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Training Catalog

Topical and Benefit
Training for
CuraLinc Clients

Executive Summary

The goal for CuraLinc Healthcare's training services is simple: remedy specific issues that negatively impact the culture of the organization. CuraLinc designs training programs that most efficiently and effectively achieve this goal.

The process for mapping modules to a client's specific needs begins with an analysis to uncover potential issues that impact the organization and its employees: performance weaknesses and drops in productivity; inconsistencies in team goals, structure and function; history, assumptions and values of the organization as a whole are all revealed through this process. Based on this information, CuraLinc will create and implement a customized training program that will deliver targeted solutions and provide a measurable standard to track changes in attitude, behavior and performance.

Delivery Vehicles

Live, onsite training provides an interactive, educational approach to training that enables each participant to walk away with topic-specific knowledge and skills. These group sessions may include interactive exercises, role-playing and post-module quizzes.

Webcast training is a prescheduled web-based training event. A CuraLinc trainer conducts the session via the telephone, while employees or managers view the corresponding presentation. These sessions include quizzes, interactive exercises and questions and answer time. CuraLinc uses the GoToMeeting platform for this delivery vehicle.

Key Categories

CuraLinc offers over 50 employee development modules that are tailored to meet the needs and goals of each client. Most courses are 45-50 minutes in length.

CuraLinc's modules are divided into five categories:

- **Reducing Risk and Liability.** Subjects directly impacting company policies and procedures
- **Management Training.** Subjects relevant to supervisors only
- **Supervisor and Employee Development.** Improving skill sets for supervisors and employees
- **Personal Growth.** Improving issues that can negatively impact your workforce
- **Benefit Training.** Educating employees on the SupportLinc program

Employee Development Courses

I. Reducing Risk and Liability

- **Benefitting from Ergonomics**

Ergonomics is about aligning our workstations/sites/tasks and our bodies. This program examines the impact of poor ergonomics on both the worker and the workplace and identifies common risk factors and types of injuries. Participants will have an opportunity to identify problems with an office station setup and discuss common factory issues. This program will also offer suggestions for properly setting up an office station.

- **Building a Drug-Free Workplace**

In the average workforce, 10% of employees abuse alcohol and another 2-3% suffer from drug abuse. Employees abusing drugs or alcohol have more absences, are involved in more accidents, use more sick time, have more frequent hospital stays and are more likely to file a worker's compensation claim. This workshop is designed to support an organization's goal of building a drug free workplace. Participants will gain a thorough understanding of the impact of alcohol and substance abuse, review the typical patterns of alcohol and substance use and learn to recognize when professional services may be needed to address a problem.

- **Creating a Culture of Safety**

Why do some companies experience on-the-job accidents regularly, while others can go years without a lost-time accident? The answer can often be found in the corporate culture. Is the culture one of mistrust, where employees take defensive actions, or does it advocate safety and encourage employees to look out for one another? In this training program, employees will learn to transform working environments plagued with deteriorating morale, suspicion and mistrust into safe and trusting cultures. By learning to apply the "cycle of mistrust", employees will identify unsafe interactions and adopt a way of thinking that moves workers beyond faultfinding and suspicion. The organization is better able to adopt an organizational - rather than individual - responsibility for safety.

- **Ergonomics at Home**

Ergonomics is about aligning our workstations, sites, tasks and our bodies even when we work remotely at home. This seminar examines the impact of poor ergonomics and identifies common risk factors and types of injuries. This seminar will also offer a myriad of suggestions for properly setting up a workstation at home to increase comfort and productivity.

- **Preventing Sexual Harassment**

Federal laws exist to protect all employees from sexual harassment. It is the organization's responsibility to understand these laws, develop clear company policies and take reasonable steps to prevent and respond to workplace harassment. Sexual harassment affects everyone in the workplace - not just the victim. In this seminar, participants will learn to recognize and respond appropriately to sexual harassment in the workplace.

