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E046

Aging Gracefully <u>WHAT</u>: 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 back; much more. WHERE TO USE: Client sessions, brown-bag luncheons.



fit; keeping egos out of feedback.

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

E047 The Art of Giving Feedback

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



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 overreact to conflict; the right reasons to quit; the right reasons to quit; considering the consequences of quiting a job; being profes-

sional in letting go; not burning bridges; more. <u>WHERE TO USE</u>: Counseling and individual client sessions, waiting rooms.



how to start making it happen. WHERE TO USE: Conflict resolution, individual sessions, brown-bag seminars.

E050 Respecting Generational Differences WHAT: "Ageism" and

E053

values of different generations--boomers, X, Y and beyond; why we can't get along, and

Compulsive Gambling is a Bad Deal

E051

WHAT: What is compulsive gambling; why people become gamblers. Am I at risk? Selfdiagnosis, signs and symptoms. Treatment

and recovery of compulsive gambling addiction. <u>WHEN TO USE</u>: 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

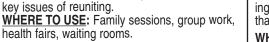
meetings, knowing when to take a break.

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



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





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.









E055 Coping with

WHAT: Emotions and loss; legalities; avoiding unnecessary conflict; seeking support; taking care of yourself; refocusing your energy; avoiding unhealthy cop-

ing 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



Managing Caregiver Stress!

E057

E060

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 intiative 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

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, brownbag presentations.

Eldercare Across the Miles



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

Preventing Identity

e-mail solicitations; password problems; credit bureaus; responding to suspicious activity. WHEN TO USE: Waiting rooms, seminars.

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