

Options in Learning Training Guide

Comprehensive learning events to empower your organization.



Welcome to the Options in Learning Guide

Magellan's diverse learning modules focus on education and empowerment. They enhance individual wellbeing and translate personal development into positive outcomes for you, your staff and your business. Participants will gain the knowledge and skills to take control of their emotional wellbeing and professional growth. At an organizational level, the sessions foster a positive work environment where your staff feels valued, can work productively and thrive.

Our evidence-based, clinically reviewed training modules aim to create an interactive and engaging learning experience, rather than just delivering information. The topics are offered as one to two-hour sessions, and our experienced trainers will verbally tailor the presentation to meet your needs. The sessions are designed to allow for a presentation on the topic with ample opportunities to interact and ask questions. This approach keeps your staff engaged and involved in their learning process, ensuring they get the most out of the session. We also offer customized options for those rare cases where standard training may not be suitable.

Check out the Frequently Asked Questions section for more information. You can also reach out to your Account Management Team if you have any questions about content, pricing or time frames. They can assist you in creating an annual learning event plan, scheduling a one-time training session or initiating the consultation process. Let's work together to develop a plan that meets your needs.

We look forward to working with you!

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Frequently Asked Questions

1. How are the courses presented?

- Classroom-based courses are typically conducted at the work site for a group of 20 30 employees. Magellan's training network allows a local trainer to facilitate the course in person. This format is most appropriate when the subject matter could be emotionally stressful, or when a lot of interaction is required, such as in downsizing or team building topics.
- **Webinars** are live presentations that employees access on a computer. Participants will hear the audio through the computer speakers, but if you prefer to use a phone line for audio, please let us know when you sign up for the webinar. Mobile access is available through the Adobe Connect mobile app.¹ Participants can log in to the webinar individually or with a group. During the webinar, participants interact with other participants and the presenter by answering poll questions and using the chat feature. If there are more than 30 participants, the speaker may choose to mute the participants' microphones and communicate with everyone through the chat. The webinar meeting rooms can hold up to 100 attendees.^{2,3}
- 1. The Adobe Connect application can be downloaded from Apple iTunes or Google Play Store.
- 2. If you would like to use your company's webinar platform, please discuss this request with your account representative. Magellan trainers are not responsible for moderating webinars outside of Magellan's Adobe Connect platform. For that reason, if you use your company's platform, you will need to provide technical support for the trainer.
- 3. If you anticipate more than 100 participants, please notify your account representative to discuss options.

2. How far in advance should I request a course?

Classroom-based: Please provide a minimum notice of 25 business days to ensure we can find a trainer with experience in your course topic. Larger scale requests, such as multiple trainings on the same day, may require additional lead time.

Webinars: Due to their popularity, we require a minimum of 25 business days' notice for webinar requests.

3. How do I decide which course to select and in what format it should be delivered?

In addition to calling your account representative at Magellan for a consultation*, the questions below can also help you to decide.

- What is going on in the workplace that led me to inquire about a Magellan course? (e.g., a new product line, organizational change, employee stress)
- What do I want employees to gain from this course? (e.g., strategies to balance work and personal life, strategies to cope with stress)
- What areas of concern are the majority of employees talking about? (e.g., financial strain, communication concerns)
- Do I want employees from multiple sites to participate at the same time?
- What learning format works best with our employees? (e.g., in-person, webinar)



^{*}Magellan develops training content to be easily adaptable to a variety of environments. When requesting a training, providing as much detail as possible about your individual situation will help the trainer tailor the subject matter content to fit the audience.

4. Once I have selected a course, how do I request it?

After selecting a course, contact your account representative. Be prepared to provide information such as the course you have selected; whether you would like the presentation via webinar or in person; anticipated number and position of employees participating (leader/non-leader/mixed); any relevant information/events precipitating the request and your preferred day and time for the course.

5. What if I do not see a course that meets my needs?

Most of Magellan's standard trainings are adaptable to different situations and audiences at no extra cost. However, if you require a new course, please consult your account representative, as additional fees may apply. Also, developing a custom course may take six to eight weeks or more lead time. Please note that Magellan does not develop training to comply with specific state regulations or requirements and retains copyrights on all Magellan-developed materials.

6. What if I schedule a course and then have to cancel it?

If you need to cancel a scheduled course, please notify your account representative as soon as possible. Kindly provide at least one week's notice to respect the trainer's schedule. If you need to cancel with less than one week's notice, please consult with your account representative regarding any applicable cancellation fees.

7. How long are the courses?

- **Classroom-based:** Classroom-based courses vary in length depending on topic, and most are between 60 and 90 minutes.
- **Webinars:** Webinars also vary in length, and are generally 60 minutes.

8. What if I want to change the content or length of a training?

Please contact your account representative to talk about any modifications. Keep in mind that making changes to the materials might alter the course objectives. Additionally, any customizations will require extra time. Please consult your account representative for details about customization fees.

Magellan holds the copyrights to all Magellan-developed materials.

9. Can a Magellan training session be recorded by the customer?

Magellan's trainings are copyrighted and can only be recorded by customers when special arrangements have been made in advance of the scheduled training. Please reach out to your account representative to obtain a license agreement if you would like to record a session.

10. Whom do I contact if I want to have Magellan at a health fair?

You can request Magellan to attend a health fair by contacting your account representative. Let us know the location (in person or virtual) of the health fair, how many employees will be participating and what day and time you would like the health fair to be held. At a minimum, a notice of 15-business days is optimal to ensure we locate a provider in your area.

Navigating Uncertain Times

This guide is intended to help you quickly find training sessions to support you and your staff during uncertain times. The below trainings are designed to support employee and leader participants while helping them build coping skills and resiliency in the face of ongoing change and uncertainty.

Through advance consultation, trainers will adapt presentations to address unique participant circumstances, such as fears and anxiety about the future, sudden changes in routine and grief from community violence or civil unrest.

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Emotional Wellbeing

A Practical Guide to Stress Less New

Everyone wants to stress less but have you ever thought about what exactly it means to be stressed? It's hard to nail down an exact definition because what stresses one person may not stress another. In this training, participants will gain a foundational understanding of stress, recognize common causes and symptoms and explore practical techniques to reduce everyday stress. Participants will also practice stress-reduction strategies and create a personalized toolkit to manage stress effectively in their daily lives.

Audience:Order code:Format:Length:EmployeesEPGSIn-person, Webinar1 hour

Coping and Supporting Others Through Grief

The loss of a loved one, job, relationship or 'the way things used to be' may lead to many challenging and conflicting emotions. While there is no right or wrong way to grieve, there are healthy ways to cope with the pain. In this training, you will learn about the impact of loss and grief, what happens when we grieve, how to cope and help others overcome grief and when to seek help.

Audience:Order code:Format:Length:General AudienceECSTG2In-person, Webinar1 hour

Developing a Growth Mindset to Enhance Resilience

Developing a growth mindset can significantly enhance resilience, allowing individuals to bounce back from challenges, learn from setbacks and adapt to new situations. In this training, participants will learn the difference between a fixed and a growth mindset, how a growth mindset enhances resilience and tips for developing a growth mindset.

Audience:Order code:Format:Length:General AudienceEGERIn-person, Webinar1 hour

Developing a Positive Mindset

What is a positive mindset and how can you use it to build a better life? Having a positive mindset means developing a set of ideas, emotions and actions that allow you to respond constructively to negative circumstances and make the best of those situations. This training will help participants develop a new perspective and tips for applying positive mindset practices to their life.

Audience:Order code:Format:Length:General AudienceEDPMIn-person, Webinar1 hour

Managing Life's Micro-Stressors

We can quickly identify significant stressors, such as changing jobs, splitting up with a partner, or living through a pandemic. However, we encounter many small moments of stress throughout the day. These minor stressors, though often seemingly insignificant in themselves, can easily become the norm, which makes them hard to recognize. Micro-stressors can accumulate over time, significantly impacting our wellbeing. In this training, participants will learn how to identify micro-stressors, common causes and techniques to manage them.

Audience:Order code:Format:Length:General AudienceELMSIn-person, Webinar1 hour

Mental Health Awareness: What You Need to Know

Many individuals prioritize their physical health but often overlook their mental health. It is essential to consider emotional wellbeing as part of overall health and seek professional help when needed. In this training, participants will learn to recognize symptoms, address the stigma surrounding mental health and explore how to get help..

Audience:Order code:Format:Length:General AudienceEMTAIn-person, Webinar1 hour

Mental Health, Substance Use and Suicide Prevention Awareness

Despite the high prevalence of deaths caused by substance misuse and suicide, many people with mental illness never seek professional care. Yet, most who receive care improve, and many recover completely. In this training, participants will learn the facts, warning signs and how to help themselves and others with mental illness and substance use concerns. They will also gain valuable resources for promoting mental health.

Audience:Order code:Format:Length:General AudienceEHSSIn-person, Webinar1 hour

Reducing Worry and Anxiety in the Moment and Beyond

Managing worry and anxiety is essential, as persistent and overwhelming anxiety can have significant negative impacts on various aspects of a person's life. Managing worry and anxiety does not necessarily mean eliminating all stressors or sources of concern. Instead, it involves developing coping strategies and a healthy mindset to navigate life's challenges more effectively. In this training, participants will learn the definition of worry and anxiety and identify tools they can use to alleviate these feelings.

Audience:Order code:Format:Length:General AudienceERWAIn-person, Webinar1 hour

Relaxation Reset: Tools for a Calm Mind and Body New

In our fast-paced lives, we often find ourselves racing through each day, burdened by stress, as we strive to complete every task. The weight of tough decisions, responsibilities and obligations can feel overwhelming, leaving little room for peace. However, it's entirely possible to cultivate a sense of calm amidst the chaos. In this experiential training, participants will identify stress triggers, signs and symptoms and learn and practice techniques proven to combat stress.

Audience:Order code:Format:Length:General AudienceERCMIn-person, Webinar1 hour

Successfully Navigating Challenging and Difficult Relationships

Relationships are an integral part of our personal and work lives and can be very enriching. Unfortunately, that is not always the case. Some relationships can be a source of anxiety, stress and negativity. In this training, participants will explore their own challenging and difficult relationships; learn practical strategies, techniques and resources to improve those relationships; and identify a personal action plan.

Audience:Order code:Format:Length:General AudienceECDR2In-person, Webinar1 hour

Using the Power of Meditation to Restore Wellbeing and Improve Health

Life is full of circumstances that deplete our energy and leave us feeling unhealthy and unfulfilled. Therefore, it is important to find ways to restore our wellbeing regularly and purposefully. Meditation is a powerful tool that can help reduce stress, create a sense of peace and help improve mental and physical health. This training will define meditation and its benefits. In this highly interactive session, participants will engage in gratitude and mindfulness meditation.

