In these 63 training programs, Best Care provides training “Essentials” for overall health and wellness, both personally and professionally. Each program includes information about how employees and their dependents can access Best Care EAP. Contact us today to reserve your training dates at 402-354-8000 / 800-801-4182 or EAP@BestCareEAP.org

**Management Essentials**
- Coaching for Excellence
- Confronting Substance Abuse
- Delegating for Results
- From BFF to BOSS
- Low-Cost Ways to Reward Employees
- Managers, Say “No” to Negativity!
- Managing Conflict Between Employees
- Managing the Change Process
- Motivating Today’s Employees
- Rider, Elephant, Path: The Psychology of Workplace Change
- **Show Them You Care – NEW!**
- **You Can’t Break Down Silos... – NEW!**

**Personal Essentials**
- An Attitude of Gratitude
- **The Art of Influence – NEW!**
- Bounce Back Better
- BYO Positive Attitude
- Coping with Change
- Cultivating Creativity
- Designing a Personal Wellness Plan
- Don’t Fear Feedback
- Down with Distractions: Increase Focus & Reduce Stress
- Fight Fatigue: Boost Your Energy
- Food Facts vs. Food Fads: Separating Health from Hype
- Frazzled vs. Festive: Managing Holiday Stress
- How Food Impacts Your Mood
- Motivation Mojo
- The Psychology of Food Choice
- The Psychology of Money
- **The Shock of Awe! – NEW!**
- **Sleep Well – NEW!**
- Smart Eating for Busy People
- Stress Less
- Taking Care of Your Brain: The New Brain Science
- **Thriving in Chaos – NEW!**
- Time Management: Boost Your Effectiveness
- Unspoken Messages: Nonverbal Communication
- Work and Life: Managing the Delicate Balance

*Training is 2 hours in length; meets DOT requirements

*Available as recorded webinars on website
WORKPLACE ESSENTIALS

Building Trust in the Workplace  “It is mutual trust, even more than mutual interest, which holds human associations together.” – H. L. Mencken

Whether a personal or business partnership any bond is built on trust. Without trust, you have nothing. With it, you can do great things. This program will help you earn and keep the trust of all concerned by giving you the knowledge and techniques needed to:

- Make the business case for trust
- Create and sustain trust
- Repair trust when it’s been broken

Bullies: Not Just in the School Yard  Bullying has become an epidemic in the U.S. workplace. A research study from 2014 indicates that more than 27% of U.S. workers have experienced abusive conduct at work and an additional 21% witness it. And, with the prevalence of social networking and other communication technologies, bullying can even take place when the target and the bully are in different locations. In this program you will learn how to recognize bullying and gain knowledge and tools you can use to stop and prevent workplace bullying.

Clues to Teamwork  “The ability of a group of people to do remarkable things hinges on how well those people pull together as a team.” – Simon Sinek

When it comes to teamwork, some team members may have more clues than others. Get everyone on your team working together to solve this mystery and thereby discover the clues to:

- Productive team behaviors
- Enhanced communication
- Better results

Coworkers and Other Strangers: Creating Harmony at Work  “Why can’t we just get along?” – Rodney King

Exciting new research suggests that much of the fruitless conflict between coworkers results from a misunderstanding of what it means to be a colleague. This program can promote harmony at your worksite by helping you develop clear expectations of yourself and others. Specifically, the program:

- Defines different types of relationships and what you can realistically expect from each of them
- Offers practical tips for promoting healthy peer relationships

The Emotionally Safe Workplace  “I’m not concerned with your liking or disliking me…All I ask is that you respect me as a human being.” – Jackie Robinson

Most of us readily collaborate with coworkers to keep our workplaces free from physical hazards. Yet, how much energy do we invest in keeping our jobsites free of emotional toxins – i.e., the disrespect and dysfunction that are as dangerous to our long term wellbeing as any material contaminant? This program will help you create an emotionally safer workplace, by showing you how to:

- Put the focus on respect
- Establish professional boundaries
- Protect those boundaries
- Know where to go when you need help


402.354.8000 / 800.801.4182
www.BestCareEAP.org
Everyday Diversity  “Won’t it be great when we all understand that diversity leads to a better team result, and not a better team photo?” – Tim, the HR Introvert,  When most of us think of diversity, we think of race, age, sex, religion, etc. – the more obvious categories covered by employment law. However, diversity isn’t confined to the characteristics codified by law. Diversity includes generational, culture, and work style differences –whose effects we are only now beginning to fully appreciate. This program will help you leverage diversity to make your company more productive and to provide greater opportunity for all by:

