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# Training Catalog

# Delivery Vehicles and Policies

CuraLinc offers trainings that are designed to effectively and efficiently achieve the goal of providing structured learning experiences that address issues, enhance existing resources (including people resources), and support conversations around factors which impact healthy systems, both professional and personal.

One of the ways this is achieved is by offering multiple delivery methods. All trainings, regardless of how they are delivered, are intended to create an interactive dynamic within an educational approach that enables each participant to walk away with topic-specific knowledge, skills, and ideas for implementation.

Trainings are designed to be 45-50 minutes of content with time for questions, so presentations are typically an hour-long. If needed, they can be cut shorter, but once they are shortened to only 30-45 total minutes, a significant amount of material must be removed from the prepared deck. This can reduce overall efficacy. While it is preferred to not shorten presentations, they can also be expanded upon for a longer and more in-depth offering.

Onsite sessions occur at the location of your choice and are most likely to be facilitated by a local provider in your area. At least **30 days' notice** from the date of confirmation by the Training Department of the session date is required for an onsite training.

Virtual webinars are offered both live and pre-recorded. For the virtual experience, there is a robust team of vetted virtual presenters in place with a demonstrated level of excellence. All live webinars are able to be recorded, so you can share with your team afterward. Virtual trainings can be hosted on our GoTo Webinar, or one of your platforms (Teams, Webex, Zoom, etc.). At least **21 days' notice** from the date of confirmation by the Training Department of the session date is required for a webinar.

# Cancellation and Rescheduling Policy

The cancellation policy is **two business days** out of respect for our providers. The providers all have their own clinical practices or businesses and, when scheduled to deliver a training or staff a health fair, they need to take away this time from their other clients. If canceling or rescheduling within two business days, you will still be billed for the session, and it will either come out of your pooled hours or you will be charged directly for it.

If for some reason the provider has an emergency and is no longer able to present, if it is within **two business days** for an onsite training, we will need to pivot to a virtual session, and do our best to find an available virtual trainer; however, there is no guarantee of availability. You will not be billed if it is needed to change from onsite to virtual due to an onsite provider not being able to be there. For a virtual training, if the provider is unable to present, and it is within **two business days**, we will do our best to find an available virtual trainer; again, there is no guarantee of availability. You will not be billed if a trainer is a no-show.

Along the lines of a no-show, a provider for an onsite or virtual training will only wait 15 minutes after the scheduled session time, and if the attendees are a no-show, the trainer will leave, and you will still be billed for the session, so we can pay the contract provider for their time away from other clients.

In addition, the regular scheduling requirements are in place for any rescheduled session: **21 days for virtual and 30 days for onsite from the day that the date/time is confirmed by the Training Department.** For a session that needs to be rescheduled within that timeframe, it will be billed at a rush-rate of twice the regular rate, whether it is contract hours or fee-for-service, and there is no guarantee of availability.

Please note: if the request is for a session to remain on a scheduled date but for a different time, the rescheduling policies apply. If the time change request occurs within 2 weeks of the calendared event and there is a provider already assigned, the provider will be asked regarding their availability of the new time. If there is no provider assigned at the time of the change request that is within 2 weeks of the calendared event (or the scheduled provider is unavailable), it will be billed at the rush-rate as a new provider search must be initiated. There is no guarantee we will be able to staff the new time.

Exceptions to these standards are: if the session needs to be rescheduled due to last-minute issues with the provider (e.g. illness) and/or technical issues on CuraLinc's end for virtual presentations. If either of these issues occur, the 21-30 days requirement is waived and, additionally, there will be no charge for the replacement session.

## Free Topical Webinars

Take as many of these free learning, growth, development and life management pre-recorded virtual trainings with our most popular topics. Click [here](#) to access the flyer.

# Key Categories

CuraLinc Healthcare offers a wide array of employee development trainings that are tailored to meet the needs and goals of each client. Most courses are 45-50 minutes in length with time for Q&A, so the majority are an hour.