Audience: Order code: Format: Length:
General Audience EMRI In-person, Webinar 1 hour

Using Mindfulness to Reduce Stress and Improve Wellbeing

We live in a world that often requires doing two or more projects at any given time throughout the day. The constant interruptions of multitasking can lead to difficulty concentrating and increased stress. In the rush to complete necessary tasks, staff may find themselves missing out on what is happening in the present moment and ignoring what is happening with their physical sensations and emotions. In this training, participants will learn the difference between mindlessness and mindfulness. They will also learn the benefits of being mindful. Additionally, participants will get the chance to practice mindfulness activities.

Audience:Order code:Format:Length:General AudienceEMSWIn-person, Webinar1 hour

Healthy Living

Combating Caregiver Burnout

Taking care of someone with a chronic illness, disability or an older family member can be very stressful and put the caregiver at risk of burnout. Unfortunately, many caregivers forget to take care of their own emotional and physical wellbeing, which often leads to burnout. In this training, participants will learn to recognize the warning signs of burnout, understand why it happens and learn strategies to prevent or manage it.

Audience:Order code:Format:Length:General AudienceHCCB2In-person, Webinar1 hour

Harnessing the Power of Self-Care

Self-care is fundamental to maintaining overall wellbeing and achieving a balanced and fulfilling life. It involves deliberately taking action to prioritize your physical, mental and emotional health. The power of self-care lies in its ability to nurture and replenish you, allowing you to better cope with stress, build resilience and enhance your quality of life. In this training, participants will learn the benefits of self-care and how to incorporate self-care into their daily activities.

Audience:Order code:Format:Length:General AudienceHSCEIn-person, Webinar1 hour

How to Thrive this Holiday Season

The holidays can be a wonderful time of year, full of fun activities and joy! If that is the case, have you wondered why so many people feel extra stress this time of year? For some, the holidays bring forth painful emotions. For others, it is a time of feeling overcommitted or financially stretched. All is not lost; there is a way to manage holiday stress. In this training, participants will identify what triggers stress during the holidays and learn coping skills to thrive this season.

Audience:Order code:Format:Length:General AudienceHTHS2In-person, Webinar1 hour

Navigating Life's Journey (Employee Orientation)

In this training, your staff will learn the invaluable benefits offered by your program. These confidential benefits provide employees and their household members with various resources, digital tools and services to help improve emotional wellbeing and build thriving lives. In this training, employees will learn the details of their benefits and how to use and access them.

Audience: Order code: Format: Length:

General Audience Employee Assistance: HLEE24 In person, Webinar Employee Assistance: 30 – 45 minutes

Total Wellbeing: HEMB24 Total Wellbeing: 45 – 60 minutes

Power Your Life with Better Sleep

Getting enough sleep in today's fast-paced world can be difficult. However, quality sleep can leave you feeling refreshed and is important for your mental and physical health. In this training, we will explore the reasons why many people struggle to get good sleep and how a lack of sleep can lead to serious health risks. In this training, participants will learn guidelines and techniques to help improve their sleep hygiene.

Audience:Order code:Format:Length:General AudienceHLPSIn-person, Webinar1 hour

Tobacco and Vaping Cessation: Preparing to Quit

Nicotine, the active ingredient in tobacco and vaping products, is very addictive, which makes quitting a difficult feat. However, a person can do it! In this training, participants will evaluate their readiness and personal motivations to quit, identify triggers for nicotine use, learn to recognize withdrawal symptoms and develop strategies to manage withdrawal and relapses. They will also receive tips on how to quit using nicotine successfully.

Audience: Order code: Format: Length:
General Audience HLTV In-person, Webinar 1 hour

Using Self-Coaching to Achieve Your Health and Wellness Goals

People struggling to reach health and wellness goals might find self-coaching to be the answer. In this training, participants will explore what healthy living means to them. They will also learn about self-coaching, how it can help to achieve health and wellness goals and specifically how to use it in their day-to-day life.

Audience:Order code:Format:Length:General AudienceHLHW2In-person, Webinar1 hour

Wellbeing for a Healthier Body and Mind

Who does not want to be comfortable, happy and healthy? These are the components that make up one's sense of wellbeing. In this training, participants will explore ways to improve their overall wellbeing to help them meet the challenges of modern life. This includes learning benefits and strategies for improved physical fitness, nutrition, mindfulness, stress management and happiness.

Audience:Order code:Format:Length:General AudienceHLWB2In-person, Webinar1 hour

Leadership

A Leader's Guide to a Drug-Free Workplace New

Substance use and misuse are serious issues today, affecting our homes, communities, schools and workplaces. Individuals using substances at work could lead to consequences for both the staff member and the employer. In this training, you will learn the impact of substance use on the workplace, including emotional, behavioral and physical signs and symptoms, as well as when employees may be tested. Additionally, you will learn leadership responsibilities, interventions and resources for maintaining a drug-free workplace.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLDFW3In-person, Webinar1.5 hours

A Leader's Guide to Supporting Employees (Leader Orientation)

Your role as a leader can be challenging, so you need reliable tools and guidance to help you be at your best. Your program can be a valuable tool for supporting your team members, promoting a healthy work environment and building your leadership skills. In this training, you will learn the full scope of the services that support you in your role, such as Workplace Support consultations, referrals and Critical Incident Response services. You will also discover how your program can provide specialized services and resources to support staff while helping you to facilitate a positive and productive workplace.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLGSEIn-person, Webinar1 hour

A Leader's Guide to Understanding the Impact and Prevention of Workplace Violence

No workplace is immune from the possibility of violence. Maintaining workplace safety is everyone's responsibility, especially managers, supervisors and HR personnel. This training will define workplace violence and potential warning signs. You will also learn more about your responsibilities, intervention options and a range of resources available to help in responding to potential and actual threats of violence, including active shooter incidents.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLUIP2In-person, Webinar1 – 1.5 hours

Building a Culture of Respect: Cultivating Civility Within Your Team New

Effective leadership is not just about managing tasks and projects—it's about setting the tone for a respectful and productive workplace. This training program is designed specifically for leaders who want to cultivate a culture of civility within their teams and gain a deeper understanding of the importance of respectful behavior and its impact on organizational health. In this training, you will learn the difference between incivility and civility, the negative impact of incivility on the workplace, the value of promoting a civil workplace and the positive actions you can take to create a civil environment.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLCCL2In-person, Webinar1-1.5 hours

Creating Psychological Safety: A Guide for Leaders

Research shows that providing psychological safety (PS) in the workplace positively impacts all industries and at all levels of the organization. But what exactly is PS, and how can you create a psychologically safe environment for your staff? In this training, you will learn the definition of psychological safety and ways to develop PS on your team.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLCPSIn-person, Webinar1 hour

Department of Transportation (DOT) Drug and Alcohol Guidelines for Leaders

Employers of safety-sensitive transportation employees play a vital role in ensuring the safety of their employees and the traveling public. As a leader, you are responsible for understanding workplace drug and alcohol guidelines. In this training, you will learn about the impact of substance use in the workplace, reasons for substance testing, what substances are tested, the testing process, employer responsibilities and what to do if an employee tests positive.

Please note—this training is general in nature and does not necessarily meet specific state requirements. It is highly suggested a representative from your company be available during the training to answer any questions about your company's policies and procedures.

Audience: Order code: Format: Length: Manager/Supervisor/HR Rep LDOT3 In-person, Webinar 2-2.5 hours

Domestic Violence Awareness: What Leaders Need to Know

Domestic violence (DV) is abuse that occurs in a personal relationship. It can happen between current or former partners, spouses or friends. As a leader, you have an opportunity to support staff affected by DV, who may not have any other allies. Do you feel prepared to help staff dealing with domestic violence? In this training, you will learn how to identify indicators of DV, describe the cycle of abuse and gain tools to help staff impacted by domestic violence.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLDVAIn-person, Webinar1 hour

Engaging a Generationally Diverse Workforce

Today's workforce spans five generations, each with different attitudes and behaviors. Assessing each generation's unique contributions is essential to engage this diverse workforce. By doing so, you can harness your staff members' varied strengths and experiences to achieve greater success. During this training, you will learn about the five generations in the workforce, how each generation influences the workplace and tips on engaging a generationally diverse workforce.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLEGDIn-person, Webinar1-1.5 hours

^{*} Whenever possible, a Substance Abuse Professional (SAP) will present D.O.T. training requests. If there are no SAPs available, a non-SAP credentialed trainer will present the training. Because of the specificity of the SAP credential, a minimum of six weeks' notice is required when requesting this training.

Fostering a Respectful Workplace: Addressing Bullying and Toxic Behaviors New

Offensive behavior in the workplace takes an emotional toll on staff morale and the work environment. It can also lead to declining productivity, increased turnover and difficulty recruiting skilled candidates. This training will equip you with the knowledge and tools to effectively address workplace bullying and toxic behavior, including describing signs and behavior, its impact on the workplace and how you can respond and provide support.

Audience: Order code: Format: Length: Manager/Supervisor/HR Rep LABT In-person, Webinar 1-1.5 hours

Identifying and Addressing Performance Concerns

Identifying and addressing performance concerns in a team or organization is crucial for maintaining productivity and achieving desired outcomes and should be a proactive and ongoing process. Good leadership involves supporting your team members in their growth and development; addressing performance issues is part of that responsibility. In this training, you will learn to identify employee performance concerns, the importance and process of documenting and addressing performance issues and review strategies for providing effective employee feedback, including tackling commonly encountered barriers and providing resources.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLAPC2In-person, Webinar1-1.5 hours

Leading Powerfully During Times of Change and Transition

Effective leadership during times of change and transition requires strategic effort. Embodying some basic principles and strategies can help you confidently navigate these periods and empower your team to adapt, grow, and thrive amidst uncertainty. In this training, leaders will learn the difference between change and transition, simple strategies to help staff adapt to transitions, and ways to promote self-care along the way.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLPCTIn-person, Webinar1-1.5 hours

Leading Your Team Through a Reduction in Force New

Navigating a reduction in force presents significant challenges for both affected staff and leaders. As a leader, you play a crucial role in supporting and guiding your team through this period of change, all while managing your own personal impacts. In this training, you will learn typical reactions to downsizing and job loss, leadership approaches to help you and your team, communication techniques for delivering downsizing information and how to access valuable resources provided by your program.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLRIFIn-person, Webinar1 – 1.5 hours

Leadership Strategies for Resolving Workplace Conflict

Conflict is a natural part of relationships—it is inevitable. Managing conflict effectively can lead to growth, improved communication and better collaboration among team members. In this training, you will learn why conflict happens and gain insight into their response, including when to take on a more active role. You will also learn how to apply strategies for helping employees approach and resolve workplace conflicts, including the Positive Solution-Focused approach.

Audience: Order code: Format: Length: Manager/Supervisor/HR Rep LRWC2 In-person, Webinar 1-1.5 hours

Making the Transition from Individual Contributor to Leader

Being promoted to a manager or supervisor can be an exciting time. It can also be challenging. Often this is because new leaders fail to gain a full understanding of the shift from being a co-worker to a leader. This training is specifically designed for new supervisors or managers. New leaders will explore the role shift from being an individual contributor to a leader; identify the traits of effective leaders; learn three simple steps to help get started leading effectively and receive resource information to develop leadership skills further.