- Exploring the aforementioned differences and their growing impact
- Outlining practical steps for reducing the unconscious bias that blinds us to the personal and professional opportunities diversity affords

Everyday Professionalism  Everyday professionalism can be as simple as remembering basic etiquette, like saying, “please” and “thank you”. The niceties that establish us as a person also enhance individual performance, team work, morale and ultimately, business results. This program introduces 10 common blunders leading to business inefficiencies, and reintroduces the following key components: character, positive attitude, competency and conduct.

The FISH Philosophy: Catch the Energy  How do you FISH for energy? Reel in this seminar and you’ll find out! This fun, interactive, and educational program is based on the “FISH” video, which chronicles the upbeat antics at the world famous Pikes Place Fish Market in Seattle, Washington. This wildly successful business champions four core concepts: Play, Make Their Day, Be There, and Choose Your Attitude. Explore how your team can incorporate this philosophy into your organization.

Hoo-yah! Lessons from the SEALS  “The strength of the team is each individual member. The strength of each member IS the team.” – Coach Phil Jackson, Chicago Bulls, Are you a member of a team that’s “combat ready” for the ever-growing challenges and unexpected obstacles in today’s business environment? If not, then you’d benefit from taking a few lessons from the SEALs, the U.S. Navy’s elite special forces – a team considered the best of the best! This program shares insights from the SEALs which can be applied to workplace teams. Benefit your team by learning concepts that can make you a more effective team member. Hoo-yah!

NEW! In Sync at Work: Boomers, Gen-Xers, and Millennials  “Strength lies in differences, not in similarities.”–Stephen R. Covey, By 2020 Millennials will make up 50% of the world’s working population. While it is important not to generalize too much, Millennials as a whole do possess characteristics and motivations that differ significantly from earlier generations in regard to the workplace. To get the best from their millennial employees, managers must understand this and adapt their management style accordingly. And as Millennials will be in management, they too need to understand characteristics and motivations of Boomers and Gen –Xers. This program will help you learn to manage and work with generational differences by understanding:

- The workplace characteristics and motivations of generations
- Potential problems when different generations fail to communicate effectively
- Effective management techniques to build stronger cross generational teams
- What Best Care EAP offers me

Lessons From the Geese  “It’s easy to get good players. Getting them to play together, that’s the hard part.” – Casey Stengel, Everyone would agree that humans are more intelligent than a goose, right? That doesn’t mean, however, we can’t learn something from our fine feathered friends. In fact, when it comes to
effective team building, a flock of geese can teach us plenty. This training session reviews five lessons about teambuilding that geese instinctively practice for their survival. After participating in this program, you'll view that flock of geese flying south for the winter with a whole different perspective!

**Managing Up!** “The number one reason people thrive at work is their boss.” – Gallup Organization, Study, “Managing up” is neither office politics nor apple-polishing. It’s a conscious approach to working with your manager toward goals that benefit everyone. And, given the hyper-competitive nature of the 21st Century workplace, it’s absolutely vital to your long-term success. This program will help you learn to effectively manage up by offering:

- Strategies for building a positive relationship with your manager
- Ideas for communicating with your manager and handling disagreements
- Tactics for crafting win-win solutions with your manager

**Modeling Team Communication** “The art of effective listening is essential to clear communication, and clear communication is necessary to management success.” – James Cash Penney, Poor communication lies at the root of many team problems. It can lead to mistakes, poor quality, unproductive conflict, missed deadlines, and lost opportunities. This fun, fast-paced program uses a seemingly simple task that helps participants learn to:

- Listen to understand
- Communicate clear expectations
- Solve problems as team

**Personality Style at Work** Puzzled by why it seems so easy to understand and work with some of your co-workers and team members and why it seems so difficult with others? Personality is the key to unlocking your behavior and better understanding yourself and your team members. Learn more about your personality and how to adapt to be more effective in a variety of situations and with all kinds of people!

