



# Human Resources

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Training Calendar *(through June 2019)*

# your learning starts here

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## AVAILABLE COURSES

### For All Employees

*\*All classes and webinars will be held in the Hilton Auditorium unless otherwise noted*

#### **Becoming an Effective Stress Manager**

Managing stress with today's pressures and responsibilities can be a challenge. Discover your levels of categorical stress around physical, social, emotional and mental symptoms. Enhance your ability to identify stress and be proactive in managing stress as it comes your way.

*Tuesday, March 12 8:00am-9:00am*

*Thursday, March 14 3:30pm-4:30pm*

**MotivateMe!** 

#### **Fitness Challenge**

Have you been looking for ways to maintain physical well-being, but can't find the time to make it to the gym? In this workshop you will learn innovative ways to incorporate exercise into your busy lifestyle. You will discover how to build movement and physical activity into your routine at home, at work and during leisure time.

*Tuesday, April 9 8:00am-9:00am*

*Thursday, April 11 3:15pm-4:15pm*

**MotivateMe!** 

#### **Communicating Professionally**

Participants learn how to present information and interact with others more professionally by improving essential elements of communication: awareness, listening, presence, voice and physical expressiveness.

*Tuesday, April 23 8:00am-9:00am*

*Thursday, April 25 3:15pm-4:15pm*

#### **The Many Faces of Mental Health**

One in five adults experiences a mental health condition every year. Given that statistic, you would think we would be less judgmental and more accepting of someone with a mental illness. Yet, being diagnosed with a mental health condition can be stigmatizing. In this seminar, we will review what impacts one's mental health, signs and symptoms and what you can do if you or if someone you know may be symptomatic. Being stigmatized can prevent those who need support and resources from seeking the help they need.

*Tuesday, May 7 8:00am-9:00am*

*Thursday, May 9 3:30pm-4:30pm*

**MotivateMe!** 

### **Preventing Burnout: A Balanced Life Check-up**

The first step to preventing burnout in your personal and professional life is to identify its signs and symptoms. In this interactive session, you will learn how to detect burnout triggers and discover ways to regain enthusiasm and life balance – including pacing yourself at work and at home and becoming more conscious of your needs and motivators. Getting in touch with your physical and emotional needs will enhance your ability to maintain high performance without costing you your health.

**Wednesday, May 15 2:00pm-3:00pm \*Grand Jury Room, Rockingham County Courthouse**  
Tuesday, May 21 8:00am-9:00am

**MotivateMe!** 

### **Respect at Work**

Everyone deserves to be treated with dignity, respect and kindness, whether they are the CEO, intern, new recruit or lowest paid associate. This seminar helps us understand why good people often behave badly. With a diverse work group, we are challenged to be sensitive to others' perceptions. Participants in this session will learn the root causes of offensive behaviors, identify behaviors that happen at work, create a list of rules to live by and commit to working on one thing that they can do to improve.

Tuesday, June 11 8:00am-9:00am

### **Identity Theft Protection Hosted by Liberty Mutual**

Identity theft has become a fact of life for many Americans. This seminar reviews how it occurs, strategies for prevention and tips for recognizing “red flags.” We will also cover action steps to take if identify theft happens to you. A checklist and resources to prevent, protect and recover are provided to participants. The Liberty Mutual representative will be available before and after the training session to review your current home and auto policies.

Pre-Registration is required for this event.

***Lunch will be provided.***

***Wednesday, April 17 12:00pm \*Grand Jury Room, Rockingham County Courthouse***  
***Wednesday, June 19 12:15pm***

## **For Leaders & Managers**

### **Leadership Essentials**

Learn about fundamental leadership skills, such as communication and delegating. Walk away with immediate tools, such as managing your resources and new relationships.

***Tuesday, March 26 8:00am-9:00am***  
***Thursday, March 28 3:15pm-4:15pm***

## **LIVE WEBINARS**

In addition to organizational training, EAP offers free monthly webinars for you and your staff, tailored to employee and management audiences. Check out the dates and times for the live webinars and plan to register online. Recordings will post after the event.

**Sign up for these free webinars on [helloe4.com](https://helloe4.com) under upcoming events or by contacting Human Resources at 679-9337**

## **For All Employees**

**SESSIONS AT 12 PM – 1 PM**

### **Preventing Employee Harassment**

**MARCH 20**

Learn how to recognize, prevent and address types of harassment in the workplace.

### **Emotional Intelligence for Life**

**APRIL 24**

When it comes to happiness and success, emotional intelligence (EQ) is just as important as intellectual ability (IQ). Learn how to build stronger relationships, connect to your feelings and make informed decisions.

### **Navigating Personal Challenges**

**MAY 22**

Discover how to use your strengths, resilience and resources to sail on choppy waters with coping strategies and methods for facing challenges.

### **Communication Across Generations**

**JUNE 19**

Discuss the strengths and challenges of a multigenerational workforce and ways to promote teamwork among them all.

# For Leaders & Managers

**SESSIONS AT 12:00PM–1:00PM**

## **Handling Harassment**

**MARCH 13**

As a manager, you may encounter situations of reported workplace harassment. Learn how to approach the issue in a systematic way and manage allegations appropriately.

## **Leading with Emotional Intelligence**

**APRIL 17**

Emotional intelligence is essential to strong leadership. Learn the five key characteristics that will enhance your reputation as a well-balanced leader.

## **Supporting Employees with Personal Challenges**

**MAY 15**

Everyone faces personal challenges at some point, and they can sometimes follow people to work. Review strategies to support employees dealing with mental health issues, substance use, grief and loss, etc.

## **Leading Diverse Generations**

**JUNE 13**

Leaders often need to address generational factors in a diverse organization. Update your professional skills on how you respond to the tensions and complexities of workplace culture.