Audience:Order code:Format:Length:New Managers/SupervisorsLICLIn-person, Webinar1 hour

Mental Health, Substance Use and Suicide Prevention Awareness for Leaders

Despite the prevalence of mental illness, substance misuse and suicide, many people will never seek professional care. Yet, most who receive care improve, and many recover completely!

In this training, supervisors, managers and HR leaders will learn facts, warning signs and how to help and respond to mental illness, substance use, suicide and work performance concerns, including emergencies. They will also receive additional information on manager, supervisor and human resource responsibilities and specialized resources.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLPSS2In-person, Webinar1.5 hours

Supporting Employee Emotional Health: Assisting Staff After Traumatic Events

Traumatic events that impact the workplace may include workplace violence, death of a colleague, natural and manmade disasters, accidents and other incidents that create stress and anxiety among team members. Leaders who understand the wide-ranging impact of trauma can effectively guide their staff through the aftermath of a traumatic event. In this training, you will learn common reactions to traumatic events and tips and resources to help your staff cope.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLTSEIn person, Webinar1 hour

Supporting Employee Emotional Wellbeing: Mental Health and Suicide Prevention Awareness

Mental illness affects many individuals, yet only about half of those affected receive treatment, often because of the stigma attached to mental health. Untreated, mental illness can contribute to poor work performance, fewer employment opportunities and an increased risk of suicide. In this training, you will learn facts, warning signs and how to help and respond to mental illness, suicide and work performance concerns including emergencies. You will also receive additional information on manager, supervisor and human resource responsibilities and specialized resources.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLMHA2In-person, Webinar1.5 hours

Team Building Strategies for Leaders

Building an effective team is challenging! Simply putting a group of people together does not automatically make them a team. For leaders, team building involves understanding the dynamics of a team, improving communication, promoting collaboration and cultivating trust among team members. In this training, supervisors, managers and HR leaders will learn about the distinctions between workgroups and teams, effective team-building strategies and sources for ongoing team building and leadership skill development.

Audience: Order code: Format: Length:

Manager/Supervisor/HR Rep LTBS2 In-person, Webinar In-person 1.5 – 2 hrs

Webinar 1 – 1.5 hrs

Thriving at Work: Understanding and Supporting Stressed Employees New

Workplace stress impacts team morale, productivity and even the overall success of an organization. As leaders, you have the unique opportunity and responsibility to create a supportive environment where your employees can thrive. You can't eliminate all job-related stress, but there are ways you can help to decrease some of the stressors. In this training, participants will learn the causes and effects of stress in the workplace and identify practical ways to engage, understand and support stressed employees.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLSSEIn-person, Webinar1 hour

Tips to Successfully Manage Remote and Hybrid Workers

Supervising staff working remotely or on hybrid schedules is a crucial aspect of leadership in today's dynamic work environment. Properly managing these work arrangements can significantly reduce stress, boost productivity, and enhance morale. In this training, you will learn how to shift your thinking related to managing remote and hybrid workers, ways to measure performance and how to maintain an effective working relationship with all staff, no matter their location.

Audience:Order code:Format:Length:Manager/Supervisor/HR RepLMRHIn-person, Webinar1 hour

Working Well

Becoming a Successful Team Player

Teamwork is an essential part of any successful team. Whether part of a workgroup, work individually yet interface with a larger group or work across teams, team players are an important part of your organization. In this highly interactive training, participants will learn what it means to be a team player, why it is important and characteristics of a good team player. Participants will also receive tips on how to better work with a team in the office and virtually and develop a short personal action plan to start improving these skills.

Please note—participants do not need to be part of a whole team; members from mixed teams are welcome to attend. Also, participant group size should be no less than five and no more than 30.

Audience:Order code:Format:Length:General AudienceWTPWIn-person, Webinar1.5 hours

Combating Compassion Fatigue

Compassion fatigue is normal, an often unavoidable byproduct of caregiving. While compassion fatigue may not be completely avoidable, helpers can expect to regain feelings of satisfaction and even joy in their caregiving roles. Awareness in the form of information and new insights is the first step towards change. In this training, participants will learn the definition of compassion fatigue, burnout and compassion satisfaction. Participants will also learn warning signs and symptoms and identify how to increase their compassion satisfaction.

Audience:Order code:Format:Length:General AudienceWCCFIn-person, Webinar1-1.5 hours

Communicating Effectively in the Workplace—Part One

We have all probably experienced a time when we felt frustrated because we were not able to successfully get our point across to someone else. Learning the skills to communicate effectively can go a long way towards alleviating some of that frustration. In part one of this two-part training, participants will learn about the communication process and how to efficiently send a message.

Special Instructions—Part two of this training needs to occur within one month or less of part one. The closer together, the better the learning experience. Please order both part one and part two at the same time. This training can not be condensed to less than a one-hour timeframe.

Audience:Order code:Format:Length:General AudienceWWEC2P1In-person,* Webinar1 hour

*The maximum capacity for in-person training is 30 participants. It cannot be done in a lecture format.

Communicating Effectively in the Workplace—Part Two

It is not uncommon to have times when we struggle to understand what others are trying to communicate. Sometimes those struggles are because the person sending the message is not communicating effectively. Though, it could be because we are not taking steps to help us accurately understand the message. In part two of this two-part training, participants will learn how to receive messages successfully and provide proper feedback.

Special Instructions—Part two of this training needs to occur within one month or less of part one. The closer together, the better the learning experience. Please order both part one and part two at the same time. This training can not be condensed to less than a one-hour timeframe.

Audience:Order code:Format:Length:General AudienceWWEC2P2In-person,* Webinar1 hour

Department of Transportation (DOT) Drug and Alcohol Guidelines for Employees*

Employees performing safety-sensitive functions in the transportation industry are responsible for providing a safe work environment. Creating a safe work environment means following established work rules and the DOT's rules on drug use and alcohol misuse. In this training, employees will learn about the impact of substance use in the workplace, reasons for substance testing, what substances are tested, who gets tested and the testing process.

Please note—this training is general in nature and does not necessarily meet specific state requirements. It is highly recommended that a representative from your company be available during the training to answer any questions about your company's policies and procedures.

Audience:Order code:Format:Length:General AudienceWDOT3In-person, Webinar2 hours

Drug-Free Workplace New

Substance use issues have a tremendous impact on a person's work and personal life. In this training, participants will learn emotional, behavioral and physical signs and symptoms, when employees may be tested, impacts at work, on family and co-workers and what you can do to get help for yourself or others.

Audience: Order code: Format: Length:

General Audience WDFW3 In-person, Webinar In-person 1.5 hours

Webinar 1 hour

^{*}The maximum capacity for in-person training is 30 participants. It cannot be done in a lecture format.

^{*} Whenever possible, a Substance Abuse Professional (SAP) will present D.O.T. trainings. If there are no SAPs available, a non-SAP credentialed trainer will present the training. Because of the specificity of the SAP credential, a minimum of six weeks' notice is required when requesting this training.

Embracing Generational Diversity in the Workplace

Today's workforce spans five generations, each with different attitudes and behaviors. Learning to appreciate each generation's unique contributions, communicating effectively and fostering an environment where continuous learning and collaboration are encouraged are essential for workplace success. In this training, participants will learn how generational differences impact the workplace and how to work effectively with all generations.

Audience:Order code:Format:Length:General AudienceWEGDIn-person, Webinar1-1.5 hours

Empower Yourself During Change and Transition

Conquering change and transition requires a strategic approach. By embracing fundamental principles and strategies, you can confidently navigate these periods and empower yourself to adapt, grow and thrive amidst uncertainty. In this training, participants will learn the difference between change and transition and get tips on navigating the process.

Audience: Order code: Format: Length: General Audience WPCT In-person, Webinar 1-1.5 hours

Empowering Your Next Move: Coping with a Reduction in Force New

Losing a job can be a challenging and emotional experience, and navigating through it requires resilience, practical strategies, and support. Staff may need help to develop the skills to manage the emotional impact, rebuild confidence, and take actionable steps toward a new opportunity. In this interactive training, participants will discover the typical stages and emotions accompanying the loss of their job. More importantly, they will gain valuable tools and support to help them move forward confidently, even amidst uncertainty.

Audience:Order code:Format:Length:General AudienceWRIFIn-person, Webinar1-1.5 hours

Goal Setting to Ignite Workplace Success

Goal setting is essential for workplace success. Not having goals can be equated to leaving on a trip without directions. Goals provide guidance and direction and promote planning, motivation and inspiration. In this training, participants learn about types of goals, the importance of goal setting, creating attainable goals, managing obstacles and tracking progress.

Audience:Order code:Format:Length:General AudienceWIWS2In-person, Webinar1 hour

Growing Your Personal and Professional Resilience

No one is immune from loss, trauma or significant stressors. We typically cannot control when these things happen. We can control how we respond, adapt and grow from challenges and adversity. In this training, participants will learn what it means to be resilient and why it is so important. They will privately explore and identify their personal or professional challenges and stressors. Finally, they will review resilience characteristics, how to grow them to adapt to and overcome challenges and leave having started their own Personal Resilience Plan.

Audience:Order code:Format:Length:General AudienceWGPP2In-person, Webinar1 hour

Harnessing the Power of Mindfulness to Decrease Workplace Stress

The workplace can be a fast-paced, stressful environment. Sometimes, it is hard to imagine how it is possible to manage everything successfully. Mindfulness skills can be a great way to combat work stress and thrive in the workplace. In this training, participants will learn about the benefits of mindfulness at work and how to use these skills on the job.

Audience:Order code:Format:Length:General AudienceWHPMIn-person, Webinar1 hour

Maximizing Your Day: Basics of Effective Time Management

Today's world requires employees to do more, better, faster and with less. If employees do not grasp the basics of effective time management, it can be challenging for them to understand what they are doing wrong and how to improve. In this training, participants will learn what it means to manage their time, advantages of time management and techniques to help them better manage their day.

Audience:Order code:Format:Length:General AudienceWETM2In-person, Webinar1 hour

Motivating Others to Be Their Best

Bringing out the best in others is crucial because it fosters their personal and professional growth, enhances teamwork and builds stronger relationships. By supporting and encouraging others, we create a positive and productive environment that maximizes everyone's potential. In this training, participants will learn why it is important to bring out the best in others, techniques to encourage others' best qualities and ways to use these strategies in their relationships and at work.

Audience:Order code:Format:Length:General AudienceWBTBIn-person, Webinar1 hour

Navigating Remote and Hybrid Work

Remote and hybrid work arrangements offer numerous benefits, such as reduced stress, increased productivity and improved morale. However, to succeed in such flexible work setups, it is important to have the right tools. In this training, participants will learn the advantages of remote and hybrid work, essential traits for success and tips for adapting to these schedules.

Audience:Order code:Format:Length:General AudienceWNRHWebinar1 hour

Overcoming Stress and Burnout

Everyone experiences periods of stress, and most of the time, they are able to manage them and go about their day. However, if stress is constant or left unmanaged, it can turn into burnout. That said, there is hope! In this training participants will learn the signs and causes of burnout and practical tips and lifestyle changes to help manage stress and prevent burnout.