- **Preventing Violence in the Workplace**

Workplace violence has become an issue that every company faces on a daily basis. Homicide is now the third leading cause of fatalities in the workplace in the United States. It

has become imperative that all companies develop a policy for handling hostile employees and threats to the work environment. This training program covers several aspects of violence in the workplace including: guidelines regarding violence; the “avenger” personality; characteristics of a hostile employee; suggestions for controlling workplace violence; and a framework for putting the plan into action.

- **Reasonable Suspicion Drug & Alcohol Testing for Supervisors of DOT-Covered Employees (2 Hours)***

Federal law requires supervisors of safety-sensitive employees to participate in mandatory training regarding reasonable suspicion drug and alcohol testing. This training meets all requirements for supervisors set forth in DOT rules. In addition to the minimally required information regarding signs and symptoms related to drug and alcohol use, the training also includes workplace scenarios designed to provide supervisors with “real life” practical situations that necessitate a decision concerning reasonable suspicion testing. All participants will receive an easy-to-use checklist for documenting observations made in conjunction with a reasonable suspicion test determination.

II. Management Training

- **Adaptive Leadership: Lessons from Crisis and Change**

The impact of the pandemic has permanently changed how business is done, how we interact with each other, and our mental health. By taking a trauma-informed approach to leadership, supervisors can become more aware of these factors and be better able to develop a proactive awareness approach in managing their team.

- **Building Employee Engagement**

Have you ever witnessed a good employee become stressed or even burned out over time? Employees in high stress work environments typically enter their roles with a high level of employee engagement with the desire to make a difference. These employees working as civil servants, medical personnel and finance professionals may over time without proper support or resources become stressed and potentially burned out. This training will address the continuum of employee engagement and review strategies for improving engagement by coping with job-related stress. Managers will learn how to assess an employee’s level of engagement as well as what individual or group interventions to implement to improve employee engagement.

- **Change Management for Leaders**

This training is designed to familiarize participants with the elements of change. The goal is to help leaders manage the change process and understand the importance of their role in the process. We will provide an overview of each element and define each as it relates to the leaders’ role in change management. Opportunities for sharing examples from your own experience for each of the elements will be included.

- **Civility in the Workplace**

It is not uncommon to see a variety of behaviors that demonstrate a lack of respect and civility in the workplace. Fortunately, if employees develop an awareness of respectful behaviors and necessary workplace civility skills, they can serve as role models for their co-

workers, and respectful behaviors will spread in the workplace and beyond. In this seminar, participants will learn the costs of an uncivil workplace, develop a self-awareness of their role and learn ways to build civility and respect.

- **Coaching for Improved Performance**

How can managers motivate their employees to put forth their best efforts? What is the best way for a supervisor to show an employee that their contributions and hard work are valued? In this session, supervisors and managers will learn how to bring out the best in their employees. Managers will learn about feedback methods, create commitment and energize their workers.

- **Dealing with Anger and Hostility in the Workplace**

How well do you really know yourself? Do you know what gets you angry? Do you know how to handle it when your co-workers get angry? This workshop will explore ways to handle an upset co-worker. Participants will learn what questions to ask, how to gain control of the situation, how to effectively become disengaged and how to know when to seek or recommend professional help.

- **Effective Communication Skills for Supervisors**

Many employees spend most of their time communicating in some way on the job. Communication is a two-way street. It means speaking well and listening carefully. Workshop participants will explore and understand different communication styles, and critical communication skills including reflective listening and providing feedback will be reviewed and practiced.

- **Effective Presentation Skills for Leaders**

Everyone can learn how to become a more powerful speaker. A leader needs to influence and inspire their team. This class will take a look at some effective, proven orators and how the power of words empowers individuals to accomplish things they never thought possible. We will cover powerful word choice as well as dos and don'ts.

- **Leading in Times of Crisis**

Certain traits of an effective leader are especially crucial during times of crisis. Learn how great leaders in history used their skills to communicate, adapt, and bring their people together in some of the worst crises ever faced in this country. This seminar offers practical strategies and tools to calm, inspire, and motivate those who look to you for guidance.

