- Leadership in the Workplace
- Financial Literacy
- Work Life Wellness
- Much more...

We can also develop a customized training by expanding on a topic or combining multiple topics to create an experience specific to your organization.

We offer multiple ways of delivering the training from the classic training style to facilitated groups or a webinar delivery to reach remote populations within your organization.

HOW TO SCHEDULE

To ensure that we can schedule your desired date and time, please allow ample time to schedule. We request at least 30-day's notice prior to that date you have in mind to hold the training.

Please call us at **888.243.5744** or fill out an on-line request form at: sandcreekeap.com

Training Topics

FINANCIAL LITERACY

Title: *Budget Boot Camp!*
Audience: Employees
Length: Three part series, 1 hour each
Description: This three session training is designed to help uncover habits, attitudes and myths that help people to have more control over their finances and money choices. This hands-on topic creates an engaging group discussion, one-on-one reviews of finances, and focuses on the impact of keeping a spending plan.

Title: *Cool with Credit*
Audience: Employees
Length: 1 hour
Description: A credit rating is important in our modern consumer society. This training discusses how your credit score is calculated and ways in which you can work to improve it over time. We discuss the collections process, judgments, bankruptcy, and consumer rights laws.

Title: *How to Talk to Your Kids about Money*
Audience: Employees
Length: 1 hour
Description: This training focuses on general ways to employ the concept of money for children. The training will cover comprehensive discussion topics and resources available for pre-teens and teens that deal with the value of money, saving and spending, creative ways to offer allowances, basic credit concepts and how money is a tool that can be used for future well-being.

Title: *Junk Choices: The Influence of Advertising*
Audience: Employees
Length: 1 hour
Description: This training sheds light on our spending culture and how social demands of new technology, advertising and new financial products can place pressure on an individual and family. By identifying ways in which advertisers used media to sell products helps bring awareness to the best ways to adapt and shape a personal attitude towards our own finances.

Title: *Living Debt Free*
Audience: Employees
Length: 1 hour
Description: This training discusses methods to eliminate debt by identifying various tools that can help you become debt free. Whether it's a personalized plan, or getting the assistance from an outside party, this workshop helps shed light on reputable ways to become free of credit and loan debt by avoiding frauds and scams.

Title: *Money Matters: Finding Common Ground in a Relationship*
Audience: Employees
Length: 1 hour
Description: Finances can be a concern in most relationships. This training invites both spouse/partner to attend and focuses on financial triggers that can impeded a relationship from moving forward. We work to determine our 'money personality' and talk about methods that you can use to help find common ground in budgeting finances.

Title: *Retirement (Customized)*
Audience: Employees
Length: 1 hour
Description: This training is customized to the attendees and age specific groups. The concept of retirement can take on different strategies and meaning based on where we are in our professional career. This training will focus on meeting with the HR manager to craft a training that illustrates various components to retirement that address anything from how much you'll need in retirement, investing basics, how to find resources, Medicare summary and tax basics.

Title: *Setting Up Your Child's Financial Future*
Audience: Employees
Length: 1 hour
Description: So you've become a new parent, now what? Taking preventative steps with our children's financial future is key to avoiding debt down the road. This training will focus on different financial tools that can be considered when thinking about setting money aside for your child's future. Whether it's saving for college, bonds, asset management, or simply starting the discussion on building a nest egg to allow your child the best start, this training will give you ideas about first steps to be proactive towards their financial future.

Title: *The Savvy Spender*
Audience: Employees
Length: 1 hour
Description: Identifying and implementing new creative ways to save money and the new technologies available to stretch your dollar are the focus of this training. From reviewing different web links, to the pros and cons of bulk buying, to avoiding impulse buying, to how to spot a scam are all discussed in an interactive group setting.

GENERATIONAL DIFFERENCES

Title: *Appreciating Multiple Generations at Work*
Audience: Supervisors
Length: 1.5 hours
Description: From the Traditionalists to Generation Z, this training contrasts the current five generations in the workplace and looks at the challenges related to different perspectives regarding work behavior. The goal is to acknowledge and appreciate the diversity of perspectives and to look at shifts in supervisory approaches that may be helpful.

Title: *The Sandwich Generation*
Audience: Employees
Length: 1 hour
Description: Life expectancy has increased and has created a new generation of caregivers to our elder population, while at the same time these caregivers are caring for their young. How do you tackle caring for your aging parents and developing your young child at the same time? This training will illustrate the struggles and highlight helpful tips on how to balance the demands.