Audience:Order code:Format:Length:General AudienceWOSB2In-person, Webinar1 hour

Respectful Engagement: Fostering Civility in the Workplace New

Civility in the workplace is crucial for many reasons, all contributing to a healthier, more productive workplace. In this training, participants will explore the key differences between incivility and civility, learn about the detrimental effects of incivility on collaboration and morale, and recognize the value of contributing to a positive work environment. This training will also provide practical tools for promoting respectful engagement, starting with personal behavior, to help build a culture of civility and respect across teams.

Audience: Order code: Format: Length: General Audience WFWC2 In-person, Webinar 1-1.5 hours

Strategies for Resolving Workplace Conflict

Conflict is a natural part of relationships and is inevitable, especially in today's diverse workplace. Yet unaddressed and unresolved conflict can be damaging to workplaces. Resolving workplace conflict is crucial for maintaining a productive and harmonious work environment. In this training, employees will learn why conflict happens and their response. They will also learn and apply strategies for effectively approaching and resolving workplace conflicts.

Audience:Order code:Format:Length:General AudienceWSRC2In-person, Webinar1 hour

Thriving at Work: Developing Healthy Responses to Stress New

Stress is an inevitable part of life. When job pressures match our abilities and resources, stress can motivate us to achieve our goals. However, when we have difficulty managing our stressors, it can impact our ability to be productive. In this training, participants will identify the causes and effects of workplace stress and develop practical strategies for managing it effectively.

Audience:Order code:Format:Length:General AudienceWHRSIn-person, Webinar1 hour

Using Emotional Intelligence for Workplace Success

Emotional intelligence (EI) is the ability to recognize and understand emotions in ourselves and others, and the ability to use this awareness to manage our behavior and relationships. It involves recognizing various aspects of our feelings and emotions and taking the time to work on the elements of self-awareness, self-regulation, motivation, social awareness and social skills. In this training, you will learn why EI is important in the workplace and ways to improve your emotional intelligence.

Audience:Order code:Format:Length:General AudienceWEIW2In-person, Webinar1.5 hours

Work-Life Survival: Choosing Satisfaction over Balance

As we go through our daily juggles, it is time to redefine the traditional notion of work-life balance and focus instead on achieving work-life satisfaction. Everyone has different strengths, values, and roles —yet most of us are alike in that we want to end the day feeling a sense of satisfaction. In this training, participants will explore the meaning and importance of work-life satisfaction, learn how to identify their personal strengths, values, and roles and gain practical strategies for prioritizing themselves and setting boundaries.

Audience:Order code:Format:Length:General AudienceWSBSG2In-person, Webinar1 hour



Workplace Harmony: Recognizing and Addressing Bullying and Toxic Behaviors New

Are you ready to create a healthier, more supportive workplace? This training session will empower your staff to tackle bullying and toxic behavior head-on. Helping your staff to work together to foster a positive, respectful and inclusive work culture where everyone can thrive. In this training, staff will learn to define and identify the signs of bullying and a toxic environment, understand how bullying impacts the workplace, and gain practical skills to respond effectively and provide support.

Audience:Order code:Format:Length:General AudienceWABTIn-person, Webinar1 hour

Workplace Violence: Impact and Prevention

No workplace is immune from the possibility of violence. Maintaining workplace safety is everyone's responsibility. In this training, participants will learn about workplace violence, including domestic/intimate partner violence and potential warning signs. Employees will also learn more about their responsibilities, interventions and resource options to help respond to potential and actual threats of violence, including active shooter incidents.

Audience:Order code:Format:Length:General AudienceWVIP2In-person, Webinar1 – 1.5 hours



Specialty Trainings: Diversity, Equity and Inclusion





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Frequently Asked Questions

1. How are courses delivered?

Courses are offered via webinar, where the audio and video are accessed on a computer.^{1,2,3}

- 1. If you would like to use your company's webinar platform, please discuss this request with your account representative. Magellan trainers are not responsible for moderating webinars outside of Magellan's Adobe Connect platform. For that reason, if you use your company's platform, you will need to provide technical support for the trainer.
- 2. If you anticipate more than 100 participants, please notify your account representative to discuss options.
- 3. We do not record these webinars due to their sensitive nature and the constantly evolving subject matter.

2. How many hours of trainings is my organization eligible for? Are there additional fees?

Please contact your Magellan Account Management Team for information on the training hours included in your contract. Additional fees may apply.

3. What webinar platform is used?

Adobe Connect⁴

4. The Adobe Connect application can be downloaded from Apple iTunes or Google Play Store.

4. Can our organization use our own webinar platform?

Yes, in most cases, you may use your organization's webinar platform. However, additional fees may apply. Your organization will be responsible for the technology, technical support and driving the presentation.⁵

5. We do not record these webinars due to their sensitive nature and the constantly evolving subject matter.

5. Who are the trainings presented by?

Mauricio Velásquez, President of Diversity Training Group (DTG). Mauricio has over 25 years of experience as a diversity and inclusion strategist, consultant and trainer.

6. Can trainings be customized?

Please contact your account representative to talk about any modifications. Keep in mind that making changes to the materials might alter the course objectives. Additionally, any customizations will require extra time. Please consult your account representative for details about customization fees.

Employee trainings

Diversity Today: Being More Inclusive Tomorrow

This comprehensive training will promote awareness and understanding of diversity and inclusion in the workplace. In this training, participants will learn to define these concepts, explore their significance in fostering an equitable work environment and identify actionable steps they can take to contribute to a more inclusive culture. This training will empower participants to make a meaningful impact by embracing and advocating for diversity and inclusion in their daily interactions and organizational practices.

Audience:Order code:Format:Length:General AudienceD101Webinar1 hour

Being a DEI Change Agent

This dynamic session will help empower individuals to champion workplace diversity, equity and inclusion (DEI). In this training, participants will explore the importance of DEI, learn what it means to be a change agent and gain practical strategies to drive meaningful change, including identifying and addressing barriers and tools to create a personal action plan for fostering an inclusive and equitable environment.*

Audience:Order code:Format:Length:General AudienceD201Webinar1 hour

Toxic Behaviors: Toxic Work Environments

In the workplace, toxic behaviors and environments can harm diversity and inclusion. In this training, participants will learn to identify toxic behaviors, understand their impact, explore the importance of addressing these issues, and gain tools and skills to manage and mitigate toxicity effectively. By the end of the session, participants will develop a personalized plan of action to foster a healthier, more inclusive work environment.

Audience:Order code:Format:Length:General AudienceDTEEWebinar1 hour

Using Emotional Intelligence to Foster Diversity and Inclusion

Emotional intelligence (EI) is vital for fostering inclusive and diverse environments. This training will cover the definition and key components of EI, emphasizing awareness, empathy and relationship management. Participants will engage in discussions to enhance their EI skills, enabling them to navigate diverse workplaces effectively. They will also develop a personal action plan to apply their EI skills, promoting meaningful change towards a more inclusive culture.

Audience:Order code:Format:Length:General AudienceDEDIWebinar1 hour

^{*}D101 Diversity Today: Being More Inclusive Tomorrow is strongly recommended as a prerequisite to this training, especially if the audience is unfamiliar with DEI principles.

Leader trainings

Embracing Diversity, Equity and Inclusion to Retain Talent

As a leader, you know how difficult it can be to retain talent. Diversity, equity, and inclusion (DEI) are critical in top talent retention. In this training, you will gain a clear understanding of retention, trust, and engagement in the context of DEI and explore the key factors driving employees to leave their jobs. Through discussions and practical exercises, you will identify actionable strategies to foster an inclusive, equitable and diverse workplace where staff members feel valued, supported, and motivated to stay.

Audience:	Order code:	Format:	Length:
Manager/Supervisor/HR Rep	DROT	Webinar	1.5 hours

The Importance of Ethics in the Workplace

Ethics are essential for fostering a trustworthy and productive workplace. Promoting ethical behavior within your team ensures a culture of respect and integrity. In this training, you will define ethics and explore its significance in building trust among colleagues, your staff and the organization. You will identify effective strategies for ethical decision-making and ways people try to circumvent ethical standards. You will also learn to recognize "ethics imposters;" when to involve Human Resources in ethical issues; and you will develop a personalized action plan to promote ethics.

Audience:	Order code:	Format:	Length:
Manager/Supervisor/HR Rep	DETW	Webinar	1 hour



Specialty Trainings: Financial Wellbeing, Identity Theft Resolution and Legal Services





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Frequently Asked Questions

1. How are courses delivered?

Courses can be delivered in-person at the worksite or as live webinar presentations. For webinars, the content is accessed on a computer and the audio by computer or telephone.

2. How many hours of trainings is my organization eligible for? Are there additional fees?

Please contact your Magellan Account Team for information on the training hours included in your contract. Additional fees may apply.

3. For webinar trainings, what recording platforms are used?

- For Financial Wellbeing trainings, the platform is GoToWebinar.
- For Legal Services and Identity Theft Resolution trainings, the platform is Zoom.

4. For webinar trainings, can our organization use our own platform?

Yes, in most cases you may use your organization's webinar platform, however, additional fees may apply. Your organization will be responsible for the technology, technical support and driving the presentation.

5. Who are the trainings presented by?

- Financial Wellbeing trainings are presented by Magellan's vendor partner My Secure Advantage (MSA).
- Legal Services and Identity Theft Resolution trainings are presented by Magellan's vendor partner CLC.

6. Can trainings be customized?

- Financial Wellbeing trainings can be customized at a rate of \$250/hour with a minimum charge of one hour per customized presentation.
- Legal Services and Identity Theft Resolution trainings can be customized at a rate of \$200/hour with a minimum charge of one hour per customized presentation.

Financial Wellbeing

Financial experts present on financial planning and money management topics.

MSA Financial Wellbeing Program Overview*

What would change your life? Paying off debt and improving credit? Building a budget or planning for college or retirement? Did you know your employer provides you and your family access to MSA (My Secure Advantage®)—a comprehensive, customized financial wellbeing program?

If you feel uncertain about your finances or have specific goals to achieve, MSA Money Coaches can help you overcome roadblocks, consider options and answer questions. Unbiased and judgment-free, our coaches don't work on commission or sell products. They are here to serve your best interests and help you achieve financial wellness in the unique ways that are important to you. In addition to coaching, MSA's holistic approach includes education and a digital platform.

Are you ready to reduce your financial stress and live your best life? Join this interactive event to learn more about your MSA benefit and how it can help you take your finances to the next level.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

#Adulting: Surviving to Thriving

Adulting can be overwhelming, but it doesn't have to be. We'll explore opportunities and decisions for managing your finances as an adult and provide some strategies for overcoming common obstacles. Learn about topics like budgeting, saving, investing and debt management, as well as communication and setting goals. Whether you're just starting or want to refine your skills, this event can provide tools and knowledge to help you.