- **Mental Health First Aid for Leaders**

Everyone suffers when mental health issues or other types of emotional distress are left unaddressed in the workplace. Fortunately, providing leaders with basic mental health first aid training helps ensure that employees who may be struggling get the help they need. In this training seminar, leaders will learn how to identify the signs of someone on their team struggling with a mental health issue, connect with the person in a supportive and appropriate way and guide them towards the resources available to help them address and resolve the issue, such as the EAP.

- **Motivate, Recognize and Energize Employees**

This high-energy seminar will help participants create a tool bag of techniques to motivate

employees and managers. We will cover self-care, positive psychology, resiliency, laughter and more! This workshop discusses how motivation and recognition leads to increased productivity. Non-materialistic ways to make your employees feel special and valued will also be shared.

- **SupportLinc EAP: Supervisor Training**

For client managers and supervisors, this course provides valuable information regarding the consultation and resources available to supervisors to assist them in addressing a variety of workplace issues. In addition, it provides guidance on when an employee may be referred - by either a “soft” or formal referral - into the EAP program.

- **You’re Promoted! The New Manager**

For participants that were recently given a promotion, we discuss the importance of influencing and inspiring others. Participants will learn what it takes to make an effective manager by going over communication skills that help build confidence within their team along with when and how to delegate certain tasks.

III. Supervisor and Employee Development

- **Adaptive Customer Service: Lessons from Crisis and Change**

Similar to "Adaptive Leadership", the pandemic has, and will continue to have, long term impacts on customers' wants, needs, and situational reactions. Developing an understanding of a trauma-informed approach, employees can better respond to their customers, even when they are emotionally or behaviorally difficult.

- **The Benefits of Mindfulness**

There are many well-documented benefits of mindfulness, from stress reduction to relationship satisfaction to job performance. However, many employees find it difficult to make mindfulness a part of their everyday life. Fortunately, it isn't necessary to dedicate a lifetime to learning ancient meditational practices to begin to reap many of the rewards of greater mindfulness. In this seminar, participants will learn simple yet powerful strategies to help them begin to cultivate the type of greater awareness and active, open attention to the present that experts agree can lead to better health and optimal performance.

- **Building Resilience for Optimal Performance**

Resilience is essential in a world where everyone feels pressure to produce more work of higher quality, with fewer people, in less time and with fewer resources. With challenges and demands in our personal lives as well, it is clear that we all must learn how to be change-proficient, cope with stress and other unexpected setbacks and overcome adversity. This module will provide employees with the tools necessary to adapt to challenges and changes at home and at work, while helping them become more successful and productive and improving their overall sense of wellbeing.

- **Campus to Career: Transitioning into the Workplace**

For most graduates, it can be challenging to make the transition from a college student to a working professional. Trading the campus life and study sessions for a full-time office job is a big change that not everyone is prepared for. Making sure you stay motivated early on is

key when it comes to transitioning into the workplace. “Campus to Career” is a perfect seminar for anyone learning to juggle and accommodate the new lifestyle.

- **Compassion Fatigue**

For many of us our day-to-day jobs are not only physically exhausting but mentally exhausting. The class will guide you through what compassion fatigue is, the sign and symptoms and real life strategies to combat your everyday lives.

- **Conflict Resolution**

Conflict is an unavoidable part of life, both at home and at work. Knowing how to resolve conflict – and, in many cases, reap the benefits that conflict can prove – is a valuable skill. Participants in this workshop will learn how to iron out differences before they escalate. They will explore the dynamics of conflict, develop awareness of their role in conflict situations, and acquire tips for dealing with hostile individuals.

- **Coping with Grief**

Grief doesn't only apply to experiencing a death loss of a family member, friend, or coworker. This seminar addresses the many types of loss we can experience, the grieving process, and what happens when the process is interrupted, delayed, or complicated. It also provides tips for coping with grief as well as available resources, including your Employee Assistance Program.

- **Creating a Great Place to Work in Ten Easy Steps**

This seminar will teach participants the vision and ten steps to creating a great place to work, because who doesn't want to come to work every day and love where they are and what they do? Participants will come out of this class with a clear vision of not only what a healthy work environment is but also how to create it in their workplace. This will be a step-by-step process. To make it work, an investment must be made by each and every person.