**Playing Your Part: How Team Roles Drive Success** “Great teams do not hold back with one another. They are unafraid to air their dirty laundry. They admit their mistakes, their weaknesses, and their concerns without fear of reprisal.” – Patrick Lencioni, Teams often fall short of their full potential. Why? Perhaps some members don't complete what's expected of them. Perhaps others aren't flexible enough, so things "fall between the cracks." Or perhaps one team member becomes frustrated because he or she disagrees with the approach of another team member. This program can help your team maximize its results by helping you:

- Understand your role in helping your team succeed
- Develop your strengths and manage your weaknesses
- Sidestep the pitfalls that can derail your team's efforts

**Say “NO” to Negativity!** “The trick is in what one emphasizes. We either make ourselves miserable, or we make ourselves strong. The amount of work is the same.” – Carlos Castaneda, Negative attitudes and behavior at work demoralize us and undermine our ability to give our best. This program will help you cope with workplace negativity’s destructive effects by:

- Clarifying what workplace negativity is
- Spelling out what tolerating workplace negativity costs you
- Providing you with techniques for dealing with workplace negativity
Suggesting additional resources that can help you keep workplace negativity at bay

**Sexual Harassment Part 1: Let’s Get Honest!** We live in a society that bombards us with sex. It’s in the movies, on TV, on magazine covers, on the internet, and in every type of advertising you can imagine. The “Let’s Get Honest” DVD combined with a training presentation, focuses on breaking down sexual harassment and getting honest with ourselves and coworkers. The program includes: defining sexual harassment, recognizing harassment in all its varied forms, understanding the difference between “intent” and “impact”, defining how the law interprets “reasonable personal standard”, rules to prevent harassment, and how to constructively confront situations when you or others are being harassed.

**Sexual Harassment Part 2: He Said/She Said** “Sexual harassment is subtle, complex, and highly subjective.” – Kathy Lee Gifford, This program uses group discussions, case studies, and skill practice to explore in greater depth the ideas and approaches introduced in our popular Sexual Harassment Part 1: Let’s Get Honest program. Ideal for organizations looking for fresh ways to drive home the message that creating a workplace free of harassment of any kind is not just the law, it’s good business.

**NEW! S’more Teamwork** “Teamwork is the ability to work as a group toward a common vision, even if that vision becomes extremely blurry.” – Anonymous, Given the complex challenges organizations face, teamwork is a must! However, teamwork comes naturally to just 10% of the general population; the rest of us have to learn it the hard way. Based on the famous “Marshmallow Challenge,” this fun, fast-paced program can help your team work together better by offering powerful lessons regarding:

- The true nature of collaboration
- The necessity of diverse viewpoints
- The mechanics of innovation

**Snow White and the Seven Associates** “I used to be Snow White, but I drifted.” – Mae West, Do you sometimes feel like Snow White, surrounded by perplexing personalities that are quite different from your own? Dealing with certain co-worker behaviors can occasionally challenge all of us. This program takes a whimsical look at characters we sometimes find at work and suggests ways to turn a Grimm’s Fairy Tale into a happily-ever after workplace. You’ll encounter:

- “Doc” – the know-it-all
- “Sleepy” – the unmotivated
- “Grumpy” – the grouch
- And several more!

**Substance Abuse Awareness** No business, regardless of size or location, is immune to the countless problems that alcohol and drug abuse can cause. Most individuals who abuse substances are employed, and when they arrive for work, they don’t leave their problems outside the door. In this training program, we will define, identify and understand substance abuse, as well as take a look at the most commonly abused substances, including prescriptions. We will also discuss the opportunities for seeking help, including Best Care EAP.
**Successful Workplace Communication**  “The single biggest problem with communication is the illusion that it has taken place.” – George Bernard Shaw, This program offers an engaging review of key communication skills needed to ignite and sustain the interpersonal relationships upon which professional success depends. It is designed to work as either a standalone session or as an adjunct to *Successful Workplace Relationships*. During this program you’ll be reacquainted with:

- Principles of active listening
- Different styles of communication and how to leverage them to the benefit of everyone involved
- Practical communication strategies that can keep interpersonal business communications running smoothly

**Successful Workplace Relationships** Because the antisocial attitudes and behavior of even one employee can throw an entire organization off kilter, managers everywhere cite the ability to get along with others as a decisive factor in employee selection and promotion decisions. In the hectic environments that characterize most organizations today, however, even the best employees can lose sight of the basics of maintaining positive working relationships. This program reviews the fundamentals of respectful, mutually beneficial relationships, building and maintaining trust, focusing on the positive in the other person, and resolving conflicts in a respectful manner.

