# EAP
# Training Catalog



**EMPLOYEE ASSISTANCE PROGRAM**

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## What people are saying about our EAP trainings…

"The presenter was very good!! She used great examples and made the presentation enjoyable."

"Great job! Very informative and educational."

"SBI will be helpful in reconciling workplace issues, specifically with the employees I manage."

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*"We first make our habits, and then our habits make us." – John Dryden*

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### EAP Portal

Don't forget to check out the EAP portal!!
Located on our website, the portal allows you to access EAP forms, referral resources, flyers, newsletters, current CFLR events and so much more!  New this year on the portal is our monthly video series the Healthy Huddle Express, a short (five minutes or less) video on healthy tips for mind and body.

### Guided Meditation

Is a 4 or 6-week program which invites employees and staff to slow down and reconnect with their thoughts. Using nature base and sensory techniques this is a powerful way to help staff to reduce stress.

### What did you say? Interpersonal Communication

Lack of communication is cited as one of the biggest barriers to a positive work environment. This interactive training will help you and your staff learn about verbal and nonverbal cues and active listening skills to improve workplace productivity.

### Build your Workplace Dream Team

Take team building to a whole new level with this interactive and informative training. Learn about the importance of roles within a team and how to combat barriers to a team success, all while having FUN!

# Benefits of EAP trainings

A well-trained and knowledgeable workforce is essential to the success of any organization. CFLR, Inc.'s EAP makes professional development quick, easy and fun, as proven with a 97% satisfaction rate.

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*"Motivation is everything. You can do the work of two people, but you can't be two people. Instead, you have to inspire the next guy down the line and get him to inspire his people." – Lee Iacocca*

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### Cost

As a valued EAP member you receive one free one-hour training per year. We offer free orientation to EAP trainings at any time. Additional trainings are $175.00 each. Each training session offered by CFLR is customizable. We can also adapt any training to accommodate either staff or managers.

# Trainings & Workshops

## Sexual Harassment

A work environment without harassment should be the goal of every company. Let us provide you with the yearly New York state required sexual harassment training.

## How to Build a Positive Workplace Culture?

Going to work shouldn't feel like a chore! We have created an interactive and informative workplace culture training to help managers and staff interact effectively and efficiently.

## Stress Management

This workshop is designed to help employers and staff implement stress relief techniques, health and wellness goals and an action plan to help with everyday stress.

## De-escalation Workshop

Learn how to manage difficult encounters with employees, clients or customers. Train yourself how to respond to help ensure a positive resolution. The techniques you learn can be applied anywhere at any time.

## Preventing Employee Burnout and Improving Morale

Employee burn out can diminish motivation and morale. This training will help you identify signs of burnout and how to combat it effectively. This fun training can be geared towards all levels of management and/or staff.

## Employee EAP buy-in
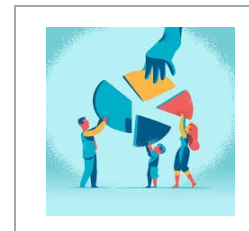
Learn how your EAP program works for you and your staff. This training will focus on information about our Critical Incident Stress Debriefing services and how to advertise your EAP program to your staff and manage supervisory referrals.