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 or awareness for supervisors and employees.
- **Personal Growth:** Addressing concerns that can negatively impact your workplace or home life.
- **Benefit Training:** Educating employees on the SupportLinc program.
- **Mental Health First Aid Certification Program:** CuraLinc coordinates regular sessions of the all-day, Mental Health First Aid Certification Program.

## Employee Development Trainings

### 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. This will also offer suggestions for properly setting up a workplace station.
- **Building a Drug-Free Workplace**  
In the average workforce, substance abuse has a larger impact than many people are aware. 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 presentation is designed to support an organization's goal of building a drug-free workplace. Attendees 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.
- **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 presentation, attendees 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 frequently faces. It has become imperative that all companies develop a policy for handling hostile situations and threats to the work environment. This presentation covers several aspects of violence in the workplace including: guidelines regarding violence, characteristics of a hostile individual and suggestions for mitigating workplace violence.

- **Reasonable Suspicion Drug & Alcohol Testing for Supervisors (Non-DOT) \*2 Hours\***

This presentation reviews best practices for reasonable suspicion drug and alcohol testing. Attendees will learn the signs and symptoms related to drug and alcohol use and discuss workplace scenarios designed to provide supervisors with “real life” practical situations that necessitate a decision concerning reasonable suspicion testing.

- **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.

## II. Management Training

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

The impact of life events 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**

Employees often enter their roles with a high level of employee engagement with the desire to make a difference. This training will address the continuum of employee engagement and review strategies for commitment and coping with job-related stress.

- **Change Management for Leaders**

This presentation is designed to familiarize attendees 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.

- **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? What is the most effective way to deliver constructive feedback? In this presentation, supervisors and managers will learn how to bring out the best in their

employees. Managers will learn about feedback methods, create commitment and ways to energize their employees.

- **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. This presentation 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 do's and don'ts.

- **Leaders Supporting Mental Health**

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 presentation, 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.

- **Motivate, Recognize and Energize Employees**

This presentation will help attendees create a tool bag of techniques to motivate employees and managers. We will cover self-care, positive psychology, resiliency, laughter and more. This presentation discusses how motivation and recognition lead to increased productivity.

- **Retaining Employees While Preventing Burnout for Your Team**

There are two core concepts around having happy and productive workers during the age of quiet quitting: motivation levels and stress impacts. Even the most hardworking and motivated employees may quit if they get burned out because they don't feel heard and supported. This presentation will help to identify when team members are feeling stressed or burned out, how to talk about it and some strategies to help motivate, support and retain employees.

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

For attendees that were recently given a promotion, we discuss the importance of influencing and inspiring others. Attendees 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**

Life events 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 presentation, attendees 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 Better Mental Health**

Just like physical health, mental health does not occur automatically. And, while every person is unique in what they need for their own optimal health, there are certain factors which are a part of a lifestyle that contribute to and support mental wellness. This presentation will address those factors and give attendees tools, tips and insights so they can identify and put into place what they need.

- **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 presentation will provide individuals 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.

- **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.