Audience:Format:Length:General AudienceIn-person, Webinar1 hour

A Guide to Smart Homebuying Decisions

Buying a house could be one of the largest purchases you ever make. This event can help you navigate the process. We'll cover topics like budgeting, financing options, finding a real estate agent, and more. You'll also learn about avoiding common pitfalls and different types of mortgages. Additionally, we'll explore some financial benefits, such as potential tax advantages and building equity.

Audience: Format: Length: General Audience In-person, Webinar 1 hour

^{*}This class is great for company leaders to help them understand the program and share it with their direct reports. It is equally beneficial to offer to your entire population to help get them engaged and on the way to reaching their financial goals.

Balancing Your Financial & Emotional Wellbeing

Stress is something we all experience. Financial and emotional strains are common, routinely appear together and can significantly influence our lives. Successfully reducing these stressors is key to overall wellness. We'll walk through several financial challenges and offer tips on how to manage them. We'll also talk about how to work with resources and how professionals can help.

Audience:Format:Length:General AudienceIn-person, Webinar1 hour

Building Financial Resilience

We may all face a financial setback at some point in life. How will you react? What is the plan? We will walk you through a process that includes assessing the challenge and the impact on your finances. Then we'll review how you can take action and get prepared for future difficulties.

Audience:Format:Length:General AudienceIn-person, Webinar1 hour

Dollars & Sense: A Guide to Budgeting

Sticking to a budget can be tricky. But it can also help you build a positive cash flow and reach financial goals! We'll outline a process for creating a spending plan that fits your needs and offer practical tips for making it last. Learn what goes into a budget and gain control of your money. Whether you're new to budgeting or want to improve your current approach, you can gain valuable resources for achieving financial stability.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Estate Planning: Financial Basics

Many people put off estate planning until it's too late. We'll provide practical tips for creating a plan that reflects your values and goals. We'll cover various financial factors and tools that can help protect your assets and ensure your wishes are carried out – like wills, trusts, powers of attorney and healthcare directives. Join us to learn how you can start securing your legacy today.

Audience: Format: Length: General Audience In-person, Webinar 1 hour

Family Finances: Planning for College 101

Financing a college education is a big task. This event explores things you may need to know about funding education, including how to apply for federal and state financial aid, scholarships and grants, and other funding options like a 529 plan. We'll also touch on budgeting for college expenses. Whether you're supporting a loved one or you're a student yourself, this event can help.

Audience:Format:Length:General AudienceIn-person, Webinar1 hour

Family Finances: Practical Money Tips for Parents

Managing the cost of parenthood can be challenging. Join this event to learn about budgeting for parenthood, like childcare expenses, education, extracurricular activities, and unexpected costs. Learn how to anticipate and plan for costs you may encounter during your child's infancy through adulthood. Help your family build a strong financial foundation by nurturing your financial skills.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Insurance Basics: Protecting Your Future & Assets

Insurance can be an essential tool for protecting your financial future, but with so many options, it can be challenging to know where to start. We'll look at the basics of insurance, including the different types of coverage available, such as life, health, home and auto insurance. We'll also provide tips for how you might go about choosing the right insurance coverage, comparing policies and getting the best rates.

Audience: Format: Length: General Audience In-person, Webinar 1 hour

Investing Basics: Growing Your Wealth

Investing can be intimidating, especially if you're new to the game. We'll talk about the basics of investing, including different types of investments and evaluating risk and return. Whether you're saving for retirement or just want to grow your wealth, this event can provide education, tools and confidence to help you get started.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Managing Financial Needs of Children & Aging Parents

Navigating personal finances can be daunting for anyone, but if you support your children and aging parents or grandparents, you are likely facing much greater challenges than most. Help has arrived! We'll show you how to assess your financial and personal capacity and set realistic boundaries to help you through this stage of life. We'll talk about how to handle setbacks and remain resilient, and we'll provide resources and tools to help you manage your financial goals.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Mastering Money Basics

If you want to feel confident about your finances, consider using a plan with the following components: controlling spending, managing debt, prioritizing savings and maintaining excellent credit. Avoiding or losing focus on any of these elements can add stress to your life. This event explains the importance of each one and helps you get started.

Audience: Format: Lenath:

General Audience In-person, Webinar 30 minutes or 1 hour

New Year, New You: Turning Goals into Reality

Many of us start the new year with big dreams and ambitious goals, but as time goes on, we find it hard to reach the finish line. We'll explore the art of goal-setting and provide ideas for staying motivated. Learn about anticipating challenges and ways to celebrate your progress.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Overcoming Debt & Achieving Financial Freedom

Debt is one of the biggest obstacles keeping people from reaching their financial goals. This event will encourage you to prioritize debt management and provide options for getting started. We'll review specific debt reduction strategies and how to write and follow SMART goals. We hope you leave this event motivated and more confident about reducing your debt.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Relationships & Money

Money can be a tricky subject, especially when it comes to relationships. This event explores the various ways that finances can impact relationships and how you might approach money in a healthy and sustainable way. Learn best practices to improve communication skills with friends and family.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Retirement: Early Career Decisions

A critical first step towards a solid retirement plan is creating and establishing savings goals. Knowing there are many competing needs for the dollars you save, we'll review goal-setting strategies that can help you stay on track. Learn about estimating how much you may need to save by the time you retire, calculating the amount to invest each month, the power of compounding, and retirement account options.

Audience:Format:Length:General AudienceIn-person, Webinar1 hour

Retirement: Late Career Decisions

For a satisfying retirement, it's important to integrate your finances with your passions and priorities. What do you imagine for your retirement lifestyle and expenses? Whether you're on track with savings or not, your current decisions will impact whether you can sustain the future you envision. Learn how you might assess where you'll live, your travel expenses, funding new skills and hobbies, opportunities to give back, and the implications of different lifestyle decisions.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Retirement: Navigating Common Risks

Managing risk is a critical part of securing your financial future. We'll discuss common risks that can affect retirement savings, such as market volatility, inflation, longevity and unexpected expenses, and explore ideas for addressing them. Whether you're already retired or just starting to plan, this event can help you navigate the retirement landscape and potential risks.

Audience:Format:Length:General AudienceIn-person, Webinar1 hour

Retirement: Social Security Decisions

We contribute to the Social Security system through payroll deductions, but we don't always know our best options for receiving those distributions. We'll discuss how benefits are calculated and how you might determine when to start receiving distributions in retirement. We will also talk about spousal benefits and factors that may influence whether you are taxed on the distributions you receive.

Audience:Format:Length:General AudienceIn-person, Webinar1 hour

Smart Money Moves: Holiday Planning

The holidays are a time for celebration but can also bring stress and financial strain. We'll look at the financial side of holiday planning and provide ideas for keeping your budget in check while enjoying the festive season. Learn about budgeting for gifts and entertainment, and get tips for finding deals and leveraging technology. We'll discuss thoughtful gift-giving strategies, hosting a gathering on a budget and avoiding debt.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Smart Money Moves: Tips for Major Purchases

Whether it's a car, living room furniture, or a washer and dryer, big purchases take some special planning. We will discuss factors such as buying now versus later, saving versus financing and buying versus leasing. We'll also explore credit and budget implications, as well as strategies for planning ahead and saving money in the long term.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Smart Tax Moves: The Benefits of HSAs & FSAs

Health Savings Accounts (HSAs) and Flexible Spending Accounts (FSAs) can be valuable tools for covering health care and dependent care expenses in a tax-efficient and financially effective way. This event looks at both types of accounts to help attendees understand which may work best for their individual circumstances and why they might use one over the other.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Smart Tax Moves: Understanding Tax Returns

This event is designed to help you better understand and feel more confident about the tax filing process. Learn about the basics of tax returns, such as determining your filing status and calculating your taxable income and more advanced topics like tax deductions and credits. We'll also explore the different types of tax returns, including federal and state returns, and how to file each one.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

The Financial Wellbeing Playbook

Learn from those who have gone before you! This event shares the habits commonly practiced by people who have little financial stress in their lives. The MSA coaching staff has conducted over a million financial consultations, and the most experienced coaches were interviewed to develop this presentation. The goal is for attendees to take pride in the processes they are practicing well and to develop an action plan to address the habits they would like to improve.

Audience:Format:Length:General AudienceIn-person, Webinar1 hour

The Student Loan Survival Guide

Repaying student loans can be a daunting task, but it is possible! We'll explore some of the elements you can use to create a student loan repayment plan, including evaluating your repayment options, negotiating with lenders and adjusting your budget to help with timely payments. We'll also look at options like consolidating loans, refinancing and how to apply for loan forgiveness programs.

Audience: Format: Length: General Audience In-person, Webinar 1 hour

Thriving in Challenging Economic Times

Feeling the sting of a tough economy? Market changes and inflation can lead to rising levels of financial frustration. We will discuss steps you can consider to reduce or avoid added stress. We'll also talk about what may be causing the change in prices, how you might adjust your budget and the resources available to you.

Audience:Format:Length:General AudienceIn-person, Webinar1 hour

Unlocking the Power of Your Credit

Credit plays a vital role in achieving financial health, yet many people struggle to understand and effectively manage their credit. In this informative and engaging session, we'll dive into the fundamentals of credit, including how it works, how to establish and maintain good credit and common mistakes to avoid.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Women & Money

Women often face unique financial challenges. This event covers some of the basics of personal finance, focusing on strategies that are relevant for women. It also looks at planning for life events like starting a family and juggling multiple financial goals. Whether you're just starting your financial journey or looking to take your financial skills to the next level, join this event for the tools and confidence to move forward.

Audience: Format: Length: General Audience In-person, Webinar 1 hour

Identity Theft Resolution

Identity theft specialists present on the dangers of identity theft and how to protect personal information.

ID Theft Protection 101

In today's digital world, someone becomes a victim of identity theft every two seconds. In this class, our Fraud Resolution Specialist will share tips on how to build a wall of defense against identity thieves and how to lessen the impact when victimized. Together, let's pull-back the curtain and reveal how fraudsters lure consumers and steal their data.

Audience:Format:Length:General AudienceWebinar1 hour

Avoiding Holiday Shopping Fraud

Huge sales, must-have gifts, and rushing for last minute items have become too familiar. When holiday shopping between stores, we often let our guard down and can accidentally expose personal and financial information. In this class, our Fraud Resolution Specialist will discuss how to prevent fraudsters from using your shopping spree to their benefit.

Audience:Format:Length:General AudienceWebinar1 hour

Avoiding Tax Filing Fraud

Tax filing can expose a substantial amount of personal information—annual income, retirement plans, and a Social Security number to name a few. Data thieves are looking to prey on this "gold mine" of information and sell it on the dark web. In this class, our Fraud Resolution Specialist will discuss the warning signs of tax-related fraud and share tips on safely filing your taxes.

Audience: Format: Length: General Audience Webinar 1 hour

Battling Unemployment Fraud

With COVID-19, jobless claims have ballooned across America and in-turn, have created a historic identity theft problem. Identity thieves are taking advantage of state unemployment (UE) systems overwhelmed to meet this unprecedented claim demand. In this class, our Fraud Resolution Specialist explains the prevalence of UE fraud and how to lessen its financial and identity theft damage.

