



**Employee Assistance Program  
Carolinas Healthcare System**

**Wellness and Education Seminars**

Seminar Title	Goals	Audience	Time
<b>Basic Communication Skills</b>	<ul style="list-style-type: none"> <li>• Understand the importance of effective communication in the workplace</li> <li>• Identify the different styles of communication</li> <li>• Discuss effective communication skills</li> </ul>	Employees, Supervisors and Managers	1 hour
<b>Building Healthy Families I</b>	<ul style="list-style-type: none"> <li>• Define the stages of the family life cycle</li> <li>• Recognize traits of a healthy family</li> <li>• Enhance communication in the family</li> </ul>	Employees, Supervisors and Managers	1 hour
<b>Building Healthy Families II</b>	<ul style="list-style-type: none"> <li>• Characterize healthy family relationships</li> <li>• How to identify unhealthy relationships</li> <li>• Tips for achieving and maintaining healthy family relationships</li> </ul>	Employees, Supervisors and Managers	1 hour
<b>Care for the Caregiver</b>	<ul style="list-style-type: none"> <li>• Normalize caregiver “burnout”</li> <li>• Tips for setting boundaries and how to take care of the caregiver</li> <li>• Learn about community agencies that can offer support</li> </ul>	Employees, Supervisors and Managers	1 hour
<b>Chemical Dependency and the Family</b>	<ul style="list-style-type: none"> <li>• Understand the disease of Chemical Dependency</li> <li>• Discuss its impact on the family</li> <li>• Identify support resources in the community</li> </ul>	Employees, Supervisors and Managers	1 hour
<b>Conflict Resolution</b>	<ul style="list-style-type: none"> <li>• Define what conflict is</li> <li>• Discuss the affect conflict has on the work environment</li> <li>• Learn strategies for dealing with conflict</li> </ul>	Employees, Supervisors and Managers	1 hour
<b>Goal Setting</b>	<ul style="list-style-type: none"> <li>• Identify goals and types of goals</li> <li>• Learn the goal setting process</li> <li>• Suggestions for setting goals</li> </ul>	Employees, Supervisors and Managers	1 hour

Seminar Title	Goals	Audience	Time
<b>Grief Loss and Change</b>	<ul style="list-style-type: none"> <li>• Understand the grief process</li> <li>• Identify situations in which grief occurs</li> <li>• Provide information on resources for dealing with grief</li> </ul>	Employees, Supervisors and Managers	1hour
<b>Holiday Stress</b>	<ul style="list-style-type: none"> <li>• Define holiday stress</li> <li>• Recognize triggers for holiday stress</li> <li>• Tips for minimizing holiday stress</li> </ul>	Employees, Supervisors and Managers	1hour
<b>Single Parenting</b>	<ul style="list-style-type: none"> <li>• Learn different disciplinary approaches</li> <li>• Normalize fears of single parents</li> <li>• How to take care of the needs of a single parent</li> </ul>	Employees, Supervisors and Managers	1hour
<b>Stress Management I</b>	<ul style="list-style-type: none"> <li>• Explore the physiological affects of stress</li> <li>• Develop cognitive solutions for reducing stress</li> <li>• Ways to minimize stress</li> </ul>	Employees, Supervisors and Managers	1hour
<b>Stress Management II</b>	<ul style="list-style-type: none"> <li>• Review of Stress Management I</li> <li>• Discussion of various relaxation techniques</li> <li>• How to implement these techniques in daily life</li> </ul>	Employees, Supervisors and Managers	2hours
<b>The Manager's Role in the Drug-Free Workplace</b>	<ul style="list-style-type: none"> <li>• Understanding contractual obligations of the Drug- Free Workplace</li> <li>• Affects of alcohol and drugs in the workplace</li> <li>• Identify resources for addressing alcohol and drugs in the workplace</li> </ul>	Supervisors and Managers	1hour
<b>Time Management</b>	<ul style="list-style-type: none"> <li>• Define time management</li> <li>• Determine your time management skills</li> <li>• Ways to enhance time management</li> </ul>	Employees, Supervisors and Managers	1hour
<b>Understanding Alcoholism and Chemical Dependency</b>	<ul style="list-style-type: none"> <li>• Understand alcoholism and chemical dependency as a progressive disease</li> <li>• Recognize the social and genetic factors</li> <li>• Identify resources to support recovery</li> </ul>	Employees, Supervisors and Managers	1hour

Seminar Title	Goals	Audience	Time
<b>Understanding and Handling Anger</b>	<ul style="list-style-type: none"> <li>• Define anger</li> <li>• Recognize reactions to anger</li> <li>• Discover techniques for dealing with anger</li> </ul>	Employees, Supervisors and Managers	1 hour
<b>Team Building</b>	<ul style="list-style-type: none"> <li>• Compare/ Contrast teams vs. groups</li> <li>• Explore characteristics of effective teams</li> <li>• Learn the three “C”s of teambuilding</li> </ul>	Employees, Supervisors and Managers	1 hour
<b>Work Life Balance</b>	<ul style="list-style-type: none"> <li>• Describe characteristics of a healthy work life balance</li> <li>• How to set personal work life goals</li> <li>• Tips for balancing work and life</li> </ul>	Employees, Supervisors and Managers	1 hour
<b>Violence in the Workplace</b>	<ul style="list-style-type: none"> <li>• Recognize warning signs of violent behavior</li> <li>• Verbal diffusing techniques</li> <li>• Gain knowledge of EAP consultative role</li> </ul>	Supervisors and Managers	1 hour
<b>Nicotine Cessation</b>	<ul style="list-style-type: none"> <li>• Understand the consequences of nicotine use</li> <li>• Learn the addictive elements</li> <li>• Examine the benefits of a nicotine free life</li> </ul>	Employees, Supervisors and Managers	1 hour
<b>Budgeting</b>	<ul style="list-style-type: none"> <li>• Identify and set reasonable financial goals</li> <li>• Learn how to create and maintain a budget</li> <li>• Tips for saving money</li> </ul>	Employees	1 hour