WORK LIFE WELLNESS

Family

Title: *Couple Workshop: Connection and Commitment*
Audience: Employees
Length: 1 hour
Description: Thriving as a 'we' in a 'me' world. This training will teach and allow participants to apply strategies to increase closeness and foster commitment in romantic relationships. Common couple struggles and patterns will be addressed and untangled.

Title: *Divorce Support*
Audience: Employees
Length: 1 hour
Description: Divorce can be a challenging time. This training outlines common emotional experiences for the adults and children experiencing divorce as well as strategies to manage difficulties that can arise.

Title: *Families and Stress*
Audience: Employees
Length: 1 hour
Description: There are many stressors that creep into our lives and families, and it often feels like they feed off each other. This training offers frameworks to help understand this process as well as tools to increase communication and decrease stress as a family.

Title: *Mindful Parenting*
Audience: Employees
Length: 1 hour
Description: Breathe in- breathe out. This training will focus on new research and strategies to incorporate into mindful parenting (and your life!) that facilitate child's brain development and demonstrate and teach them mindful practices.

Title: *Parenting: The Littles in your Life (under 12)*
Audience: Employees
Length: 1 hour
Description: This training will focus on describing typical developmental stages, parenting challenges and strategies to both manage the difficult times and increase children's resilience.

Title: *Parenting: The Adolescent Rollercoaster*
Audience: Employees
Length: 1 hour
Description: This training will focus on typical challenges that parents encounter with adolescents, warning signs when the problem may be bigger, and strategies to maintain closeness and structure within your relationship.

Holiday Stress

Title: *When the Holidays Don't Feel So Jolly*
Audience: Employees
Length: 1 Hour
Description: There is a lot of pressure to be jolly, spend money, see family, and buy presents around the holidays, but sometimes we instead feel tired, resentful, stressed or even depressed. This training will provide strategies for navigating the holidays along with managing your own and other's expectations. Information can also be provided on the topic of Seasonal Affective Disorder.

Personal Growth

Title: *Emotion Coaching*
Audience: Employees
Length: 1 hour
Description: Tapping into another person's emotion experience builds connection and decreases tension. This is helpful for parenting, relationships and at work. This training outlines specific ways to use the power of emotional awareness in all three settings.

Title: *Fostering Personal Resilience*
Audience: Employees
Length: 1 hour
Description: Resiliency is the ability to bounce back from life's difficult situations. Resiliency can be learned and practiced by individuals. This training will discuss the importance of personal resilience, the qualities of resilient people and provide methods for developing personal resilience.

Title: *Preventing Interpersonal Violence*
Audience: Employees
Length: 1 hour
Description: This training focuses on maintaining a healthy 'Me-We' balance: The equilibrium between independence and being a couple. The training will discuss ways to foster a better relationship and things that you can do within yourself, and for your relationship, that will take it to a more positive level. We will also focus on some mistakes that people make and how they can quickly destroy a promising relationship.

Title: *Make a Better You*
Audience: Employees
Length: 1 Hour
Description: Throughout our lives we take steps to be better prepared: Studying for the test, packing for vacation, writing a grocery list, and checking the weather before we leave. By taking these steps we are setting ourselves up for success. One area of our lives we often fail to prepare for is the challenge and difficulty of stressful situations. If we take the time to prepare for these situations and better ourselves, we will be able to successfully manage these challenges. We must take the time to invest in ourselves and become more resilient and self-aware. This training will focus on helping you develop the skills to cope with the stresses of life.

Sleep

Title: *The Importance of Sleep*
Audience: Employees
Length: 1 hour
Description: Here's a simple solution to lose weight more easily, be more productive at work, maintain a healthy immune system, and avoid the stress and anxious feeling. Get more sleep! This training will dive into the importance of sleep and how it affects our body and mind, along with providing tips on how to incorporate more sleep into your life.

Stress

Title: *Compassion Fatigue*
Audience: Employees
Length: 1 hour
Description: Caring too much hurts. Whether you are a caregiver at home or your work requires caring for others, this training will describe symptoms of compassion fatigue. The training will also highlight individual and systemic practices that can prevent or decrease it.

Title: *Cumulative Stress and Its Impact*
Audience: Supervisors/Management
Length: 1 hour
Description: Cumulative Stress takes its toll. When stress begins to affect job performance, employee morale and overall productivity: Change needs to happen. This training will engage Supervisors/Management in identifying workplace stressors, understanding the impact and discuss strategies on how to mitigate the impact.