Audience:Format:Length:General AudienceWebinar30 minutes

Data Breach Education

We hear about data breaches all the time—another company is breached; another card scanner is hacked—but these news headlines should affect our personal lives. The more we're desensitized to its reality, the more of a chance we're impacted by one. In this class, our Fraud Resolution Specialist will discuss how to evaluate the severity of data breaches and how to protect personal information.

Audience: Format: Length: General Audience Webinar 1 hour

Detecting and Avoiding Scams

A worrisome trend has emerged; 50% of identity theft calls have been related to bank account and device access scams. These scams are not only giving thieves the ability to access your financial accounts, but they are also stealing your money. In this class, you will learn how to detect and avoid these scams and outline measures you can take in order to protect your financial assets.

Audience:Format:Length:General AudienceWebinar1 hour

Personal Data Security (only offered as a response to a company data breach)

A security incident's compromised information doesn't necessarily result in identity theft victimization. In this class, our Fraud Resolution Specialist will share the best practices to help maintain your personal information safety. We'll also discuss the identity protection and restoration services available to you through your program.

Audience: Format: Length: General Audience Webinar 1 hour

Legal Services

Experienced legal professionals present on various legal topics and planning principles.

Estate Planning 101

Believe it or not, you have an estate! Think about family possessions, bank accounts, houses, investments, even furniture—and what will happen to them. Estate planning helps you prepare for how your estate will be distributed to those you care about most. In this class, we explore the common legal tools used to manage and preserve assets

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour

Legal Resources for Caregivers

For loved ones who have an inhibiting mental or physical condition, there are specific laws in place to protect their rights. In this class, we outline several legal tools and programs that assist the needs of the elderly and disabled, and how to help set them up for success.

Audience:Format:Length:General AudienceIn-person, Webinar30 minutes

Planning Future Medical Decisions

If you become incapacitated—or unconscious—you'll want to have your voice still heard when it comes to your health treatments! An advance health care directive can help ensure predetermined health care choices are kept and ease the burden on your family. In this class, we discuss what legal documents are needed to start a future medical plan.

Audience: Format: Length:

General Audience In-person, Webinar 30 minutes or 1 hour



Specialty Trainings: Work-Life Services





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Frequently Asked Questions

1. How are courses delivered?

Courses can be delivered in-person at the worksite or as live webinar presentations. For webinars, the content is accessed on a computer and the audio by computer or telephone. Each training is tailored to meet your specific needs, and can be adapted to your specific time requirements and circumstances.

2. Are there additional fees?

Please contact your Magellan Account Team for information about your contract. Additional fees may apply.

3. For webinar trainings, what recording platforms are used?

For Work-Life Services trainings, the platform is Zoom.

4. For webinar trainings, can our organization use our own platform?

Webinar trainings can only be hosted through the Work-Life Services Zoom platform.

5. Who are the trainings presented by?

Work-Life Services trainings are developed and facilitated by Care.com experts who deliver an engaging learning experience.

6. Can trainings be customized?

Work-Life Services trainings can be customized. Additional fees may apply. For best results:

- Provide your expectations, demographics and goals when you make your request. This information will help
 us select the most appropriate trainer for your event.
- Choose a webinar when looking to reach large groups and multiple sites with anonymity.
- Keep class size to 50 or less for on-site trainings. Smaller class sizes increase participant interaction and engagement.

Child Care & Parenting

Adult Kids & Financial Independence

This seminar will discuss historical changes and statistics, common emotions of parents and children and tips to get them going emotionally and financially.

Becoming a Pet Parent

If you have been considering adopting a pet, this seminar offers valuable information to prospective pet parents. Participants will learn how to choose the right type of pet for your family, the expenses associated with pet care and the differences between pet stores and animal shelters. Attendees will also be provided with the best practices and resources to aid them in their pet adoption journey.

Before- and After-School Care Programs

As parents you will learn how to carefully find, evaluate and select appropriate before-and after-school care for your children. We will review the types of programs, help you evaluate them and discuss enrichment and extracurricular activities.

Blended Families

This seminar will explore what the meaning of a blended family is and will touch on family values as well as the expectations of both the parent and the child/children. It will also discuss the benefits of being a part of a blended family.

Bullying: How to Protect Your Child

This seminar provides information on recognizing the signs of bullying and how to prevent or cope with it. We will cover types of bullying, talking with children, signs your child may be being bullied and what to do if you suspect your child is bullying others.

Children and Screen Time

In today's digital world many parents are conflicted on when and how often to let children use their "screens". We will discuss age limits, and help parents define for themselves and their families their limits. We will also recommend some of the apps/web sites that have been approved.

Children and Stress

Stress impacts children as young as seven years old. This workshop outlines the causes and signs of stress. We will discuss the techniques that will help children on an everyday basis.

Choosing Quality Child Care

Before you begin your search for child care you need this basic information. This seminar will assess your needs, help you explore your options, evaluate child care providers and go through the selection process.

Communicating With Young Children

This class specifically covers how to communicate with young children. We will explore the importance of good communication, what to expect at various stages and what kinds of communication techniques work best with younger children.

Communicating and Resolving Conflict With Your Teen

This seminar will provide you with practical communication tips to improve your connection with your teen and for resolving conflicts. Effective communication makes time together more enjoyable, discipline effective and conflict resolution successful.

Co-Parenting

For parents who are going through a separation or divorce it can create a completely new set of challenges. In this class participants will learn the challenges and strategies to co-parent successfully and learn how to focus on what is best for their children.

Divorce and Separation: Reactions & Support

This seminar offers parents tips on how to help their children cope with a divorce or separation. You will learn how to explain separation/divorce to your child, the emotional impact it can have, various age groups, establishing custody agreements and more.

Effective Elementary Homework Habits

This seminar provides tips on how to promote effective study and homework habits. The session will go over the role of parents, helping your child with homework, tutoring options, working with your child's teachers and encouraging learning outside of school.

Helping Our Children Achieve Their Dreams

During this seminar, participants will gain the knowledge to help empower our children with the tools to turn their dreams into realities. We will focus on the importance of fostering a supportive and non-judgmental environment. It will also aid parents in the transition to becoming their child's coach to help them achieve their dreams.

Internet Information for Parents

In this seminar we will review the language, identify concerns and risks, teach strategies to increase safety online, discuss instant messaging, texting, social networking and chat rooms and identify resources and monitoring software.

Is In-Home Child Care Right for You?

This seminar will help you decide if in-home care is right for your family. Among the topics discussed are working with an agency, screening and interviewing candidates, your responsibilities as an employer and managing your relationship with your caregiver.

Managing Fear & Anxiety in Children

In this session we will discuss important tactics to help children of all age groups deal with anxiety and fear and how our own fears and anxieties must be handled in order to provide proper support to children.

Navigating Decisions as a Family

In this seminar, participants will learn how to navigate family decisions that will have a great impact on their loved ones. We will discuss the current family decisions you may be facing, address your concerns, and how to mitigate the potential negative impact these decisions may have on your family. You will gain skills and resources to have important conversations, build a network of support, and empower your children to share their thoughts and feelings during a period of transition.

Navigating the Teen Years

This seminar will help parents of pre-teens and teens by helping you understand physical changes, how to communicate effectively, manage conflicts, deal with teen social issues and identify at-risk behaviors.

Overview of the Adoption Process

This seminar will provide you with important information necessary to navigate the adoption process. We will review the types of adoption, adoption agencies, the home study, costs and legal issues and offer helpful resources.

Parenting 101

This course details the trials and tribulations of parenting. Basic parenting philosophies are discussed as well as how they apply to real-life situations. Topics include discipline, eating, sleeping, academics and values.

Parenting Your Teen: Relationships

Adolescence is a time when peer relationships and teacher/work relationships grow in significance while parental and sibling relationships are routinely challenged. This program discusses relationships and resolution techniques.

Parenting Your Teen: Success in School

Parents will learn which healthy habits are important to school success, how to help teens deal with teachers and academics, how to help teens get organized, deal with peer pressure and handle discipline.

Parenting Your Toddler

In this session parents will learn about effective parenting strategies and typical developmental milestones and transitions. We will cover positive parenting strategies, transitions, developing social skills, healthy habits, and learning at home.

Positive Parenting: School-Aged

This seminar provides basic parenting strategies for school-aged children. The session will cover healthy habits, effective communication, promoting positive academic performance, and transitions.

Prenatal Planning: Upcoming Changes

This seminar will help you discover what you need to know to prepare for a new baby. We will discuss birthing options, health and wellness issues, financial planning, time management strategies and baby product and equipment safety.

Raising Children in a Diverse World

This seminar covers helping children to be proud of their heritage, introducing children to other cultures, religions and races, answering tough questions, protecting them from discrimination and how to be a good role model.

Raising Children to Respect Diversity

In this session we will discuss how to educate children about people of different backgrounds, beliefs and abilities, family types and more. We review how the care and support family members offer to one another is essential to the development of children.

Raising Well-Balanced Children

This workshop will provide practical tips to help parents foster a healthy, positive foundation in their children. We will discuss self-esteem, emotional, physical and social issues, personal discipline, body image and gender differences and challenges.

Resiliency for Working Parents

Today's working parent needs to build resiliency in order to prevent burnout. This class will give you the tools to manage stress while maintaining a sense of work and family life balance.

Single Parenting Success

Single parents who attend this seminar will learn tips, strategies and general information to help them survive and thrive. We will discuss spending quality time with children, establishing healthy communication skills, expression of emotions and more.

Summer Care and Camp Options

Identifying quality summer care for children requires information to discern the best option. This seminar will help you assess your summer care needs, review summer care costs and give an overview of summer options for children and teens.

The Sandwich Generation

Finding balance when juggling caregiving responsibilities for children and aging parents is an enormous challenge. In this session you will learn practical strategies and solutions to manage competing demands of caring for older adults while raising children.

Summer Planning for Families

This seminar discusses planning ideas for families, including childcare, summer camps, and how to support teens with their summer jobs. Suggestions for maintaining balance and health and safety concerns.

Tips for Parents of Teen Drivers

In this seminar we will review statistics on teen driving, learn the major causes of accidents and how to prevent them. We will help parents understand the factors to determine driving readiness.

Today's Family: Challenges and Changes

Regardless of your family structure, all families face the same challenges. Parenting is still one of the toughest jobs we have. This class looks at the history of families and offers some best practices for how to have a healthy family, including some fun things families can do together. This class is meant to be discussion-based.

Too Much Gaming

In this program we will discuss the difference between playing games and having an addiction to games. Learn how to spot this disorder and treatment options so those affected are able to get the help they need.

Transitioning to Parenthood

A new baby brings excitement, challenges and lots of change. This seminar is for new and expectant parents to help set expectations and explore strategies to cope with the new demands of parenthood.