- **Creative Problem-Solving**

Every problem has a solution. In this program, we will explore some techniques to help us get to the solution sooner rather than later. This interactive class begins by asking for a list of problems that the attendees are currently working on, so they can see real life benefits.

- **Dealing with Difficult People**

In an ideal world, difficult behaviors would not be tolerated at work. In reality, dealing with difficult people is something many people face as part of their everyday lives. Without the command of solid coping mechanisms, the stress of handling difficult people and tough situations can create a lack of productivity, poor attitude and reluctance to come to work. This training provides tools for handling all types of problems brought about by complainers, bullies, time-wasters and silent types. Through discussion and exercises, participants will learn how to deal with a wide range of challenging situations and take positive steps to turning problem relationships around.

- **Dealing with Financial Stress**

Finances continues to be a major source of stress for most Americans. In this training, participants will learn some of the most common causes of financial stress. Then, they'll learn to recognize the negative effects of financial stress as well as practical strategies to

reduce or eliminate it. This training also provides an overview of the resources and tools available through the Employee Assistance Program to help members address and resolve their specific financial concerns.

- **Developing Positivity in the Workplace**

Healthy positivity is more than trying to make everything “okay” or ignoring problems. The factors which, when not addressed, lead to workplace negativity are tools that can be used to identify problems, enhance productivity, and reduce stress. Participants in this workshop will learn to develop effective thought patterns and behaviors on both an individual and systemic levels by creating awareness of negative influences and insight on how to effectively respond.

- **Diversity: Experiencing Differences**

Today’s workforce is a melting pot of backgrounds, races, ages, mental and physical capabilities, cultures and experiences. The challenge is to understand and appreciate these differences, and to learn to work in harmony with people who may be different than us. Participants in this course will discover the true meaning of diversity. They will explore root causes of cultural attitudes, learn techniques for overcoming biases and discover the positive benefits that diversity brings to them, both as individuals and as part of an organization.

- **Diversity: Supporting Asian/Pacific Islander Americans**

This session builds upon the more general “Diversity: Experiencing Differences” training, with a specific focus on how to support our Asian/Pacific Islander friends, family members, co-workers and community members.

- **Diversity: Supporting Black Americans**

This session builds upon the more general “Diversity: Experiencing Differences” training with a specific focus on how to support our Black friends, family members, co-workers, and community members.

- **Diversity: Supporting LGBTQ+ Individuals**

Today’s workforce is a melting pot of differences in terms of dimensions of diversity. The challenge is to understand and appreciate these differences, and to learn to work in harmony with people who may be different than ourselves. Participants will explore the general dynamics of diversity and inclusion with a specific focus on how to support LGBTQ+ individuals.

- **Domestic Violence and the Workplace**

Domestic violence can be devastating for victims, but it also creates challenges for coworkers and the work organization as a whole. Domestic violence exacts organizational costs in terms of employee productivity, health, and safety. Coworkers can learn how to respond effectively when domestic violence affects a coworker. Participants in this training will understand the prevalence of domestic violence and its impact on the workplace, recognize common signs of victimization, be equipped to respond when there is a concern with a coworker, and have knowledge of available resources.

- **Embracing Differences**

This seminar provides a structured and didactic forum for discussing diversity, issues that arise, recognizing personal bias, and finding common ground. Participants will define terms, understand the emotional and physical impact of discrimination and discuss ways to manage stress. The seminar will also provide tips for conversing about diversity with adults and children and discuss opportunities to build alliances in and outside of the workplace.

- **Exceptional Customer Service**

If not for customers, our jobs would not exist. Customer service providers can either let the challenging customer upset them, or use each contact to build a positive image, rapport, and self-confidence. Participants will learn about three separate customers: external, internal, and “me”. They will learn what it means to “serve” the customer, identify ways to overcome the barriers to effective communication, and develop strategies for effectively working with customers.

- **Mental Health First Aid in the Workplace**

Everyone suffers when mental health issues or other types of emotional distress are left unaddressed in the workplace. Fortunately, providing employees and supervisors with basic mental health first aid training helps ensure that employees who may be struggling get the help they need. In this training seminar, which can be tailored to either employees or supervisors, participants will learn how to identify the signs of someone struggling with a mental health issue, connect with the person in a supportive and appropriate way and guide them towards the resources available to help them address and resolve the issue, such as the EAP.

