



HEALTHY WORKPLACE WORKSHOPS

VLCT

For further information and registration, call EAP Main Office at 888-392-0050

REGION: Central Vermont and NEK

Stress Management

- Recognize signs of stress
- Identify and practice strategies to reduce and manage stress

Take this opportunity out of your busy workday to learn about and practice techniques for minimizing the impact of stressors on your wellbeing.

Presenter: EAP Affiliated Staff

Rethinking Change

- Increase awareness of your responses to change
- Learn how you can shift from a negative to a less stressful positive response
- Practice skills for increasing your options for responding to change

This workshop provides participants the opportunity to increase awareness of their response to change. We'll discuss skills to rethink situations while developing coping strategies to prevent or minimize stress responses. Participants will identify and practice skills which link cognition, affect and behavior.

Presenter: Rebecca Weaver, MS

Three Steps to Self Mastery in Times of Stress

- Understanding how you use control and how it may help or hinder your relationships in the workplace
- Use of personal power to create a positive work experience

This workshop is designed to help participants look at stress in a completely different way. The goal is to inspire participants to identify their current perception of stress and, if they wish, begin the process of changing it into a more realistic, healthy one. We will look at the power of **thinking** and spend time exploring the topic of **control**. Real life examples are used, and the group learns an ancient breathing technique taught by martial artists.

Presenter: Wendy Halley, MA, LCMHC

Navigating Chaos (1.5 hours)

Have you found yourself wondering: Is it me or does life seem to be more and more challenging lately? This one-hour workshop will provide an opportunity to informally discuss the seemingly growing amount of chaos in our lives, the community, and the world. We'll discuss ways to increase awareness, better manage and make sense of what's happening. But most importantly, you'll discover that chaos is not necessarily a bad thing.

Presenter: Wendy Halley, MA, LCMHC

'Daydreaming with Intention' for Stress Management (1.5 hours)

This workshop sends participants on an insightful journey of self discovery and healing around the topic of stress using a form of guided meditation. Participants will learn a simple visioning technique used by native people all over the world for tens of thousands of years. This powerful experience will give you a magical taste of what's possible as well as help you gain a new understanding of your relationship with stress.
Presenter: Wendy Halley, MA, LCMHC

Drumming Your Heartsong

A powerful and popular teambuilding workshop using the most ancient form of communication ... drumming. Recent studies reveal that group drumming in the workplace reduces stress by 20%, boosts your immune system, increases morale, decreases fatigue, increases productivity and reduces employee turnover. And all of this is done without talking. Participants will leave this workshop, even if they've never touched a drum before, knowing how to play two basic African hand drum rhythms . . . and in much better spirits.

Presenter: Wendy Halley, MA, LCMHC

A Self-Indulgent Hour of Relaxation

This workshop is all about self care. Through the use of tools such as deep breathing, simple meditative Chinese qigong postures, and music, participants will be given a guilt-free hour to turn off their brains and melt into a state of peace.

Presenter: Wendy Halley, MA, LCMHC

REGION: St. Albans, Burlington, Middlebury

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Presenter: Rebecca Weaver, MS

30 Minute Relaxation Break

Learn to take time for yourself. Spend 30 minutes using mindful breathing, guided imagery and basic meditation, relaxation techniques shown to help reduce anxiety and increase well being. Bring a small mat or towel if you'd like to sit on the floor or relax comfortably sitting in a chair.

You will leave with 3 focused relaxation strategies that can be used to build or enhance a regular practice of relaxation.

Presenter: EAP Affiliated Staff

Stress Undone!

Join us for an hour of quietude. Renew your spirit through the practice of mindful breathing, guided imagery and basic meditation. Listen to the sounds of the natural world as you relax and enhance your sense of calm, focusing on your own emotional well being. Bring a small mat or towel if you'd like to sit on the floor or relax comfortably sitting in a chair.

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Presenter: EAP Affiliated Staff

REGION: Brattleboro/ Springfield/WRJ

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Presenter: EAP Affiliated Staff

Handling People and Situations that are Difficult for You

This is a 60 minute workshop designed to help participants understand and deal with people (coworkers or public citizens) and situations that are difficult in the workplace. Some of the topics covered include:

- The 4 step process for defusing tense or difficult situations;
- Understanding the goals of the person who is difficult for you;
- Understanding, managing, and resolving conflict;
- Learning some assertive communication strategies;
- Exploring what you can do when your anger threatens to get the best of you;
- How do you deal with specific types of difficult behavior?

Presenter: Andy Kelley, MSW, LICSW

Boundaries and Respect in the Workplace

Maintaining boundaries can be an essential part of a productive healthy workplace. This workshop explores the issue of boundaries between both coworkers and in situations where employees' jobs involve close contact with clients and others. Definitions of boundaries, causes of poor boundaries, and ways to maintain appropriate boundaries are all explored. Additionally, the topic of respect in the workplace can be combined to enhance participants' ability to develop and maintain a healthy respectful workplace.

Presenter: Andy Kelley, MSW, LICSW

REGION: Rutland, Bennington

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Presenter: Margaret Bauman, MA, LICSW and EAP Affiliated Staff

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Presenter: Margaret Bauman, MA, LICSW and EAP Affiliated Staff

Preparing to Deliver Bad News

At some point in your career as a supervisor or manager, you will inevitably find yourselves in the uncomfortable position of having to deliver bad news. This workshop identifies a 3-step process that will assist you in the delivery of difficult information that is often an unwelcome task of those in leadership roles. A discussion on delivery of less than satisfactory **performance evaluations** is a key component of this workshop.

Presenter: Margaret Bauman, MA, LICSW and EAP Affiliated Staff