**Team Survivor: Sink or Swim**  “Wearing the same shirts doesn’t make you a team.” – Buchholz and Raab, Teams have the potential to deliver far greater results than any one individual working alone. But some teams sink when navigating the seas of common teamwork myths. In this interactive program we will explore some common myths of teamwork and learn to steer the course for smooth sailing when working on a team.

**Teamwork: It’s No Mystery!**  “If everyone is moving forward together, then success takes care of itself.” – Henry Ford, Working in teams can multiply our strengths and neutralize our weaknesses, but it doesn’t come naturally to most of us. This fun and interactive program demonstrates those aspects of human nature that too often get in the way of effective teamwork and what each of us can do to make our teams function with less friction.

**Your Customers, Your Success**  “As far as customers are concerned you are the company. This is not a burden, but the core of your job. You hold in your hands the power to keep customers coming back – perhaps even to make or break the company.” – Anonymous, Improving customer service involves making a commitment to learning what our customers' needs and wants are, and developing action plans that implement customer friendly processes. This program has been designed to help you sharpen your customer service skills by reviewing...

- The customer service experience
- Who your customers are, and what they need and want from you
- The five practices that create outstanding customer experiences
- Tips for dealing with difficult customers

**MANAGEMENT ESSENTIALS**

**Coaching for Excellence**  “Tell a ballplayer something a thousand times and then tell him again, because that may be the time he’ll finally understand.” – Paul Richards, Coaching is fundamental to any manager’s primary job: developing successful employees. This program lays out a simple, step-by-step process for creating meaningful change in any employee’s performance, behavior, and attendance. You’ll learn how to:
Set realistic performance, behavior, and attendance expectations
Praise employees when they meet expectations
Coach employees when they can’t meet expectations
Discipline them when they won’t meet expectations

Confronting Substance Abuse in the Workplace (training is 2 hours long, meets DOT requirements) “Let us not forget who we are. Drug abuse is a repudiation of everything America is.” – Ronald Reagan, Drug and alcohol abuse on the job threatens the well-being of your workers and the profitability of your company. As a leader, you are on the frontline of the battle to prevent workplace substance abuse. This program is designed to help you successfully confront this complex and persistent issue by:
• Reviewing why you should invest time and resources in the fight
• Detailing what needs to be done
• Alerting you to well-meaning actions that could sabotage your efforts

Delegating for Results “If you want to do a few small things right, do them yourself. If you want to do great things and make a big impact, learn to delegate.” – John C. Maxwell, If as much as 85% of any organization’s operating budget is earmarked for salaries and benefits, then the obvious question for any manager is “Am I getting the maximum return on my investment?” Effective delegation of tasks, duties, and responsibilities is among one of the best ways to capitalize on this outlay. In this program you will learn to:
• Challenge the myths of delegation
• Employ the seven keys to effective delegation
• Track the delegation assignment
• Apply time-tested delegation tools

From BFF to BOSS: Making the Transition “Meet the new boss, same as the old boss.” – Peter Townshend, 40% of first-time managers crash and burn in their first year-and-a-half, and a significant percentage of the time it’s because they aren’t able to make the mental and emotional transition from employee to leader. This program is designed to help newly-minted managers make this all-important shift by revealing:
• What’s changed about your job and what hasn’t
• How coworkers turned subordinates might be feeling about the change
• Self-defeating responses to the stress of your new positions
• Eight things you can do instead to speed up and smoothen the transition
• Ten pitfalls to avoid if you hope to succeed

Low Cost Ways to Reward Employees “You get the best effort from employees not by lighting a fire beneath them, but by lighting a fire within them.” – Bob Nelson, Successfully recognizing and rewarding employee performance is fundamental to retaining the talent your organization needs to succeed. But how do you give meaningful recognition and rewards without breaking the budget? Fortunately, the most effective things you can do cost little or nothing. This program will show you how to leverage these inexpensive techniques by helping you:
• See the big picture when it comes to recognizing and rewarding employees
• Identify what your employees really want from work
• Accept that “money talks, but recognition rocks”
• Avoid “The Four Traps of Employee Recognition”