- **Preventing Burnout**

At one time or another, almost everyone reports feeling “burned out.” But what does “burnout” really mean? What are the signs of burnout? In this seminar, participants will learn to identify the root causes of burnout, recognize which stress-inducing factors are within their control, and develop an action plan for effectively managing stress at work and at home. By learning how to take responsibility for making changes, participants will be empowered to overcome burnout and create balance in their busy lives.

- **Promoting Healthy Discussions About Race**

Do you feel comfortable talking about racial issues? Do you want to learn more? This seminar provides a structured and didactic forum for discussing the topic of race, issues that arise, recognizing personal bias, and finding common ground. Participants will define relevant terms, understand the emotional and physical impact of racism and discuss ways to manage stress as you engage in challenging conversations. The seminar will also provide tips for conversing about race with adults and children and discuss opportunities to build alliances in and outside of the workplace.

- **Return to Work**

As more and more companies are considering post-pandemic operating plans, it is becoming apparent that going back to pre-pandemic norms is not an option. Whether it is assessing the most productive work modalities, the mental health needs of employees, or simply understanding how our relationship with our work and our co-workers has changed, successful teams must maintain a responsive and adaptive approach in determining what is

best for their corporate system and for the individuals in that system. This session will provide participants insights, tools, and resources to address those concepts, as well as practical tips and ideas of how to transition into this next phase of how we “do” work.

- **Self-Care in the Face of Racial Trauma**

The history of race-based trauma in the US dates back over 400 years and its impact is emotional, psychological, and physical. This seminar answers questions about how to avoid it and, more importantly, how to move past it once it has occurred.

- **Self-Care in the Face of Cumulative Trauma**

A person does not have to be the victim of an extreme event to experience trauma. When a person’s sense of safety and security is impacted, there is potential for a trauma response. In addition, when a person experiences trauma within multiple contexts, the impact is exponentially powerful. This session will help participants recognize possible reactions to distressing events, especially those that are currently impacting many of us (directly and indirectly) due to the pandemic and societal issues. In addition, participants will learn what self-care is, learn grounding methods to combat traumatic events and recognize the different effort levels of self-care techniques and how to apply them.

- **Self-Care in the Face of Trauma (General)**

The impact of trauma is inherently profound and intrinsic and effects a person’s core sense of safety and security. While standard stress management and mental health wellness techniques are excellent resources, they, often, do not address trauma’s impact on one’s sense of reality and the perceived need to focus on keeping oneself safe. This session does not intend to provide a therapeutic experience but, rather, gives participants a context to develop an awareness of their emotional status in response of both acute and chronic trauma experiences and to give them tools and resources to move forward in a healthy and effective way.

- **Shifting Priorities: Being Your Best on a Shift Schedule**

Changing to a shift schedule can be a dramatic change for you and your family. Variable schedules pose challenges, but the benefits can be positive, too. In this class, we will show that a little planning combined with family cooperation goes a long way to making the most of the opportunities of shift work.

- **Stress Management**

Stress is an unavoidable part of life. From time to time, we all experience increased levels of stress. However, if left unaddressed, stress can continue to build, and eventually becomes unmanageable. This process can occur with chronic stress that builds gradually over time, or with acute stress, that suddenly overwhelms our ability to cope. Regardless of the type of stressor, everyone can learn healthy habits and coping skills to more effectively manage stress on an ongoing basis. The purpose of this seminar is help you understand the impact of the different types of stress, review the most common effects of stress, and provide you practical tools and information regarding healthy habits and coping skills that you can begin using today to help you better manage the stress you face in your life, and build resilience.