- **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. Attendees in this presentation 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 when individuals are emotionally or behaviorally difficult.
- **Creating a Great Place to Work in Ten Easy Steps**  
 This presentation will teach attendees 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? Attendees 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.
- **Creative Problem-Solving**  
 Every problem has a solution. In this presentation, we will tap into existing resources and ways to use them effectively and creatively, both in the workplace and at home.
- **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 others become angry? This presentation will explore ways to cope when someone presents with anger or hostility. Attendees will learn what questions to ask, how to gain control of the situation and how to effectively create safe space.
- **Dealing with Difficult People**  
 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. Attendees will learn how to deal with a wide range of challenging situations and take positive steps to turning problem relationships around.
- **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. Attendees in this presentation will learn to develop effective thought patterns and behaviors on both an individual and systemic level by creating awareness of negative influences and insight on how to effectively respond.
- **Diversity: Embracing Differences \*only available in a virtual capacity due to the subject matter aspects of the content\***  
 Part of the challenge of a healthy workplace is to understand and embrace differences, and to learn to work in harmony with people who may be different than us. Attendees 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, Equity, Inclusion and Belonging: What They Really Mean \*only available in a virtual capacity due to the subject matter aspects of the content\***  
 We've heard the terms. We've seen the acronyms. But what does "Diversity, Equity, Inclusion and Belonging" really mean, and how does that impact the workplace? This presentation will address the nuances of the facets of DEIB, both in how they differ and how they impact each other. In addition, attendees will be given concrete resources to take back to their work teams to develop a dynamic that supports and utilizes members' strengths.
- **Diversity: Supporting Asian/Pacific Islander Americans \*only available in a virtual capacity due to the subject matter aspects of the content\***  
 This presentation builds upon the more general "Diversity: Embracing 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 \*only available in a virtual capacity due to the subject matter aspects of the content\***  
 This presentation builds upon the more general "Diversity: Embracing Differences" training with a specific focus on how to support our Black friends, family members, co-workers, and community members.
- **Diversity: Supporting LGBTQIA+ Individuals \*only available in a virtual capacity due to the subject matter aspects of the content\***  
 This presentation builds upon the more general "Diversity: Embracing Differences" training with a specific focus. Attendees will explore the general dynamics of diversity and inclusion with a specific focus on how to support LGBTQIA+ individuals.
- **Domestic Violence and the Workplace**  
 Domestic violence can be devastating for victims, but it also creates challenges for co-workers and the work organization as a whole. Domestic violence exacts organizational costs in terms of employee productivity, health, and safety. Attendees 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 co-worker, and have knowledge of available resources.
- **Exceptional Customer Service**  
 Customer service providers can use each contact to build a positive image, rapport, and self-confidence. Attendees 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.
- **Generations in the Workplace: Maximizing Resources**  
 From jokes to communication to relationship dynamics, the impact of generational differences is present every day in the workplace. This presentation addresses the concept of "generation" as well as how to benefit from generational influences and perspectives. Attendees will receive tools and insights to maximize and work toward supporting more productive workplace dynamics.

- **Healthy Workplace Relationships: Developing Supportive Connections**  
 For many people, work relationships are some of the most impactful in their life. Attendees will be given resources to help identify their existing strengths, both as individuals and as part of their various relationship systems, and ideas of how to continue to learn and grow.
- **Life Blend \*previously known as 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 presentation, attendees will learn how to balance their work life with their personal life, in an effort to avoid burnout.
- **Mental Health First Aid and R U OK?: Overview for 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 presentation, which can be tailored to either employees or supervisors, attendees 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.
- **Men's Mental Health**  
 For many men, taking care of their mental health is not a priority. The stigma around focusing on mental health is an enormous barrier to accessing the resources that would improve their quality of life. This presentation will address what "mental health" actually is, identifying and responding to barriers to support, and offer resources that can be integrated into an individual's day-to-day life.
- **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 presentation, attendees 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, attendees will be empowered to overcome burnout and create balance in their busy lives.
- **Productive Team Building**  
 You have your team...now what? Creating and maintaining healthy and productive team relationships takes focus and work. This presentation provides ideas and tools to help you understand and put into practice the concepts that contribute to being a part of a team where people want and are encouraged to be their best. Whether you are a manager or supervisor of a large established team, or this is your first day in the workforce, you will begin to understand how each of us can be an active part of a productive team.

- **Promoting Healthy Discussions About Race** \*only available in a virtual capacity due to the subject matter aspects of the content\*

This presentation provides a structured forum for discussing the topic of race, issues that arise, recognizing personal bias and finding common ground. Attendees 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 presentation will also provide tips for conversing about race with adults and children and discuss opportunities to be allies.

- **Reducing and Managing Pain**

This presentation will help participants learn more about what pain is, common causes and how we can begin to reduce it. We will discuss everything from treatments, coping mechanisms, the mind/body connection and effectively accessing healthcare resources.

