Aurora EAP offers a wide variety of trainings designed specifically to assist employees and leaders with an array of work and daily life issues. Our trainings vary in length and may be customized to meet the specific requirements of your group or organization’s culture.

Please contact your Aurora EAP Account Executive for more information or to schedule a training program

800.236.3231  |  EAP.LiveWellBeWell@aurora.org

Supporting Healthy Employees

Welcome to Aurora EAP!
This training includes the information from the general EAP orientation and highlights the ways our EAP supports overall wellbeing for employees and their family members. We will spend time educating on our many benefits:

- Childcare referrals
- Financial planning
- Elder care resources
- Legal consultations
- Mental health and well-being resources

Balancing Work & Home
Too many demands, and not enough time? Balancing work and home obligations is a daily challenge. This presentation outlines the basics of work-life balance. Training objectives include the following:

- Assess personal life balance and identify obstacles to maintaining balance
- Examine the role assertiveness plays in maintaining life balance
- Learn coping strategies for maintaining life balance

Live Your Best Life! (Wellness 101)
This interactive workshop explores and defines the 8 dimensions of wellness. Training objectives include:

- Identification of your wellness strengths
• Exploration of potential growth opportunities
• Development of short-term wellness goals

Note: This can be offered as a multiple-part series.

Emotional Intelligence
Successful business leaders and outstanding performers do not necessarily owe their success to their IQs or even their job skills, but to how well they manage feelings and how they interact and communicate with others. These leadership resources are known collectively as emotional intelligence, and there is a growing awareness of their value in the workplace. This training seminar will:
  • Define emotional intelligence
  • Identify the core competencies associated with it
  • Develop an understanding of the relationship between leadership styles and emotional intelligence

Mental Health Awareness in the Workplace
Learning about mental health disorders can help teams be supportive. This session will provide accurate information and review how to provide support to others.
  • Review common mental health conditions and how these may manifest in the workplace
  • Review the role of EAP services
  • Identify strategies for supporting an employee’s success

Supporting a Healthy Work Environment

Your Communication Style Matters
Communication is not only what you say, but also how you say it. This seminar looks closely at the keys to effective communication. It will challenge participants to explore the most difficult kinds of situations in which communication can break down. This presentation offers an engaging approach to learning assertiveness skills and improving relationships at work. This presentation will:
  • Examine four key communication styles
  • Increase understanding of assertive, effective communication
  • Discuss the importance of listening
  • Put into practice what you have learned

Communication and Conflict Resolution
Conflict is a natural part of human relationships. However, as stress levels rise, the potential for conflict increases. In daily life, conflict is often avoided or may be
addressed inappropriately. This training session will help attendees begin the process of developing more effective communication and conflict management skills. We will:

- Review common causes and signs of potential conflict
- Understand various conflict management styles
- Discuss the importance of respectful communication and identify processes for managing conflict
- Understand how conflict can be seen as an opportunity for personal and professional growth

**Well Workplace: Respect and Anti-Harassment in the Workplace**

No matter where we work, we want a safe and healthy culture to foster a well workplace. Respect and positive communication are fundamental requirements in a well workplace. This presentation identifies the connection between respectful communication and team functioning. This training also describes types of harassment to help identify associated behaviors and the negative impact these behaviors have on the workplace. We will:

- Define harassment and identify different types of harassment
- Define respect & disrespect
- Examine the connection between respect & communication
- Provide skills for improving respectful communication
- Discuss guidelines for addressing disrespectful behavior

**Professional Boundaries**

Do you have a professional, mutually respectful atmosphere, where everyone communicates effectively? This presentation outlines the key components necessary for any organization to function at peak performance by maintaining professional boundaries. We will:

- Define etiquette and customer service
- Identify best practice communication strategies
- Review key ingredients to a professional workplace environment

**Diversity: A Place to Begin**

The scope of diversity in the workplace includes race, gender, ethnicity, age, personality, cognitive style, tenure and more. It also includes how people think and interact with others as well as how they perceive themselves. We will:

- Discuss diversity in the workplace
- Increase your awareness of how you personally value diversity
- Provide the skills necessary to manage yourself and your work environment
Team Building
A well-functioning work team can be the key to a successful organization. How can we help your team create solid relationships and establish a strategy for great teamwork? This training considers ways for your team to increase communication, trust, and problem-solving skills.
- Identify components of a successful team
- Recognize when a team is NOT working
- Establishing trust and respectful communication within the team
- Managing conflict and problem solving
- Discuss how team building pays off

Stress Management & Resilience
Gratitude for Life
Adopting an attitude of Gratitude has significant research-based benefits in your personal, emotional, social life, health, and career. In this interactive presentation, we will share takeaway tools for putting gratitude into practice.
- Define and explore the many advantages of gratitude
- Discuss the correlation of gratitude and happiness
- Identify ways to cultivate gratitude
- Practice gratitude in a real and meaningful way

An Introduction to Mindfulness
The practice of mindfulness has a variety of well-documented impacts, including a reduction in toxic stress and an increase in emotion regulation.
- Define and describe key elements of mindfulness
- Identify the benefits of mindfulness
- Learn and practice several mindfulness techniques that can be incorporated into your daily life

Note: This can be offered as a multiple-part series.