- **Stress Management During a Pandemic and Beyond**
 The outbreak of COVID-19 has been stressful and disruptive for everyone. Fear and anxiety about a pandemic can be overwhelming and cause strong emotions in you, your family members and your coworkers. Learning to cope with this stress will make you, the people you care about and your community stronger. In this seminar, participants will gain a greater understanding of the impact of stress and learn healthy habits and coping skills to improve productivity and overall quality of life.
- **Stress Management for High Burnout Professions**
 Situations like a pandemic affect all of us, but no-one more than those on the “front lines.” This seminar is especially designed to help health care workers and first responders deal with the stressors specifically associated with a major crisis.
- **Successful Teleworking for Employees**
 This seminar is designed especially for those considering or currently working from home. We will discuss what teleworking is, who is impacted, how to document your arrangement and communication arrangements as well as the potential impact that telework can have on home life. We will review challenges and all-important self-care.
- **Supporting Neurodiversity in the Workplace**
 Maximizing employees’ strengths to create successful teams requires an objective awareness of those strengths. One way to do this is to examine biases of what is “normal”. In this seminar, participants will be given an opportunity and tools to recognize the benefits of supporting and maximizing the resources that neurodiverse employees bring to the workplace.
- **Supporting Transgender and Non-Binary Colleagues**
 As we continue to grow as a culture that recognizes and honors diversity, we realize that gender identity is much more complex than many of us have been taught. However, many of us have never been exposed to or allowed to explore that concept or have been led to believe in a very narrow view of what gender identity is (i.e. male or female). This session gives a brief overview of the psychobiological aspects of gender identity, the continuum of gender identity, and how we can support and be supported by each other in terms of normalizing and creating safe spaces for everyone.
- **Surviving Mergers and Acquisitions**
 In this seminar, participants will learn what to expect in the midst of organizational change, find out ways to navigate through the process and review the five phases of dealing with change as well as the opportunities and importance of self-care and making a commitment to the new business structure and culture.
- **Talking About Mental Health: Mental Health in the Workplace**
 1 in 5 adults in the United States experiences a mental health concern every single year. While emotional distress is not always a sign of mental illness, it can still take a major toll on employee wellbeing – not to mention productivity. In the end, everyone suffers when emotional distress and mental illness are left unaddressed in the workplace. Fortunately, employees and organizations can take steps to create a supportive environment, or what is often referred to as a psychologically healthy workplace. Taking these basic steps not only

helps employees in distress and connects them to care – it increases employee resilience and engagement, as well as productivity.

- **Team Building**

Teamwork is a critical issue for companies of all sizes across all industries. As competition intensifies and businesses continue to find ways to produce more with less, the need to build high-performing teams becomes paramount. In this workshop, participants will learn about successful team building processes. By practicing team thinking, they will explore ways to build consensus, gain commitment, and develop trust among team members.

- **Time Management**

Today's employees are starved for time. Every employee can benefit from learning new and better ways to effectively plan, prioritize, and schedule their daily activities. Because the techniques chosen to manage time must be tailored to fit each person's individual style, the better we know ourselves, the more we will improve. Participants will begin to explore their individual techniques for managing time, identify areas that need improvement, and learn the organizational skills needed to make their efforts successful.

- **Understanding Anxiety**

Anxiety is more than feeling stressed and, if not managed, can create significant difficulty navigating life on a day-to-day basis. This session will go over the causes and symptoms of anxiety (acute, chronic and clinical) and how to effectively cope with it.

- **Understanding Depression**

Depression is more than feeling sad. While depression can be triggered by feelings of sadness or unhappy events/situations, it is a condition of brain functioning that impacts one's overall psychological status and ability to cognitively process, emotionally respond on general basis and navigate life. This session will go over the causes and symptoms of depression and how to effectively deal with it.

IV. Personal Growth

- **Attitude of Gratitude**

Gratitude is the practice of affirming gifts and positivity in the world coupled with the recognition from which these resources stem. The practice offers physiological, psychological and social benefits improving on our bodies, minds and relationships. In this seminar, we'll discuss the many benefits of gratitude and provide simple and manageable ways that offer significant results to cultivate gratitude in our everyday life.

- **The Benefits of Exercise**

Exercise helps people lose weight, reduce stress, lower the risk of heart disease, sleep better, increase their energy and improve their overall quality of life. This module focuses on the components of physical fitness and the importance of regular exercise. Participants will also learn some tips and tricks for exercising on a "tight" schedule.