**Managers, Say “NO” to Negativity!** “The world is full of willing people: some willing to make a difference, the rest willing to stand around and complain.” – anonymous, Negativity in the workplace demoralizes employees and managers alike, impairing your organization’s ability to deliver high-quality products, services, and customer support. Consequently, leaders at all levels have a responsibility to confront it. This program will help you prevent and manage workplace negativity by:

- Defining workplace negativity and reviewing some of the forms it takes
- Spelling out what tolerating workplace negativity costs you, your employees, and your organization
- Providing tips for preventing and managing workplace negativity
- Challenging you to develop an initial action plan for tackling workplace negativity in your area of responsibility
- Suggesting additional resources that can help you keep workplace negativity at bay
- Reviewing how Best Care Employee Assistance Program can help

**Managing Conflict Between Employees** “Conflict builds character. Crisis defines it.” – Steven V. Thulon, Conflicts between employees are inevitable. If well managed, however, they can improve communication, cement relationships, and spark innovation. Yet, most managers avoid getting involved because of the potential danger to their reputation for fairness. This program is designed to help managers at all levels remain honest brokers between their employees by…

- Reviewing the nature of employee conflict
- Pointing out its attendant advantages and disadvantages
- Outlining a process for successfully resolving employee conflict

**Managing the Change Process** “If you don’t create change, change will create you.” – Gwyneth Paltrow, Organizational change can be stressful, even overwhelming. This is when your leadership skills are especially needed to keep yourself and your employees on track. During this program, you will have the chance to look at how you view change as well as learn ways to help you and your employees cope with the changes that lie ahead. Specifically, it will help you:

- Gauge your own readiness for change
- Understand the nature of change
- Dispel the myths associated with change
- Recognize dysfunctional employee reactions to change
- Learn techniques for guiding employees through the change process
- Respond constructively to the emotions of others

**Motivating Today’s Employees** “You get more from people by lighting a fire within them than lighting a fire under them.” – Bob Nelson, Getting and keeping employees fired-up isn’t as simple as it used to be. That’s because, for today’s organizations to thrive, managers must keep employees engaged in the face of flat wages and never-ceasing demands to accomplish more with less. Unfortunately, what managers traditionally do to achieve higher productivity often undermines engagement and vice versa. This program is designed to help leaders walk this motivational tightrope by:

- Making the business case for investing the time and energy to motivate for both productivity and employee engagement
- Dissecting your approach to motivation and offering additional tips, tools, and techniques
Guiding you as you develop a plan for increasing both productivity and engagement

Rider, Elephant, Path: The Psychology of Workplace Change “If you do not change direction, you may end up where you are heading.” – Lao Tzu, 70% of workplace change efforts fall flat; not because they aren’t needed, not because they aren’t well planned, but because they fail to address our natural (and healthy) resistance to change. This program will help you make your next change effort a success by showing you how resistance to change can be converted into enthusiasm for it. Specifically, we’ll reveal:

- How our intellects, emotions, and circumstances motivate us to resist change
- Real-world strategies for leveraging thoughts, feelings, and context to move change efforts forward

NEW! Show Them You Care You care about your employees. Of course you do! You even mention it in one of your corporate values, “Our most important asset is our employees”. You give them t-shirts. You give them pizza. But if you don’t recognize them, tell them, show them gratitude, find ways to celebrate them, then your efforts to motivate and engage those most valuable assets are wasted. So what can you do about it? Show them you care! Get great, simple, ideas for showing your employees that you care. These approaches have proven successful in moving the needle on employee engagement and retention of your most valuable asset. Let’s show them you care!

NEW! You Can’t Break Down Silos “Why is it a good thing to break down silos? All that happens when you break a silo is that the grain spills out.” – Frankie Bow, Whether by department, gender, or geography, people create cliques or “silos” in organizations every day. Many argue that these silos chew up emotional energy, waste resources, and disconnect people, severely weakening an organization’s ability to compete. That doesn’t have to be the case at all! Silos offer people identity and a sense of belonging in a world deprived of emotional connection. The trick is not to break them down, but to connect them. This program can help your organization thrive by showing you how to connect rather than break down silos:

- Explain why people build silos
- Present 15 powerful strategies for connecting the silos in your organization
- Challenge you to commit to implementing one or more of them

