

EAP-Sponsored Training Sessions
Eastern Kentucky University
2009

Using the ECU Employee Assistance Program

A representative of the Behavioral Medicine Network, provider of ECU's Employee Assistance Program (EAP), will provide a presentation that offers practical information about tapping into the free and confidential services available to ECU employees and their families. This is an excellent opportunity to learn more about how the EAP might be valuable to you, and to ask questions of the presenter.

Faster, Must Go Faster! -- Time and Organization Skills

It has been said that the activities we now cram into a single day would have taken 31 hours to complete a decade ago. Whether that's true or not is open to question, but the reality is that we are all driven to work faster, do more, BE more. This session is designed to offer specific suggestions for managing one's time and organizing one's work (and other demands) in order to cope with the increasing demands we face. One set of suggestions will be based on five "PANIC" principles. Come and learn more!

Burnout: The Dry Teapot Over a High Flame

Feeling cynical? Exhausted? A growing sense of inadequacy, ineffectiveness? You may be experiencing burnout, which has been described as the emotional equivalent of a heart attack. This program will look at some characteristics of burnout and how it affects people and organizations. It will focus on specific things you can do to prevent burnout or deal with it when you feel it gaining on you.

If Stress Had Street Value, We'd All Be Driving New Cars

This program combines humor, music and specific cognitive and behavioral techniques to address stress management. Three basic themes will emerge: self-awareness (what is feeding your stress); self-management (taking care of the "machine"); and self-renewal (feeding your spirit). The goal is that every participant will leave with something she or he can actually use to help maintain balance in a more and more stressful world.

From Problems to Solutions: Creating a Positive Work Atmosphere

All of us have a “bad day” at work occasionally. It’s when we find ourselves noticing more and more of them that we need to worry and do a little self-examination. This program will draw the distinction between situational negativity and habitual negativity, and point participants in the direction of specific ways to monitor and control their own negative behaviors at work. It will also help participants identify specific ways in which they can impact the behaviors of others in a positive way.

Working With Difficult People

Did you know that the brain really is a 3-layer sandwich and that the middle piece is a tiny little thing we call “Amy?” Amy (also known as “The Dinosaur Brain”) can be responsible for some interesting behaviors that sometimes make people very, very hard to deal with because they follow the Rules of Lizard Logic. One such Rule is “If it hurts, hiss!” because there is absolutely no virtue in suffering in silence. Another Rule is “Defend the Territory!!” Come to this program to learn about the other Rules of Lizard Logic and what you can do to keep peace in the department.

Balancing Work and Life

Our physical, emotional and spiritual needs are all interdependent, and when one area gets off balance, the others can be (and usually are) impacted in a negative way. Think of this program as “Advanced Juggling for Folks Over Twenty,” because we will be using a holistic approach to look at ways to meet the demands of constantly competing needs and try to find balance between our work life and our home life.

If Marriage Was Easy, Dr. Phil Would Be Out of a Job

This session examines some of the common mistakes couples make in trying to solve conflict, and offers more effective options. Conflict is universal, but how we deal with it is optional. Join us and learn some new ways to approach couple conflict.

Grace Under Pressure: Communication Strategies at Work

Operating from the definition of **communication** as “anything that causes meaning in the person who perceives it,” this session will have two primary objectives. The first is to identify causes, forms, variations, mutations and consequences of miscommunication in the workplace. The second is to apply specific tools and strategies that will help participants communicate more effectively at work. The overall goal: increased productivity and harmony in the workplace.

ADA: A Silver Lining to a Perceived Cloud?

The Americans With Disabilities Act (ADA) is complicated, often bemoaned and many times misunderstood. This session will focus on ADA basics such as who is protected by ADA, employer and employee requirements, reasonable accommodations, when is an impairment a disability, etc. It will give participants a chance to ask about related issues, such as “Is it okay to discipline an employee with a disability?” The goal of the presentation is that participants leave not only with specific information, but also with the firm understanding that there is indeed a silver lining to ADA: getting and keeping some of the best employees a company will ever have.

Family Medical Leave Act (FMLA)

This session will address basic issues and questions often associated with the Family and Medical Leave Act. How long does an employee have to work here before they’re eligible? What kind of documentation is involved? What’s the role of the medical professional? Does the Chiropractor count??? What’s HR got to do with it? Learn more about the basics by planning to attend this session.

Dealing With the Troubled (or Troublesome) Employee

This session is geared to the needs of supervisors, team leaders, department chairs and other “leaders” who face an array of possible options when an employee behaves in a troubled or troublesome manner. Such behavior can always be ignored.... but then there’s the down side of the behavior erupting again....and again. This session provides the participant with specific things to do (and not do) when dealing with a problem employee, whether it’s coaching, counseling or disciplinary action.