- **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. This presentation will provide attendees with insights, tools and resources to address how to create the most productive work modalities, 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 dates back throughout human history and its impact are emotional, psychological and physical. This presentation answers questions about how to identify and cope when racial trauma has impacted your life or those of others. In addition, attendees 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 Cumulative Trauma: Current Events**

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 presentation will help attendees recognize possible reactions to distressing events, especially those that are currently impacting many of us (directly and indirectly) due to societal issues. In addition, attendees 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.

- **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. The purpose of this presentation 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 for High Burnout Environments**  
 While all workplaces experience stressful situations, some can be more inherently chronic. This presentation gives attendees the tools and resources to manage overall and day-to-day stressors. It is designed for all employees, irrespective of their position and level of authority, to reduce the impact of stressors.
- **Successful Teleworking for Employees**  
 This presentation 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 self-care techniques.
- **Suicide Awareness**  
 Suicide is a serious public health concern that causes immeasurable pain, suffering and loss to individuals, families and communities worldwide. The purpose of this training is to raise awareness of suicide, other serious emotional health concerns and provide important information about getting support for someone who may be thinking about suicide.
- **Supporting Emotional Wellbeing During Organizational Transitions**  
 In this presentation, attendees will learn how to develop a plan to support the emotional wellbeing for themselves and others in response to organizational transitions. Coping strategies and the importance of self-care as well as insights into normal emotional phases of dealing with change will be addressed.
- **Supporting Neurodiversity in the Workplace \*only available in a virtual capacity due to the subject matter aspects of the content\***  
 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 presentation, attendees 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 \*only available in a virtual capacity due to the subject matter aspects of the content\***  
 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 presentation 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.
- **Supporting Veterans and Coping with PTSD \*only available in a virtual capacity due to the subject matter aspects of the content\***  
 Many organizations recognize the benefits of having military veterans as a part of their work teams. However, moving from a military culture, especially into the private sector workplace, can involve some complications. In addition, while not all veterans have PTSD (diagnosed or undiagnosed), the possibility is one that needs to be considered. This session

will address how to maximize the strengths and support the needs of military veterans in the workplace.

- **Talking About 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.

- **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. Attendees 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 Addiction \*only available virtually in a limited capacity due to the subject matter aspects of the content\***

Substance use, abuse, and addiction often have a powerful impact on people's physical and mental health. Unfortunately, because there is so much stigma and misunderstanding of what addiction is, the majority of people with substance use/abuse issues do not get the support and resources they need. Attendees in this presentation will develop an understanding of the biopsychosocial aspects of addiction, how a person's chemical use can impact others in their family or workplace, and resource and support options.

- **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 presentation 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 presentation will go over the causes and symptoms of depression and how to effectively cope with it.

- **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 presentation will cover best practices for younger and older children to have routines and structure. It offers suggestions on how to be most productive while enjoying family time.

## 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 presentation, 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 presentation focuses on the components of physical fitness and the importance of regular exercise. Attendees 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. This presentation is designed to provide attendees with ideas and practical strategies that they can begin using immediately to increase self-esteem and can begin to develop an overall healthier mindset.

- **Compassion Fatigue**

Connecting to others is essential for our own mental health. However, there can be a price to pay for this connection when we are impacted by others' stressors. For many of us, our day-to-day jobs are not only physically exhausting but mentally exhausting. The presentation will guide you through what compassion fatigue is, the signs and symptoms and real-life strategies to combat it in your everyday lives.

- **Coping with Grief**

Grief doesn't only apply to experiencing a death, or loss of a family member, friend, or co-worker. This presentation 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 and support.

- **Coping with Infertility and Loss \*only available virtually in a limited capacity due to the subject matter aspects of the content\***

Grief doesn't only apply to experiencing a death, or loss of a family member, friend, or co-worker. It can also be a loss of dreams, goals or expectations. This presentation addresses the many types of loss we can experience, including fertility concerns, pregnancy or adoption loss, 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 and support.