- **Building Positive Self-Esteem: Strategies for Success**

From time to time, everyone faces circumstances that make it hard to feel good about

themselves. When people are under extreme stress, are sick, or are having a difficult time at home or work, it is easy to be drawn into a downward spiral of lower and lower self-esteem. This seminar is designed to provide participants with ideas and practical strategies that they can begin using immediately to increase self-esteem and can begin to feel better about themselves.

- **Disaster Preparedness**

When unexpected events, such as hurricanes, occur we sometimes wait for disaster to strike. Often, however, we have no warning. In all situations, basic knowledge and preparation is the key to survival and recovery. We will talk about people and pets as well as how you can prepare everything from documents to home protection—what to have ready to go and how to plan with your family.

- **Emotional Eating**

Are you an emotional eater? This program will define it and identify reasons for it. Participants can explore their own personal food history and examine the relationship between mood and cravings. They'll also look at questions to heighten awareness of choices and determine their own eating behavior. For those who want to move out of emotional eating, there are identified steps, best practices and resources.

- **Emotional Intelligence**

Many of us know that getting along with others is the key to success. Our ability to "play nicely in the sandbox" is fundamental to our career as well as our health. We will discuss what an emotion is and why you are having it and participants will learn how to understand what they are feeling and how it affects their moods, daily life and others around them.

- **Healthy Living**

Healthy living can be defined as the nutritional, physiological and psychological balance that individuals achieve by understanding their body. Study after study confirms that living a healthy lifestyle, getting regular exercise, eating well and getting proper rest helps us live a longer and better life. This workshop will review the essentials of healthy nutrition, weight management and exercise. Participants will learn about the building blocks of wellness, understand how to live a healthier lifestyle and implement permanent lifestyle changes to achieve healthy living.

- **Holiday Budgeting**

We may have our budget under control during the year, but at the holidays it can get blown out of control. This class will help you avoid waking up on January 2 thinking, "How could I have spent that much and eaten that much?!" This motivational class teaches a skill set to keep the holidays in balance.

- **Holiday Resiliency During COVID-19**

This seminar provides practical suggestions for enjoying the holidays despite the disruption of a pandemic with planning, communication and a new mindset about the possibilities under your control.

- **Holiday Survival Guide**

We all have special feelings about the holidays. For many, it's a wonderful time of

celebration, family gatherings and joyful times. For others, it's a time of sadness and feeling overwhelmed. In this seminar, participants examine sources of holiday stress and learn strategies for coping and managing their emotions, time, relationships and finances. Share ideas for organizing holiday tasks, managing holiday demands and look at the role of holiday traditions.

- **Managing Eldercare Responsibilities**

It's not uncommon for one family member to be the sole caregiver for an older relative. This seminar will teach participants how to create a family approach to caregiving. We will discuss how family dynamics and family history impact a family's ability to work together as caregivers. Participants will learn strategies for problem-solving and managing conflicts with siblings and other family members.

- **Managing Your Money in Tough Times**

For years we have heard that if you follow sound financial practices and stick to a plan with a solid foundation, you will come out ahead. Financial times today have changed not only the rules, but also how we need to react. In this session, we will try to give you new ways to think and new actions to implement to not only survive tough financial times, but actually come out even, if not ahead.

- **Navigating Return to School**

Times of uncertainty can increase concerns, both in us and in our children. As the “new normal” continues to impact all aspects of our lives, including how we do work and school, there are some things we can do to help our kids navigate the changing landscape of their school experience. This seminar is not designed to provide specific educational options for participants as each family's needs and options are unique. Rather, it is a resource to help you address concerns your child may have returning to school, support family systems in becoming more resilient, and help you to identify your children's mental health needs and ways to effectively connect with and support them.

- **New Years' Resolutions**

Even though this class is meant for January 1—everyday can be like January 1! This is a fact-filled class about resolutions that, when done properly, can truly change our lives. This seminar offers help, encouragement and guidance. The class is meant to be extremely interactive and participatory.