Title: *Navigating Cumulative Stress*
Audience: Employees
Length: 1 hour
Description: Cumulative Stress can wear down a person both physically and mentally, reducing our resiliency to overcome the multiple stressors in our life. This training will engage participants in identifying cumulative stress in their own lives, responses we engage in and options to cope with cumulative stress.

Title: *Stress Management: Identifying It and Dealing with It*
Audience: Employees
Length: 1 hour
Description: Stress is a familiar reality as we face the many demands of work and home. During this training, we will discuss a variety of attitudes, skills, and self-care behaviors that work together to help us deal with our stressors. We'll also look at ways to challenge, limit or accept our stressors, based on what is realistic. A goal of this training is to begin strategizing a stress management plan suited to individual needs.

Time Management

Title: *Time Management: Who Has Time for That?*
Audience: Employees
Length: 1 hour
Description: Time can't be managed and time can't be saved, but it can be spent! Learn ways to effectively use your time in the workplace.

Work Life Balance

Title: *Finding the Balance: Work/Life*
Audience: Employees
Length: 1 hour
Description: Finding balance in our life is key to increasing our quality of life. While maintaining a full-schedule of work obligations and personal fulfillment opportunities, we sometimes come up short on time. Prioritizing tasks and understanding the roles we play each day is the goal of this training. Participants will walk out with a better understanding of how to achieve balance in their life.

WORKPLACE WELLNESS

Aging

Title: *To Midlife and Beyond! Navigating Life's Transitions.*
Audience: Employees
Length: 1 hour
Description: Use your strengths to navigate mid and later life transitions. Learn about four important transitions: Children moving out of the home, caring for aging parents, contemplating retirement and retiring. This training will examine strengths that can be drawn on to move through these transitions with awareness and confidence.

Bullying

Title: *Bullying in the Workplace*
Audience: Supervisors
Length: 1 hour
Description: Bullying appears in many different areas of our life, but how as a supervisor do you recognize and deter bullying behavior in the workplace? This training will define bullying, the types and how bullying affects individuals and groups and how to mitigate and deter the effects.

Change and Transition

Title: *Facing the Challenges of Change*
Audience: Supervisors or Employees
Length: 1 – 1.5 hours
Description: This training will provide opportunities for participants to learn the skills for coping with organizational change and stress. Skills we discuss include: Managing perspectives and attitudes; understanding and managing the actual changes that are occurring; setting realistic expectations; stress management; strategies for creating a respectful workplace; improving communication and listening skills; devising an action plan; and moving forward in an effective manner.

Civility

Title: *Civility in the Workplace*
Audience: Employees
Length: 1 hour
Description: The purpose of this training is to urge all employees of a company to communicate in a more respectful and effective way. This is not a campaign to end disagreements. It is a campaign to improve workplace discourse by simply reminding ourselves of the very basic principles of respect and civil communication. By elevating our level of communication and avoiding personal attacks and general stubbornness, we can avoid unhealthy debate. This will lead to a more effective, healthier and productive workplace, and help maintain our sense of community by increasing civic participation. We are not just targeting those who are uncivil, but those who allow uncivilized behavior to happen. Our key message is to promote nine simple tools for practicing civility, taken from P. M. Forni's book, [Choosing Civility](#).

Communication

Title: *Communication Skills for the Workplace: Speaking and Listening More Effectively*
Audience: Supervisors or Employees
Length: 1 hour
Description: Communicating effectively in the workplace is dependent upon skills that are both verbal and nonverbal. This training will provide opportunities for participants to learn these skills and assess their strengths and attitudes for effective communication in the workplace. The goal of this training is for participants to become more proficient with the skills of active listening and verbal/non-verbal communication to help facilitate effective and respectful communication in any workplace.

Title: *Dealing with Difficult Behavior*
Audience: Supervisors or Employees
Length: 2 – 3 hours
Description: This training will provide concrete techniques and strategies for dealing with difficult behavior ranging from merely annoying to outright threatening. Opportunities will be made available for practicing the skills and strategies discussed. This training can be tailored for employee groups or groups of supervisors due to the techniques and strategies sometimes varying depending upon one's role in the organization.