- **Dealing with Financial Stress \*this is not providing specific financial advice\***

Finances continues to be a major source of stress for many people. In this presentation, attendees will learn some of the most common causes of financial stress. Additionally, they'll learn to recognize the negative effects of financial stress as well as practical strategies to reduce or eliminate it.

- **Emotional Eating**  
Attendees 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. We will discuss what an emotion is and why you are having it, and attendees will learn how to understand what they are feeling and how it affects their moods, daily life and others around them.
- **Emotionally Transitioning to Retirement**  
More people in society are retired or approaching retirement than ever before. While financial considerations are an important aspect of the planning process, many fail to develop strategies for exactly what they will do with their lives during these years. The retirement process involves transitioning to a new identity. This session will give participants resources of where to focus.
- **Healthy Families**  
Just as every individual is unique, so is every family. There are, however, some things that all healthy families have in common. This presentation will address these basic concepts of how to create and maintain healthy family dynamics. Attendees will be given some resources to help identify their existing strengths, both as individuals and as part of their family system, and ideas of how to continue to learn and grow.
- **Healthy Living**  
Healthy living can be defined as the nutritional, physiological and psychological balance that individuals achieve by understanding their body. Attendees 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**  
This presentation addresses more than the cost of the gifts. Attendees will gain an awareness of the influences and motivations tied into the holidays that impact financial decisions. They will be given tools and resources to be more proactive, purposeful and aware in relation to budgeting around a special time of year.
- **Holiday Survival Guide**  
We all have strong 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 presentation, attendees examine sources of holiday stress and learn strategies for coping and managing their emotions, time, relationships and finances. Share ideas for organizing holiday tasks, juggling holiday demands and look at the role of holiday traditions.
- **Managing Eldercare Responsibilities**  
It's not uncommon for one family member to be the primary caregiver for an older relative.

This presentation will teach attendees how to identify and access available resources, whether that be other family members or additional caregiving options.

- **Managing Your Money in Tough Times \*this is not providing specific financial advice\***  
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 presentation, 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**  
This presentation 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. This is not designed to provide specific educational options for attendees as each family's needs and options are unique.
- **New Year's Resolutions**  
This presentation is designed to provide practical tips and resources to develop and maintain healthy goals and habits. Even though this class is meant for January 1<sup>st</sup> — everyday can be like January 1<sup>st</sup> for a fresh start.
- **Nutrition and Your Health**  
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 presentation will help attendees 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 \*this is not providing specific financial advice\***  
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 presentation, we will talk about some typical roadblocks to saving and how we can deal with them.
- **Self-Care Strategies for Emotional Wellbeing**  
Taking care of your wellbeing is vital to your productivity and overall health. When life gets busy, it can be difficult to remember to practice self-care. This presentation provides a greater understanding of what emotional wellbeing is, and how we can develop it by healthily recognizing, focusing on and prioritizing ourselves.
- **Supporting our Kids' Mental Health**  
As parents and caregivers, it can be difficult to identify our children's mental health needs and effectively support them. This presentation 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 and additional resources.



- **Sleep Basics**

In this presentation, 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 also discuss techniques for relaxation and dealing with insomnia.

- **The Sandwich Generation**

Many people today will face having to take care of an elderly relative while they are still taking care of their own children. This is known as the "Sandwich Generation". This presentation 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.

## V. Benefit Training (Program Overview)

Curalinc's Benefit Training or Program Overview focuses on educating employees and/or supervisors regarding the SupportLinc EAP or MAP and is provided virtually by your Client Relationship Manager at no charge. The webinar is an introduction to the benefit that educates attendees on the intake and referral process, reasons for calling the program, work-life benefits, web-based services and more.

## VI. Mental Health First Aid Certification Program

This full-day, virtual program teaches how to identify, understand and respond to signs of mental health challenges among adults. Classes are offered at least twice a month with occasional dedicated sessions based on industry and/or job title. Classes are limited to 15 participants to maximize interaction opportunity with required registration a minimum of a week in advance. Please reach out to request the informational flyer, discuss dates, pricing or for any other questions: [training@curalinc.com](mailto:training@curalinc.com).