- **Nutrition and Your Health**

Sometimes, eating healthy is easier said than done. It can be tempting to make unhealthy food choices when they seem so inexpensive and easy to prepare, or when a ‘craving’ strikes. Between work and family, most people have many priorities to balance in their lives. With that said, it's possible to make a few small changes to your diet that can have a significant impact on your health. A little education and some simple planning can help anyone build a healthier diet that fits their lifestyle. This seminar will help participants understand the role that a healthy diet plays in every facet of their life, and provide tips for building a healthier diet and maintaining a healthy lifestyle.

- **Planning a Financial Future**

Preparing for the future means having financial resources to fall back on in the event of an

emergency while building wealth with savings and investments. Yet too many of us are not saving like we should be. In this class, we will talk about some typical roadblocks to saving and how we can deal with them.

- **Reducing and Managing Pain**

Experiencing short-term pain? Chronic pain? Looking to figure out what could be causing your pain? If you have asked yourself any of these questions before and want to learn more about what pain is, common causes and how we can begin to reduce it then this is the seminar for you. We will discuss everything from treatments, medications and the mind/body connection associated with pain.

- **Supporting our Kids' Mental Health**

As parents, it can be difficult to identify our children's mental health needs and effectively support them. This session will provide guidance around how to develop an awareness of what each of our children need to healthily navigate life, especially in these difficult times, as well as how to connect in a supportive and appropriate way. Participants will be encouraged to share their experiences and their "best practices", as well as ask for ideas and suggestions for the situations that are the most challenging. Additional resources, such as the EAP, will also be provided.

- **Sleep Basics**

In this seminar, you will learn the physical and mental benefits of a good night's sleep, how to establish daily habits that promote sleep and ways to improve your sleep environment. We will discuss techniques for relaxation and dealing with insomnia. Special customized slides are available for women and men.

- **Suicide Awareness**

Suicide is a serious public health problem that causes immeasurable pain, suffering, and loss to individuals, families and communities nationwide. The causes of suicide are complex and determined by multiple combinations of factors, such as mental illness, alcohol and substance abuse, painful losses, exposure to violence and social isolation. The purpose of this training is to raise awareness of suicide, other serious emotional health concerns and provide important information about getting help for someone who may be thinking about suicide.

- **The New Normal**

We all know that life won't ever be the same as it was a few years ago. How are and how will things be different? How will we adapt to the new world without becoming overwhelmed? In this seminar, we will use lessons we've learned from past crises to prepare and thrive in our "new normal".

- **The Sandwich Generation**

Most employees today will face having to take care of an elderly relative while they are still taking care of their own families. This is known as the "Sandwich Generation". This class will discuss how to collect information, communicate with compassion, be proactive and respectful and cope with the issues people in the Sandwich Generation must face.

- **Transitioning to Retirement**

More people in the United States are retired or approaching retirement than ever before. While most people plan and save to ensure their financial stability during retirement, many fail to develop strategies for exactly what they'll do with their lives during those years. The retirement process involves transitioning to a new identity. With planning, this process can be empowering and lead to creative ways to self-reinvent and thrive. It's never too early or too late to begin a life plan for retirement. No matter when you kick off your plan, you're less likely to have difficulty transitioning if you've thought about how you'd like your retirement to be. This module will offer participants a place to start.

- **Work-Life Balance**

Balancing the demands of work and family can be a difficult job. Most of us juggle a number of important jobs that all require our time and energy. Your roles might include being a spouse, parent, child, sibling, employee, organization member and neighbor. All of these roles carry responsibilities and rewards. But, if we aren't careful, the stresses and demands of all of these roles can engulf and drain us. In this workshop, participants will learn how to balance their work life with their personal life, in an effort to avoid burnout.

- **Working with Children at Home**

In today's world we are all being asked to do more while still focusing on our children's needs and wants. This seminar will cover best practices for younger and older children to have routines and structure in this uncertain time. It offers suggestions on how to be most productive while also trying to enjoy family time.

V. “Benefit” Training

CuraLinc's Benefit Training module focuses on educating employees regarding the SupportLinc EAP or MAP. The module is an introduction to the benefit that educates them on the intake and referral process, reasons for calling the program, work-life benefits and web-based services.