PERSONAL ESSENTIALS

An Attitude of Gratitude “Gratitude enriches human life. It elevates, energizes, inspires and transforms. People are moved, opened and humbled through expressions of gratitude.” – Dr. Robert Emmons, Gratitude is more than a feeling, it is a practice that we can all learn and use to enhance our relationships, our health, and our resiliency. However, cultivating an “attitude of gratitude” can be hard work! Join us as we learn:

- What is so special about an “Attitude of Gratitude”
- How to Enhance an “Attitude of Gratitude”
- Specific actions you can take to enjoy the advantages of an “Attitude of Gratitude”

NEW! The Art of Influence “The triumph of persuasion over force is the sign of a civilized society.” – Mark Skousen, It doesn’t matter if you’re in sales and marketing, customer service, or
management, in every role and walk of life there is a need to influence others. The good news is that influence is an art that recent research has made great strides in understanding. And, yes, it can be taught! This program can help you master this skill which is absolutely critical to your success and happiness by:

- Revealing the six universal ways to influence others
- Providing guidance on how to apply them at home and/or at work

**Bounce Back Better: (Emotional Resilience)** “Happiness is not the absence of problems but the ability to deal with them.” – H. Jackson Brown, Some of us recover from stressful situations fairly quickly while others have a harder time “rebounding.” Resilience is the ability to “bounce back” and cope with life events, both negative (e.g., health problems, unemployment, and divorce) and positive (e.g., birth of a child, anniversaries, etc.). This program will help you...

- Assess your current level of resiliency
- Understand the traits resilient people exhibit
- Learn to become more resilient

**B.Y.O. Positive Attitude** “Your attitude, not your aptitude, will determine your altitude.” – Zig Ziglar,

More than talent, hard work, or even luck, it’s attitude that drives success. This program will help you turn your dreams into realities by...

- Peeling away the myths surrounding attitude
- Demonstrating how attitude shapes your life
- Revealing seven proven strategies for building and sustaining a positive attitude

**Coping with Change** Change is everywhere and it’s inevitable. Technology is constantly evolving, companies are regularly bought, sold, downsized, right-sized and re-engineered. You may not have chosen the changes currently happening in your workplace, but how you choose to handle them can make them either positive or negative experiences. This seminar will explore common reactions to change, the personal factors that influence those reactions, and ways to boost your resiliency to change.

**Cultivating Creativity** “As long as we’re creating, we’re cultivating meaning.” – Brene Brown, Do you believe you’re creative? If not, why not? All people have the capacity to be creative. We use creativity every day to generate ideas and solve problems at work and in our personal life. Join us to explore ways you can:

- Cultivate personal and professional creativity
- Contribute to your work satisfaction and overall happiness

**Designing a Personal Wellness Plan** “A journey of a thousand miles begins with a single step.” – Lao Tzu, Even if we know the way, life can get confusing and it’s very easy to miss a turn or get lost. Sometimes we just need a map! That’s what a wellness plan is—a map to living a more balanced and healthy life. We’ll walk you through a step by step program for creating an action plan to help keep your day, and life, on course.

- Understand the importance of mapping out your plan
- Why now, why you, why not?
- What does it take to “stick to” and enjoy the change
Don’t Fear Feedback “Criticism is something we can avoid easily by saying nothing, doing nothing, and being nothing.” – Aristotle, Do you dread the thought of having to give constructive criticism to family, friends, subordinates, peers, or even your boss? Are you over-sensitive, paranoid, defensive, or downright antagonistic when you are on the receiving end of well-intended criticism? This program helps you conquer these situations by helping you to:
• Understand the attributes of criticism
• Learn techniques to change negative criticism into positive criticism
• Identify methods to alleviate sensitive criticism situations

Down with Distractions! Increase Focus and Reduce Stress “We all have 24 hours in a day. Lack of focus, not lack of time, is the greatest barrier to happiness and success.” – Zig Ziglar, The relentless distractions of our “always on” culture aren’t just frustrating, they’re exhausting. The average person is distracted once every ten seconds and getting back on track can take up to 25 minutes or more! Distractions steal our time, energy, productivity, health, and sanity. This program can assist you in taking back control of your life by helping you:
• Understand why you’re so easily distracted
• Minimize distractions and their impact on you
• Increase your productivity and effectiveness
• Reduce the stress that follows in the wake of distractions

Fighting Fatigue “Don’t tire yourself more than need be, even at the price of founding a culture on the fatigue of your bones.” – Antonin Artaud, Boost your energy level and fight fatigue! Are you wondering where all of your precious energy has gone? You are not alone. Fatigue and lack of energy are amongst the most common complaints today. Chances are there are some simple changes you can make that will help refuel and restore waning energy levels. This training will look at how you can improve your energy through making simple changes to your: daily eating routine, sleep patterns, exercise habits and a balance between work and personal time.

