

Table of Contents

Click on the topic headings to go to that section of the guide

Health and Wellness Trainings Frequently Asked Questions	5
Navigating Uncertain Times	8
All Employee Trainings	9
Coping and Supporting Others Through Grief	9
Conquering Workplace Stress	9
Creating Calm: Relaxing Your Mind and Body	9
Cultivating Civility in Your Work Environment	10
Growing Your Personal and Professional Resilience	
Improving Your Personal and Work Life with Better Sleep	
Managing Anxiety and Worry During Uncertain Times	10
Moving Forward: Transitioning to the Next Normal <i>New</i>	10
Navigating Teleworking During Uncertain Times	11
Positively Maneuvering Change in the Workplace	
Quick Stress Busters and Hacks	
Techniques to Restore Well-Being and Improve Health	
Your Employee Assistance Program <i>Revised</i>	11
Leader Trainings	
A Leader's Orientation to the Employee Assistance Program <i>Revised</i>	
Cultivating Workplace Civility for Leaders	
Helping Employees Cope with Change During the Pandemic	
Helping Your Employees Manage Workplace Stress During COVID-19	
Identifying and Addressing Performance Concerns	
Managing and Supporting Remote Employees During Uncertain Times	
Mental Health and Suicide Prevention Awareness for Leaders	
Mental Health, Substance Use and Suicide Prevention Awareness for Leaders	13
Emotional Well-Being	
Coping and Supporting Others Through Grief	
Creating Calm: Relaxing Your Mind and Body	
Developing a Positive Mindset New	
Mental Health and Suicide Prevention Awareness	
Mental Health, Substance Use and Suicide Prevention Awareness	16
Preparing Yourself Emotionally for Retirement	16
Quick Stress Busters and Hacks	16
Successfully Navigating Challenging and Difficult Relationships	16
Tackling Life's Challenges with Resilience and Grit	17
Techniques to Restore Well-Being and Improve Health	
The Art of Mindfulness	

Healtny Living	18
Combating Caregiver Burnout	19
How to Thrive this Holiday Season	19
Improving Your Personal and Work-Life with Better Sleep	19
The Mind-Body Connection: Healthy Aging and the Brain	19
Tobacco Cessation: Setting the Stage to Quit	20
Using Self-Coaching to Achieve Your Health and Wellness Goals	20
Well-Being for a Healthier Body and Mind	20
Your Employee Assistance Program <i>Revised</i>	20
Leadership	21
Many of Magellan's EAP customer training programs may be appropriate for general Human Resources of education credits. As an example, you may be able to submit a leadership training program by self-repor HR credits for recertification of your HR Certification Institute (HRCI) credential.	
A Leader's Guide to a Drug-Free Workplace	22
A Leader's Guide to Understanding the Impact and Prevention of Workplace Violence	22
A Leader's Orientation to Your Employee Assistance Program <i>Revised</i>	22
Cultivating Workplace Civility for Leaders	
Department of Transportation (DOT) Drug and Alcohol Guidelines for Leaders	23
Helping Employees Positively Maneuver Workplace Change	23
Helping Your Employees Manage Workplace Stress	23
Identifying and Addressing Performance Concerns	23
Leaders: Understanding and Responding to Workplace Bullying New	24
Leading During Times of Downsizing and Job Loss <i>Revised</i>	24
Leadership Strategies for Resolving Workplace Conflict	24
Making the Transition from Individual Contributor to Leader <i>Revised</i>	24
Mental Health and Suicide Prevention Awareness for Leaders	25
Mental Health, Substance Use and Suicide Prevention Awareness for Leaders	25
Supporting New Parent Employees' Transition to Working Parent	25
Team Building Strategies for Leaders	25
The Manager's Guide to Supervising Remote Employees	26
Working Well	27
A Guide to Teleworking for the Remote Employee	28
Becoming a Successful Team Player	28
Bringing out the Best in Others	28
Communicating Effectively in the Workplace—Part One	28
Communicating Effectively in the Workplace—Part Two	29
Conquering Workplace Stress	29
Cultivating Civility in Your Work Environment	
Daily Stress Balance and Work-Life Survival Guide	29
Department of Transportation (DOT) Drug and Alcohol Guidelines for Employees*	30
Drug-Free Workplace	
Goal Setting to Ignite Workplace Success	
Growing Your Personal and Professional Resilience	30