

# Work Force EAP Resources

For more information  
about Work Force  
trainings  
and clinical services:

1-800-769-9819

[www.workforceeap.com](http://www.workforceeap.com)



## Training Programs

These topics can be modified to suit your audience and organizational needs. Looking for management training? We offer a tailored version of every workshop for leaders.

### General Programs

#### Sustaining Compassion in Health Care

Coping with the cumulative effects of caring for others

#### Diversity in the Workplace

Capitalize on differences among colleagues and clients, understand implicit bias, and learn tools for effectively working across differences

#### Fostering a Respectful Workplace

Promote a constructive attitude, emotional intelligence, and effective listening among staff

#### Managing Stress with Resiliency

Learn coping skills to handle stress and avoid burnout

#### Managing Workplace Conflict

Turn natural conflict into an opportunity to improve your workplace culture

#### Managing Your Time and Tasks

Make the most of your limited time, work more efficiently, and meet or beat deadlines

#### Navigating Change in the Workplace

Adapt to changes or new challenges to excel in your professional role

#### Professional Boundaries

Identify and implement appropriate boundaries with clients and colleagues

#### Professional Communication Skills

Facilitate positive teamwork and great customer service through clear communication and effective listening

#### Workplace/Sexual Harassment: Prevention and Response

Prevent workplace/sexual harassment before it happens; intervene effectively if it does

#### Substance Abuse and the Workplace

Learn to recognize signs of alcohol or drug abuse in the workplace, and how to respond

#### Walking The Talk: Creating a Culture of Accountability

Understand the principle of accountability to ensure that responsibilities are met

#### Work-Life Rhythm

Strategies to manage the demands of work and personal life for long term success

### For Leaders

#### Difficult Conversations at Work

Best practices for discussing sensitive topics and giving important feedback

#### Motivation and Coaching

How great management brings out great work performance

#### Skills for Supervisors

Skills training in effective communication, management strategies, and tools for accountability

#### DER Training

DOT 49 CFR Part 40 rules compliance: Know your responsibilities, resources, and policy for alcohol and drug testing

#### Reasonable Suspicion/Cause Training (DOT and non-DOT)

Identify your role and duties as a supervisor when someone is impaired on the job

#### Leadership Bootcamps

Please call for more information

#### Leadership Institute Certificate Training

Please call for more information

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 Work Force

Employee Assistance Program