Food Facts vs. Food Fads: Distinguishing between Health and Hype “Avoid fruits and nuts. You are what you eat.” – Jim Davis, Do you desire beautiful skin? Chow down on pumpkin? Long for luxurious hair? Load up on eggs! Battling the blues? Mackerel can’t be beat! It’s all just too much!!! Do you want to eat healthy, but feel overwhelmed by the tsunami of conflicting advice coming from media food gurus? Well, don’t despair. This program will help you sift through the fads to find the facts.
• Gluten-free diets – who should go on them?
• Are genetically modified foods (GMOs) bad for you and how can you know if something’s been modified
• Are organic foods worth the extra cost?
• How do you read a food label and make the information work for you?
• Which sugar substitutes are the healthiest?
• Is choking down those protein shakes and bars worth it?

Frazzled vs. Festive: Managing Holiday Stress “Every piece of the universe, even the tiniest little snow crystal, matters somehow. I have a place in the pattern, and so do you…” – T.A. Barron, It’s as predictable as plastic reindeer, spinning dreidels, family visits, and overspending on gifts: holiday anxiety. The holidays can be a joyous and wonderful time, but there’s no denying that holiday stress can sometimes creep up on even the most calm and organized among us. In this session you will: Assess your current stress level, and learn to recognize common holiday triggers, so you can disarm them before they get the best of you.
Why not give yourself the gift of ongoing stress relief this year? It can enhance your health and set you on a path to enjoy life more in the coming year.

**How Food Impacts Your Mood** “During one of my treks through Afghanistan, we lost our corkscrew. We were compelled to live on food and water for several days.” – W.C. Fields, Mr. Field’s insight that what we commune impacts our emotional wellbeing has been verified by health research—there are powerful links between food and mood. This program will show you how to leverage this newfound knowledge to raise your spirits and unleash your energy. It reveals:
- Eight suggestions for reshaping your diet so that you’re always in the mood to enjoy life
- Specific foods that provide all the energy you need to power through the day
- Vitamins, herbs, and other safe, natural energy sources and mood supporters

**Motivation Mojo** “People often say that motivation doesn’t last. Well, neither does bathing - that’s why we recommend it daily.” – Zig Ziglar, Motivation encourages people to do their best, work to their fullest potential and achieve greatness within themselves. This motivational program offers insight to get your own “mojo” going and can inspire any organization to move ahead with steam. You’ll learn how to:
- Keep your ambition in check
- Find out how to get from A to B
- Get experience
- Set boundaries
- Push your limits

**The Psychology of Food Choices** “If we’re not supposed to have midnight snacks, then why is there a light in the fridge?” – unknown, Once we begin obsessing about something salty or sweet, a food craving is hard to shake. What’s important to understand ... is that these cravings are normal. Research has suggested that 97% of women and 68% of men experience food cravings. Recognizing what causes us to eat certain foods, even if we don’t plan to, can be helpful. This program furthers our understanding of the complex physical, psychological and emotional relationship we have with food. Instead of feeling guilty about cravings, this program will help you acknowledge them and teach you how to manage them more effectively.

**The Psychology of Money** “I don’t like money, actually, but it quiets my nerves.” – Joe Louis, Money may not be the root of all evil, but it is frequently the cause of considerable anxiety and conflict. This program will help you cope with the stress of managing it as well as attracting more of it into your life by answering these and other questions…
- When does money make us lazy and selfish?
- How do possessions bend our perceptions?
- Why does money bring us satisfaction, but not happiness?
- What is the relationship between money and self-control?