Conflict

Title: *Resolving Conflict Cooperatively and Effectively*
Audience: Supervisors or Employees
Length: 1 – 2 hours
Descriptions: This training focuses on using conflict in a positive way by seeking solutions to conflict rather than finding fault or by escalating the conflict. Communication skills, our attitudes and how we deal with anger are all elements of successful conflict resolution that are discussed in this training. This is an interactive training that lets participants explore conflict resolution scenarios in small group discussions to help internalize the skills and attitudes discussed.

Title: *The Challenges of Managing Conflict*
Audience: Supervisors
Length: 1 – 3 hours
Description: Conflict is a given in the workplace. This training identifies the most common reasons for conflict, its impact and the role of management in addressing conflict. The goal is to have a repertoire of conflict management skills, including mediation, performance management and an agreed upon process with staff.

Drug Free

Title: *Drug Free Workplace, Reasonable Suspicion Training*
Audience: Supervisors
Length: 2 hours
Description: This training is designed to inform management why a Drug Free Workplace policy is needed, supervisor's roles and responsibilities and recognizing the telltale signs of abuse in the workplace.

Leadership

Title: *Effective Problem: Solving Conversations with Employees*
Audience: Supervisors
Length: 3 hours
Description: Sometimes in your role as a supervisor, there is an opportunity to facilitate a conversation between employees who are in conflict or having difficulty communicating with each other. To effectively facilitate and navigate such conversations, certain communication and interpersonal skills are essential. This training provides the specific skills and steps necessary to help build your confidence in effectively facilitating problem-solving conversations. This training will also provide ample opportunity for practice and questions. The ideal size for this training is six (6) participants.

Title: *I Don't Have Time for Supervisor Training: The Supervisor's Quick Guide for Effective Group Functioning*
Audience: Supervisors
Length: As requested
Description: This training will assist supervisors in understanding the essential elements needed for effective and productive group functioning and effective leadership. Participants will also be provided the opportunity to identify specific next steps for enhancing their own work group's functioning.

Title: *Effective Meetings*
Audience: Supervisors
Length: 1 – 2 hours
Description: Many of us have sat through meetings that have left us bored, confused or frustrated. The more employees have such reactions to meetings, the less productive and effective the meetings will be. This training will provide specific tools, steps and strategies for running effective meetings; whether they are simple check-in meetings or more involved problem solving or planning meetings. This training can also be tailored to address difficult behaviors encountered in meetings.

Title: *Why Do We Need to Do Performance Reviews?*
Audience: Supervisors
Length: 1 hour
Description: This training focuses on understanding the performance management cycle of expectations, feedback and review. Within this model are important communication and procedural skills that will be identified, discussed and practiced.

Title: *Developing Employees through Effective Feedback and Performance Reviews*
Audience: Supervisors
Length: 1 hour
Description: Employees are your best asset and their development is crucial to maintaining a productive workforce. This training is designed to strengthen competencies in developing employees through effective feedback and to develop strategies that will allow supervisors/managers to successfully deliver a performance review.

Mental Health

Title: *Make It OK™*
Audience: Employees
Length: 1 hour
Description: Is your organization ready to break the silence surrounding mental illness? By implementing *Make It OK™*, you can foster an environment where everyone feels understood and supported. This training gives information and tools to combat the stigma of mental illness developed by the *Make It OK™* campaign. www.makeitok.org

Shift Work

Title: *Shiftwork: Minimizing its Effects on Your Workforce & Productivity*
Audience: Supervisors
Length: 2 hours
Description: Working a second or third shift, or even working multiple shifts, creates challenges for employees and the organization. This training will discuss the research around the issues of shiftwork, along with strategies your organization can implement to help mitigate them and their impacts. This training will help you identify and understand the various issues shift employees' experience. It will also provide concrete strategies to help counter the negative impacts shift work can have on your employees and your organization.

Title: *Healthy Choices for Shift Workers*

Audience: Employees

Length: 1 hour

Description: Research has shown that accident rates, illness, sleep issues and personal life issues are higher for those who work a second or third shift versus those who work during the day. This training will help employees identify and understand the challenges of doing shiftwork, and provide concrete strategies for staying healthy.

Violence

Title: *Addressing Workplace Violence*

Audience: Supervisors

Length: 3 hours

Description: This training will provide information, action steps and resources about the three key areas of managing workplace violence: Prevention, incident management and post incident management. For this training to be most effective, it will be important for the facilitator to meet with administration beforehand to understand the policies, procedures and culture of the organization.