Fostering Resilience
We’ve all had the experience of trying to accomplish something important or attempting to attain an elusive goal. We may have struggled to achieve it, perhaps become discouraged, and then stopped altogether. This is all too common. This seminar session will be a bit different. Building on the five components of resilience, we’ll identify what you want to accomplish, and then turn your goal into something that’s realistic and achievable. You’ll create a structure that leads to success. Objectives for the session include:
• Identify what you’d like to accomplish
• Review the science of motivation and willpower
• Set up a structure that will make goal achievement easier and more effective

Happiness and Laughter
On the surface it may seem that happiness might have nothing to do with work performance. Nothing could be further from the truth! Extensive research has shown that happiness can improve work performance, personal health and facilitate positive relationships. Teams powered by positivity simply do better. This seminar will demonstrate the connection between happiness and success, both personal and professional. It will review the science of happiness and provide concrete tools to improve individual and team happiness. Session objectives will include the following.

• Reviewing the science of happiness, learn how happiness and positivity can affect work culture and team performance
• Practice happiness activities in-session
• Review specific team activities that can increase happiness and positivity
• Create some happiness and have some fun!

Holiday Stress Management
For many, the holidays can create a season of increased stress. This presentation will provide tips for short-circuiting the stress response. Session objectives include the following:

• Describe the stress response and identify stressful situations specific to the holiday season
• Learn about managing time, family interactions, and money
• Discuss strategies for managing emotions and physical health during the holidays

From Stress to Strength
For over 50 years, we’ve been told that stress is bad and must be avoided. What if that’s wrong? This training session will unravel the story of stress. It will help you create a plan for turning stress into something useful and good for you. Objectives for the session include the following:

• Learn how stress can be beneficial and brings meaning to life
• Identify how you already successfully manage stress
• Learn about three distinctly different stress responses
• Learn about harnessing the energy of the stress response
Navigating Change in the Workplace
Change is and always has been an inevitable part of life. But for most people change and adversity are difficult paths to traverse, especially in our work settings. Being able to adapt to change depends upon the person and situation. However, knowing where you are in the change process can help you take the first steps toward adapting to change. We will:
• Define the stages of change
• Examine common responses to change
• Explore strategies for managing change

Self-Care
Balancing your own needs with the rest of your life can be quite a challenge. However, practicing simple self-care strategies can make all the difference. This training session will offer practical ideas for taking care of yourself. Session objectives include the following:
• Identify the importance of practicing self-care
• Compare and contrast chronic stress, depression, and “burnout”
• Review self-care coping strategies

Leadership Training
Welcome to Aurora EAP!
This training includes the information from the general EAP orientation and describes the partnership between the leader and the EAP. In addition, we will:
• Learn how to de-stigmatize the EAP benefit, promote awareness and increase utilization
• Discuss how to use the EAP to address performance issues
• Raise awareness of EAP coaching modules

Leaders CARE- Mental Health Awareness & Suicide Prevention (Two-part Leadership Series)
This newly created 2-part training will help leaders become more familiar with the impacts of mental health in the workplace and ways to mitigate the risk of suicide through meaningful conversations and relationships at work.
• Session 1- generalized education on signs of mental health concerns in the workplace; Session 2- review insights learned, education on sympathy vs. empathy, and put caring connections into action
• Examine how a leader can create a psychologically safe environment for their team
• Share tools to show CARE and establish check-ins with team members

Navigating Change in the Workplace
The pace of change in the workplace is rapid. Unfortunately, most employees initially resist workplace change and defend the status quo—it’s human nature. Managers are often faced with the challenge of implementing the change and managing their employee’s reactions as well as their own.
• Outline the stages of change
• Examine common responses to change
• Explore strategies for managing these responses to change

Fostering Resilience
This training highlights leaders as influential change agents. Resilience is defined and daily life strategies are introduced to us individually and as a means of investing in other’s potential, growth, and development.
• Define and describe resilience
• Explore how the science of mindfulness and its related benefits of practice are interconnected with effectively managing individuals and teams
• Learn how to implement resilience in the workplace

Understanding and Preventing Workplace Violence
This presentation is designed to help managers recognize the situations and behaviors that increase the likelihood of violence in the workplace. We will:
• Define violence and discuss its causes
• Identify specific behaviors, situations and environments that may indicate volatility
• Identify warning signs and consequences of violence, as well as appropriate workplace responses

Grief in the Workplace
Many employees deal with loss throughout their tenure. As a leader, how can you assist them in dealing with their grief when they return to work? This session will assist managers in better understanding the signs and symptoms of grief. We will also:
• Discuss what to expect when an employee returns to work
• Explore techniques to support employees through difficult times
• Discuss signs indicating an employee may need outside assistance
Alcohol and Other Drug Awareness (Reasonable Suspicion Training)
This 60–90-minute training covers current data on the prevalence of substance abuse and how it impacts the safety and wellbeing of the workforce. This training will discuss:

• Reasonable suspicion in depth
• Typical scenarios encountered in the workplace
• Prescription drug and alcohol misuse
• Recommended practices and company policy overview

DOT Drug and Alcohol Training - 120-minute session
This training helps supervisors of CDL (Commercial Driver’s License) holders meet the federal requirement for a two-hour training that:

• Includes one hour education on alcohol
• Includes one hour education on illegal drugs
• Focuses on reasonable suspicion, dos and don’ts, typical procedures and more