**NEW! The Shock of Awe** Awe is the feeling of being in the presence of something vast or beyond human scale that transcends our current understanding of things. For example, that spine-tingling feeling you get when you see Niagara Falls for the first time, or the Grand Canyon, or when a new born baby wraps their hand around your fingers for the first time. So sit back and enjoy what this program will share with you:
- Understand that Awe helps you see things in new ways
Learn how Awe makes you happier and nicer
Learn how Awe alters our body
Review 7 ways to find Awe in everyday life

NEW! Sleep Well  “The future is shaped by your dreams, so stop wasting time and go to sleep!”  – Anonymous
Millions of people throughout the world do not get enough rest and sleep. In fact, they falsely believe that rest and sleep are a waste of time and energy. This is the opposite of the truth and may be the most ignored cause of disease next to bad nutrition. Let’s explore what we know about sleep and discover the:

- Importance of sleep
- Signs of Excessive sleepiness
- Amount of actual sleep needed
- Best Times to Sleep
- Poor Excuses not to Sleep

Smart Eating for Busy People  “Success always comes when preparation meets opportunity.”  – Henry Hartman
Do you want to adopt a healthy diet but aren’t sure where to start? When schedules are busy and life is hectic, it is not always easy to make healthy eating a priority. However, when our bodies are fuelled with good nutrition it can be easier to cope with stress and have energy to be active throughout the day. Smart Eating offers a comprehensive look into:

- The best snacks on the market for busy people “on the go”
- Menu planning for optimal success
- The motivation to making smart choices
- Being proactive

Stress Less!  “It’s astounding how much one’s stress level goes down with the simple act of switching from skinny jeans to yoga pants.”  If you’re like most people in today’s fast-paced working world, you want to stress less! Is it true that what doesn’t kill you makes you stronger? Or is stress always debilitating? Join us to learn some of the newest research to help you:

- Learn about the impact of stress on your productivity, your health, and your relationships
- Rethink your stress mindset to find the upside of stress
- Learn how you can tailor some simple strategies to work for you to stress less

Taking Care of Your Brain; The New Brain Science  “Exercising the brain and giving it the right diet can be just as important as it is for the rest of the body.”  – Helen Phillips, The New Scientist
What’s in better shape: your brain or your body? Scientists used to believe that our brain capacity was fixed; whatever you’re born with is what you will have for the rest of your life and you’re destined for mental decline. The good news is that emerging evidence suggests there are steps you can take to help keep your brain healthier as you age. Join us as we explore the new brain science and share how you can:

- Shape up your memory
- Improve your focus
- Boost your brainpower

NEW! Thriving in Chaos  “I try to take life one day at a time, but sometimes several days attack me at once.”  – Ashleigh Brilliant
What causes that feeling that we are in a state of chaos? You know the one, where it
seems like everything is out of control and you are having trouble keeping up with projects at work and at home. Let’s explore some of the causes of your chaos and discover ways you can overcome them and take back control!

- Uncover causes of your chaos
- Review strategies for dealing with common causes of chaos
- Develop your plan to take back control

**Time Management: Boost Your Effectiveness**

“The key is not to prioritize what’s on your schedule, but to schedule your priorities.” – Stephen Covey, Because it can neither be created nor destroyed, time is not a resource in the conventional sense. Consequently, you can’t “manage” time. However, you can manage yourself and the amount of skill, attention, and effort you devote to any given task. During this program, you will learn how to effectively manage your own behavior, and discover how best to leverage the resources you have in order to accomplish what is truly important to you.

**Unspoken Messages: The Power of Nonverbal Communication**

“The most important thing in communication is hearing what isn’t said.” – Peter F. Drucker, Effective communication is the key to healthy personal and professional relationships. Too often, however, communication is sabotaged; not by our words, but by nonverbal signals and actions. This program can help you better understand your body language and that of others by:

- Identifying the elements of importance of nonverbal communication
- Knowing how your body language influences others
- Learning to “listen with your eyes”
- Acknowledging your instincts

**Work and Life: Managing the Delicate Balance**

“Taking time to live life will only inspire your work.” - unknown, Get up…feed and walk the dog…wake the kids and get them off to school…get to work…put in a full day…pick up the kids from soccer practice…come home…feed the dog (again)…microwave dinner…do the dishes…help the kids with their homework…catch up on some laundry…walk the dog (again)…grab a shower…spend a few minutes with your spouse before you both tumble into unconsciousness. If this sounds like a typical day for you, then welcome to 21st Century America. Maintaining one’s health and sanity in these trying times depends on delicately balancing the competing demands of home and work. It’s not easy, but this light-hearted program helps you do it by challenging you to:

- define what is important to you
- identify and accept your limitations
- marshaling your resources for maximum effectiveness