Working Parents: Achieve Balance

This seminar provides strategies that will help parents triumph in managing family and work responsibilities. The session will cover developing a work/life plan, improving organizational skills, finding quality time for loved ones, tips for on the job and more.

Working With Children at Home

In today's world we are all being asked to do more while still focusing on our children's needs and wants. This class will cover best practices for younger and older children to have routines and structure in this uncertain time. We will offer suggestions on how to be most productive while also trying to enjoy family time as well.



Aging & Adult Care

Alzheimer's Disease or Dementia Care

The presentation will cover the signs, symptoms and stages of dementia and Alzheimer's disease, day-today caregiving techniques, financial assistance and insurance and resources for caregivers.

Caregiving: Are You Ready?

This seminar provides essential information, support and encouragement to caregivers of adult loved ones. It offers practical tips and advice on assessing your needs, discussing care arrangements and assisting with activities of daily living.

Caregiving: Family Meetings

Family meetings are an essential part of making certain that conflict is diminished among all of your family members. This seminar will cover preparing a family meeting, dividing responsibilities and factors that impact caregivers.

Caregiving: Putting YOU in the Equation

This seminar addresses the challenge of caregiving and offers guidance for achieving a healthy balance. The session will help you better identify priorities, achieve objectives and offer ideas to help deal with stress.

Caregiving Technology (web only)

Whether it's a GPS shoe for tracking wandering parents with dementia, programmed caps for prescription bottles or touchscreen tablets for staying connected, caregiving technology is exploding. We'll look at the latest technology for caregiving.

Communicating With Older Loved Ones

This seminar discusses how to communicate with older adults about important decisions such as health, housing, finances and legal issues. We will go over starting the conversation, effective communication, dealing with denial and more.

Documents for Life

In this session participants will learn about advance directives, identify their benefits, learn about wills, trusts and durable powers of attorney for health care to ensure their future wishes are known. Participants will be able to identify strategies about the need for advance directives as well as the resources to ensure they are created before it is too late.

Exploring Senior Housing Alternatives

This seminar explores housing options and care facilities for older adults. You will learn to assess a loved one's living situation and communicate about care options. The session will also explore different housing alternatives and evaluate the various facilities.

Home Design for the Older Adults

In this seminar you will learn how to assess your parent's home, how it suits current lifestyle needs, and what it would take to adapt it to meet future needs. You will also learn tips for simple fixes to revitalize a home for increased independence.

Long-Distance Caregiving

This seminar provides information on how to assess the needs of an older loved one who does not live nearby. We will discuss care options, how to determine if relocation is appropriate and how to discuss care options and critical issues with your loved one.

Parenting Your Parents: Reversed Roles

The job of safety monitoring, health care, and legal/ financial issues will leave you with a fair amount of stress and anxiety. You will learn tips on managing a healthy relationship between you and your aging parents.

Senior Driving Challenges (web only)

This webinar will review the three stages of senior driving: 1) driving safety 2) driving retirement 3) alternative transportation to keep them mobile, independent and safe.

Senior Care 101

This seminar provides information about the various adult care options available and will help you understand adult care, assess your loved one's needs, communicate with loved ones about changing care needs and identify care options and resources.

The Effects of the Aging Process

This seminar will provide an overview of both age and disease-related changes older adults might experience, the physical, behavioral and emotional changes of aging and the various diseases that may occur.

The Sandwich Generation

Finding balance when juggling caregiving responsibilities for children and aging parents is an enormous challenge. In this session you will learn practical strategies and solutions to manage competing demands of caring for older adults while raising children.

Disability & Neurodiversity

Autism Overview

This class is designed to provide an overview of autism signs and symptoms and guidance on how to cope with the challenges of raising an autistic child. There is opportunity for discussion and a review of resources and how to get help and support.

Caring for Your Child with Disabilities/Special Needs

This seminar is designed to assist you in navigating the resources available for children with special needs. We will discuss financial and legal challenges, testing and evaluation, understanding special education laws, support groups and more.

Disabilities Financial Planning

Learn strategies and tips for creating a successful financial plan and preparing for the future by having financial resources in place and understanding resources available to you.

Does Your Child Have a Learning Disability?

This session will discuss basic information about learning disabilities, common symptoms of a learning disability, testing and diagnosis, individualized education plans, educational resources and support groups and your legal rights.

Parenting a Child With ADD/ADHD

This seminar provides a general overview of ADD/ADHD, including testing and diagnosis. The session will also go over treatment options for ADD/ADHD as well as strategies for success.

The Importance of Self-Care for Parents

This session covers basic wellness, time management, getting support from professionals and finding child care resources to give you needed time for rejuvenation.

Your Older Child with Disabilities/Special Needs

This session will discuss caring for an older child or an adult with special needs, rights concerning education and employment, protecting and providing for your special needs child, legal and financial issues and effective parenting and family management.

Emotion & Physical Wellbeing

Benefitting from Ergonomics

This program examines the impact of poor ergonomics on both the worker and workplace. Participants will identify problems with an office station set up, discuss common factory issues and learn suggestions for properly setting up an office station.

Breast Cancer Awareness

The purpose of this seminar is to educate and empower participants regarding breast cancer and is for informational purposes only. It is not intended to give medical advice, to diagnose or make treatment recommendations.

Building in Daily Movement

This program explores the benefits of exercise, the role of attitude and goals on success, the components of a well-rounded workout, eating well and workouts that can be done during your workday.

Eating Right on the Run and on a Budget

We all make excuses for eating junk or fast food. We'll review strategies for quick, inexpensive meals that are good choices. Learn the basics of eating healthy within your financial means.

Eating Right for Life

Donuts for breakfast, candy bar for lunch? Eating on the run? Does this sound familiar? Participants in this seminar learn the benefits of nutrition, including the importance of making informed food choices to develop and maintain sound eating habits.

Embracing Happiness

This seminar focuses on what it means to be happy in today's world, and provides insight on how to live a happy, fulfilling life. Participants will learn about the history and different types of happiness, as well as historical figures who have shaped how we think about happiness. This interactive session encourages participants to share their own moments of happiness and resources to continue learning about this important field of study.

Exercise Basics

Can't seem to find time to fit in exercise? This workshop looks at the benefits of fitness and exercise, strategies to incorporate exercise into your busy lifestyle and how to enjoy exercise.

Exercise 2.0 – Beyond the Basics

You know the basics of exercise – so how do you take your fitness training to the next level? We will look at the principles of fitness training and apply them to case studies. Then you can take this knowledge, plan your progressive training program, and get the most bang for your buck out of your workouts.



Forgiveness

We all carry around grudges—some large, some small. The consequences of living with these grudges can negatively impact personal relationships, our weight, levels of jealousy towards others and even difficulty achieving success at work. This seminar follows the art of forgiveness, showing us the lasting effects of harboring grudges, and the power that returns to us when we allow ourselves to "let go" and move on.

Get Smart About Brain Health

Maintaining good brain health and memory fitness can make a big difference as we try to remember names and faces, recall important information or retain facts. You will learn to maintain a healthy brain and boost brain power.

Getting Organized

If you need help getting organized, this program is for you. We'll explore the benefits of being organized, the downside of lax organization and your own organizational quotient.

Gratitude

Learn the science behind gratitude and how it can help to increase the meaningful relationships in all areas of your life. The newest research empowers individuals to incorporate gratitude both at work and home. This class will offer tips to help you do that.

Green Tips for the Home

Learn the ecological and economic benefits of going green. This workshop provides concrete methods to make our homes greener, saving both money and the environment.

Healthy Aging

The way our society looks at age has changed due to longer lifespans and conditions never experienced before. In this program we will discuss age as a state of mind and ways to plan ahead to make the transitions successful.

Helping Your Child Get Active

This seminar will provide many tips and strategies for helping you get your child on the right track to health. We will discuss the implications of an inactive lifestyle, benefits of an active lifestyle, tips on diet, meals, snacks and how to get your child moving.

How to Boost Your Self-Confidence

This seminar will outline why confidence is so important and how to continue feeling strong and empowered. We will have an interactive, engaging conversation that will help you feel more confident both at work and at home.

Increasing Mental Toughness

This seminar is about using challenging times as an opportunity to increase our mental toughness, finding a positive way to look at negative event. We will discuss what it means to be mentally tough and we will also dive into the topic of grit.

Juggling Act: The Five Bucket Principle

Are you struggling to find balance? Learn practical strategies for an integrated approach to find balance in the five key areas of life: family/friends, work, giving back, finance and health.

Kindness

This seminar will discuss the science of how kindness works, the components, teaching this to children and having participants in this interactive class brainstorm ways that they can be kinder in today's world.

Lightening your Life with Laughter

This informative and enjoyable workshop shares techniques that use humor and laughter for proven stress reduction. The seminar will discuss the power of positive thinking, the therapeutic benefits of humor and the practices of laughter therapy.

Loneliness: Myths, Benefits and How to Overcome It

What is loneliness? Are you lonely? How can you overcome loneliness? Loneliness is something that can affect our overall health and well-being as well as our mental health. All your questions plus some very practical suggestions and tips for overcoming loneliness will be discussed during this seminar.

Men's Health

This workshop will focus on disease specific to men and offer preventative steps to decrease risk and manage major health conditions. We will discuss the risk factors, routine screenings and how to find the right doctor.

Navigate Life Transitions

Changes in our personal and professional lives often include major life transitions such as moving, marriage, birth of a child, death and divorce. We will review strategies to make these transitions easier.

Planning Your Retirement Lifestyle

The session is designed to change the way you think about "traditional" retirement planning and help you discover and pursue your passion with our step-by-step guidelines.

Relationships

This workshop will discuss misconceptions of relationships, the meaning of fulfillment, the importance of communication and the real definition of happiness. We will review five key ingredients to a successful relationship and different types of relationships.



Self-Care

Participants will learn how to care for themselves while dealing with everyday challenges and issues, including learning about the pillars of health that will help with self-care.

Setting Boundaries

With ever increasing access to employees around the clock, setting respectful boundaries is crucial to being successful and to avoid feeling overwhelmed. In this seminar, participants will analyze the best practices to communicate boundaries in a professional and respectful manner, while recognizing and preparing for conflict with employers or colleagues. Join this interactive session to master the art of delegation, manage expectations of others, and stay consistent to achieve the balance between your personal and professional life that you deserve.

The Connection Between Exercise & Mental Health

Exercise is great for our bodies, but what can it do for our mental state? Come explore how exercise contributes to a healthy brain, what actually happens to our brain when we exercise and why it is so essential to our mental health.

The Path to Inner Peace

This workshop can show you the way to inner peace. We will examine how to let go of things that work counter, examine how one's past may help, how to come to acceptance and explore best practices for maintaining inner peace.

Tools to Live Your Best Life

This seminar walks participants through the various tools to enhance our lives. It reminds and teaches us the importance of prioritizing our mental and physical health. We will review best practices and encourage all to add to this critical tool kit.

