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E046

## Aging Gracefully

**WHAT:** Embracing the present; accepting limitations without elimination; moderating versus giving up on things you love; being an optimist; new hobbies; taking care of yourself; tips on

enjoying life; not looking

**WHERE TO USE:** Client sessions, brown-bag luncheons.



E047

## The Art of Giving Feedback

**WHAT:** The art of giving feedback to others; focusing on behavior, not personalities; what to say, how you say it; the sandwich technique; when others resist; when feedback doesn't

fit; keeping egos out of feedback.

**WHEN TO USE:** Team building, client sessions, off-site retreats, conflict resolution.



E048

## Becoming an "Askable" Parent

**WHAT:** Children who aren't getting answers from their parents will go somewhere else. What is an "askable parent"? Becoming receptive. Developing skills in honesty and

directness. Arming yourself with information and understanding "TMI".

**WHEN TO USE:** Client counseling sessions. EAP waiting areas, health fairs.



E049

## Before You Quit Your Job

**WHAT:** Avoiding over-react to conflict; the right reasons to quit; the right reasons to quit; considering the consequences of quitting a job; being professional in letting go; not burning bridges; more.

**WHERE TO USE:** Counseling and individual client sessions, waiting rooms.



E050

## Respecting Generational Differences

**WHAT:** "Ageism" and its cost; attitudes and values of different generations--boomers, X, Y and beyond; why we can't get along, and

how to start making it happen.

**WHERE TO USE:** Conflict resolution, individual sessions, brown-bag seminars.



E051

## Compulsive Gambling is a Bad Deal

**WHAT:** What is compulsive gambling; why people become gamblers. Am I at risk? Self-diagnosis, signs and symptoms. Treatment and recovery of compulsive gambling addiction.

**WHEN TO USE:** Individual counseling, health fairs, family counseling.



E052

## Effective Time Management for Supervisors

**WHAT:** Supervisors who manage time well win the management game. Loads of tips, "building in" time, prioritizing, delegating, setting goals, minimizing

meetings, knowing when to take a break.

**WHERE TO USE:** Clients sessions, training supervisors, small group work.



E053

## Coming Back Home

**WHAT:** Managing the emotional build-up of coming home from; transitions; expectations; getting back to normal life; Ten powerful tips for families and

key issues of reuniting.

**WHERE TO USE:** Family sessions, group work, health fairs, waiting rooms.



E054

## Coping with a Crisis

**WHAT:** Crisis versus trauma. Definition and "what works" in managing crises. Is it a crisis? Staying mobilized. Steps for coping. Managing disruption. Keep-

ing structure in your life. Decision making. Signs that crisis is affecting you.

**WHERE TO USE:** Counseling sessions. Groups.



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E055

### Coping with Divorce

**WHAT:** Emotions and loss; legalities; avoiding unnecessary conflict; seeking support; taking care of yourself; refocusing your energy; avoiding unhealthy coping behaviors; forgiving yourself. Moving forward.

**WHEN TO USE:** Client sessions, counseling, waiting rooms.



E056

### When You've Been Disciplined at Work

**WHAT:** Discipline isn't punishment; causes of employee discipline; what to do; how to respond; seeing an opportunity for change; why the employer isn't the "bad guy."; responding with the right attitude; using the EAP.

**WHEN TO USE:** Individual counseling sessions



E057

### Managing Caregiver Stress!

**WHAT:** Caregivers are special, but have important needs. Types of stress; caregiver needs; avoiding denial of needs; support of caregivers; when you need help; what works!; what doesn't work!; counseling; tips.

**HERE TO USE:** Counseling, waiting rooms.



E058

### Taking Initiative On the Job

**WHAT:** Why initiative is powerful--and it's free! What is initiative; why you don't take initiative; proactive initiative vs. initiative out of fear. Spotting opportunities

for initiative; the payoffs for everyone.

**WHEN TO USE:** Waiting rooms; team building.



E059

### Eldercare Across the Miles

**WHAT:** Stressors faced by employees with long-distance eldercare responsibilities; tips for caregivers and family; mistakes and missteps of family members;

what elderly persons should do; resources.

**WHEN TO USE:** Counseling sessions, brown-bag presentations.



E060

### Preventing Identity Theft

**WHAT:** Keeping personal information secure. Monitoring credit properly; shredding and protecting; guarding your SSN; responding to mail and

e-mail solicitations; password problems; credit bureaus; responding to suspicious activity.

**WHEN TO USE:** Waiting rooms, seminars.

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