

SEMINARS AVAILABLE AT ARCHBOLD EAP

Building Trust in the Workplace: Developing leadership skills, motivating others; Defining your management style; Promoting the corporate mission.

Elder Care: Facts and practical tips necessary for individuals who are caring for or planning the care of a frail elderly family member.

Disability Rights: Issues employers should know about making accommodations in the workplace for persons with disabilities; Overview of the Americans with Disabilities Act and the Equal Employment Opportunity Commission Rulings and their implication in the workplace.

Customer Service: Addressing some of the key ingredients to achieving high customer oriented employees who get results; Building a positive rapport; Determining how to meet the customer need.

Dispute Resolution: Identifying contentious issues in the workplace; How to isolate the issue; Formulating a meaningful plan to address the needs that are satisfactory to all parties involved.

Communication: Practical guidance to assist in improving communication skills; Effective listening and processing responses.

Parenting: Definition of good parenting skills in today's culture; How to assess your parenting skills and acquire new skills.

Stress Management: Useful tips and techniques to help deal effectively with stressful situations; Managing anger at home and at work; Building your personal stress management plan.

Mental Illnesses: Identifying some of the warning signs of a mental illness; How an employer or supervisor can assist in minimizing the negative affects of a mental illness on workers and their families.

Addictive Disorders: Recognizing the warning signs of addictive disorders in the work place; How a supervisor or employer can take the necessary steps to minimize the negative effects of these disorders in the workplace.

Drug Free Workplace: Training for employees and supervisors that is necessary for a company to meet Certification as a Drug Free Workplace.

Workplace Violence Prevention: Review of the profile of workplace violence causes; Trainees learn what to report to managers and managers learn what steps to take to prevent workplace violence.

Sexual Harassment: Trainees will learn the Federal laws that define sexual harassment and what steps that need to be taken to prevent cases of sexual harassment; Supervisors learn their unique role in reporting and preventing sexual harassment.

Seminars are designed to last from 60 - 90 minutes depending on the size of the audience.

Archbold Employee Assistance Programs

Toll Free: 1-877-327-2724