The Power of Volunteering

In this seminar, participants will explore how volunteering benefits both individuals and organizations. Together, we will discuss the physical, intellectual, and emotional benefits of volunteering. Participants will gain a deeper understanding of both the personal and professional benefits of volunteering, as well as the resources to get started in their own communities!

Tools to Live Your Best Life

This seminar walks participants through the various tools to enhance our lives. It reminds and teaches us the importance of prioritizing our mental and physical health. We will review best practices and encourage all to add to this critical tool kit.

What Is Proactive Health

Proactive health emphasizes preventive measures, healthy lifestyle choices, and regular wellness practices to maintain optimal health and prevent illness before it arises. By understanding and implementing proactive health strategies, individuals can take charge of their health, reduce the risk of chronic diseases, and enjoy a better quality of life.

Your Healthy Heart

Learn the terms and factors you need to know to improve your heart health. Plus, hear about risk factors and how to recognize heart attacks and strokes.

Education & College

College Financial Planning

Learn how to plan for the future and manage the cost of your child's college education, including savings and investment, college financial planning and options for financial aid.

How to Choose the Right College

This seminar gives parents the information they will need to help their child find, evaluate and choose the college that best fits his or her needs.

Navigating the College Financial Aid Process

This seminar gives parents an overview of the financial aid system, financial aid forms, student aid application tips, and other helpful resources.

Nontraditional School Options

Learn about nontraditional educational options, including assessing your child's academic needs, educational programs, the admissions process and balancing school, work and life.

Preparing for and Applying to College

Discover information on preparing for college, including academic planning, the college search, and admissions.

Preparing Your Child/Family for College

Make the transition to college productive. We will discuss how to balance independence and guidance, health, wellness, emotions, communication, and new relationships.

Pursuing a Graduate Degree/CE Program

Choose the right graduate or continuing education program and understand the admissions processes.

Teens & Success in School

Learn which healthy habits are important, how to help teens deal with teachers and academics, organization, if your teen is over or under involved, dealing with peer pressure and discipline.

Diversity & Inclusion

Disability Inclusion in the Workplace

This seminar is a deep dive into the importance of having an inclusive work environment and best practices on how to be more aware. During this seminar we will do a review of the American with Disabilities Act as well as have a facilitated discussion of ways to foster inclusivity in the workplace.

Diversity in the Workplace

This seminar discusses strategies to prevent behaviors that interfere with the ability to work with people who are different. You will learn how perceptions, assumptions and biases develop and how they impact our responses.

How to Be an Inclusive Leader

Today's challenging times demand specific skillsets to ensure our workplaces allow all thoughts and actions to be voiced without fear. This class will outline best practices and give leaders a chance to self-assess where they are vs. where they should be.

Raising Children to Respect Diversity

We all come in different shapes and sizes, and we have different backgrounds, beliefs and abilities depending, in part, on where we come from—adoptive families, single-parent households, blended families, families with stay-athome fathers and same-sex households. The care and support family members offer to one another is essential to the developmental process and to adequate functioning of children in today's society.

Raising Children in a Diverse World

This program covers helping children to be proud of their heritage, introducing children to other cultures, religions and races, answering tough questions, protecting them from discrimination and how to be a good role model.

Unconscious Bias

This interactive training will define unconscious bias, how it impacts us all, identify ways to overcome these biases and offer resources to self-reflect, acknowledge and overcome biases.

Professional Development

Business Etiquette

Business etiquette is a practical and profitable skill. This seminar provides strategies for building productive relationships, increasing workplace courtesy and addressing common etiquette challenges.

Call Center Stress Management

This seminar provides information to help you better understand call center stress and offers strategies to help you successfully manage it. We will review what causes stress, how to recognize stress signals and stress management and relaxation techniques.

Campus to Career: Transitioning into the Workplace

Making sure you stay motivated early on is key when it comes to transitioning into the workplace. Campus to Career is a perfect seminar for anyone learning to juggle and accommodate to the new lifestyle.

Career Development Strategies

This seminar discusses building a career development plan. Participants will learn to identify their true passions, incorporate them into a career action plan and strategies for implementation.

Career Transitions

This seminar looks at aspects of job changes, including emotions, self-evaluation, networking and resourcing opportunities. Participants will gain the tools to build a bright, satisfying future.

Collaborative Customer Service

The goals of this seminar are to understand the challenges of delivering great customer service. We will discuss stress management, action plans and evaluations.

Communicating During Times of Change

Social media keeps us in the "know" every nanosecond. When current topics come up at work it can be an opportunity to share our views, however, we need a new set of tools to prepare us for engaging in conversations on these issues where others may have different opinions. This class will focus on how to look at our thought process and think before we talk when controversial topics come up so that we can reply with tact while being respectful of others.

Components for Great Communication

Great communication starts with you and this class will equip you with the tools and skills of being a great communicator. We will discuss the importance of first impressions, various communication styles as well as giving feedback.

Concentration

Ever driven to work but not remembered the trip? If so, you can benefit from this session. We will look at statistics and discuss the importance of concentration, and ways to improve it.

Coping With a Serious Illness in the Workplace

This seminar is designed to assist those who are coping with the chronic or life-threatening illness of a coworker, friend or family member. We will discuss common responses, changes that can be expected, supportive resources and practical strategies to help.

Creating a Positive Work Environment

What does a positive work environment look like and how can we achieve it? You will discover how teamwork, finding meaning in your work, accepting responsibility and humor can all lead to a more positive work environment.

Delegation

This seminar will define delegation, explore the barriers, benefits and when to delegate.

Diversity in the Workplace

This seminar discusses strategies to prevent behaviors that interfere with the ability to work with people who are different. You will learn how perceptions, assumptions and biases develop and how they impact our responses.

Effective Presentation Skills

In this seminar we will discuss how to plan for presentations, build confidence, keep an audience engaged, use humor, manage adversity and learn about verbal and body language.

Ethics and Values

This seminar offers insight and tips to better understand moral principles and values and how they apply to business ethics. We will discuss knowing and doing what is right, skills of the ethical versus unethical employee and offer helpful resources.

Fostering Inclusion in the Workplace

In this seminar you will learn to identify activities, attitudes and assumptions that exclude co-workers. We will explore ways to include others that will enrich the office as well as personal lives.

Giving Constructive Feedback

The goal of this seminar is to teach participants how to give constructive feedback. We will learn an effective feedback model, review why it's important and how to avoid value judgments.

Handling & Managing Chaos

Participants will learn how to handle chaos, which is a major source of anxiety. They will examine preconceived notions of chaos and begin the process of welcoming it into their everyday lives.

Is Leadership Your Next Step?

This seminar will provide key elements of leadership, along with tips and skills you can use to develop a leadership plan. We will look at defining leadership and executive presence and deciding if a leadership role is right for you.

Managing Strong Emotions: Employees

Strong emotions are inevitable. This class goes beyond identifying emotions to help us manage and control ourselves when all of our buttons have been pushed. We need real strategies to enable us to say and do the right thing. We will share state-of-the-art techniques that will ensure you will keep your cool.

Managing Work/Life: Nontraditional Hours

This seminar helps those who work nontraditional schedules manage the challenges of both work and personal responsibilities. We will address the challenges of shift work, managing your personal and work life and child and adult care options.

Mentoring

Explore your potential through peer mentoring. Peer to peer mentoring involves solution based conversation and discussion. The focus is on the individual. Conversations can be diverse from office policies and politics to work/life balance.

Networking for the Network Challenged

This session discusses why networking is the key to your career success. You will learn how to assess and expand your network, begin a structured networking plan and develop long-term relationships.

Non-verbal Communication

In this session you'll learn to create trust and transparency in relationships by sending non-verbal signals. This seminar covers how to read other people and respond with nonverbal cues that demonstrate that you understand.

Non-verbal Communication: Part 2

This seminar will review body language at work, exploring the difference between the words someone says and the body language they use while saying those words and giving and receiving feedback.

Overcoming Procrastination

Want to overcome procrastination? This seminar discusses how we procrastinate, reasons for, and the impact of, procrastination and radical tips to overcome it.



Professional Writing & Email Etiquette

This program identifies the dos and don'ts of email, offers suggestions for writing emails in a way that captures the attention of the recipient and gives them all the pertinent information.

Strategies for Working Couples

This seminar discusses how to successfully manage family and work responsibilities. We will cover the advantages/challenges of dual-earner relationships, how to develop a work/life plan and strategies for combining career and work.

Stress Management for High Burnout Professions

This seminar gives managers tools to assess and address their and their employees' needs in high-stress, high-trauma work environments. We will explore research, including the seven signs that correlate with burnout.

The Art of Negotiation

This seminar will explain why we need to negotiate, characteristics of successful negotiators, do's and don'ts of negotiation, how to flex communication styles and assertive communication.

The Importance of Unplugging

For today's remote workers, the line between when your workday begins and ends is more blurred than ever before. Technology allows for constant connection, which is causing remote works to spend more time at their computer and unable to enjoy the benefits of working from home. In this seminar, we will discuss the serious risks of always being attached to our devices, the importance of unplugging, and explore best practices to unplug from work and reconnect to your life.

The Positive Effects of Self-Esteem on Performance

This seminar will outline a way to rewire our brains to be more optimistic and increase self-confidence. We will also discuss ways to build self-esteem and how to control our negative thoughts.

Unconscious Bias

This interactive training will define unconscious bias, how it impacts us all, identify ways to overcome these biases and offer resources to self-reflect, acknowledge and overcome biases.

Understanding Personality Types

This seminar discusses different personality types and how they can impact our behavior. Participants will learn to use type preference to enhance interpersonal communication.

Women's Leadership

In this class specifically for women, participants will discuss the special challenges and needs women have when in positions of leadership today by beginning with the historical trends of women in leadership throughout time. This class will provide the time and space for self-assessment, create an action plan tailored to your current and future goals, as well as provide resources for continued success.

Professional Development for Managers

Coaching for Peak Performance

Coaching is a skill that, if used effectively, unlocks the potential and maximizes the performance of employees. This seminar offers a managerial road map for helping employees overcome barriers or hurdles and improve performance.

Effective Interviewing Skills

In this seminar you will learn skills for conducting successful interviews and creating a systematic hiring process. We will review job descriptions, finding the right candidate, the interview process, laws and regulations and evaluating and comparing candidates.

Effective Meeting Management

This seminar teaches the skills required to conduct a successful meeting. We will address preparation and goal setting, creating an agenda, developing strong leadership/ facilitator skills, overcoming obstacles, managing follow-ups and assessing outcomes.

Effective Presentation Skills for Leaders

Everyone can learn how to become a more powerful speaker. This class will take a look at some effective, proven orators and how the power of words empowers individuals to accomplish things they never thought possible.

Managing Strong Emotions: Managers

Preventing outbursts has become one of our most important tasks. Learn how to read your employees so you can keep strong emotions under control. Additionally, learning how to teach appropriate strategies will be outlined in this class.

Motivate & Energize Employees

This seminar will teach techniques to motivate employees and managers. Learn how motivation and recognition lead to increased productivity, including non-materialistic ways to make your employees feel valued.