

EMPLOYEE ASSISTANCE PROGRAM TRAINING AND SEMINARS

ARCHBOLD MEMORIAL HOSPITAL | THOMASVILLE, GEORGIA

Addictive Disorders

Learn to recognize the warning signs of addictive disorders in the workplace.

Building Trust

This training develops leadership skills and motivates others, defines your management style, promotes the corporate mission and deals effectively with troubled employees.

Communication

Practical guidance to improve communication skills, effective listening and processing responses.

Customer Service

Address some key ingredients in developing customer-oriented employees who get results, build a positive rapport, determine how to meet customer needs.

Critical Incident Stress Management

Help your employees cope and regroup when your company experiences an incident of workplace trauma.

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 implications in the workplace.

Dispute Resolution

Identify contentious issues in the workplace, learn to isolate an issue for handling, formulate a meaningful plan that addresses the needs of all parties.

Drug-Free Workplace

Training for employees and supervisors that is required for certification as a Drug-Free Workplace.

Elder Care

Facts and practical tips necessary for individuals who are caring for or planning the care of a frail, elderly loved one.

Financial Fitness

Help your employees learn how to budget their money, get out of debt and live with greater financial freedom.

Mental Illnesses

Identify some of the warning signs of mental illness.

Parenting

Define good parenting skills in today's culture, assess your parenting skills and acquire new skills.



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EMPLOYEE ASSISTANCE PROGRAM TRAINING AND SEMINARS, CONT.

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Sexual Harassment

Trainees will learn the federal laws that define sexual harassment and the steps that must be taken to prevent cases of sexual harassment. Supervisors learn their unique role in reporting and preventing sexual harassment.

Stress Management

Useful techniques to help employees and/or managers deal effectively with stress.

Supervisor Training

Help your managers and/or supervisors develop leadership and motivational skills.

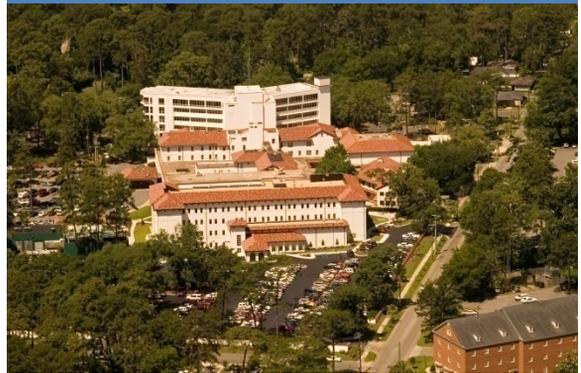
Team Building

Review elements necessary to achieve effective teamwork in the workplace.

Workplace Violence

Review the profile of causes of workplace violence. Trainees learn what to report to managers and managers learn what steps to take to prevent workplace violence. We also help with policy development and specific training.

For more information on employee assistance programs or Archbold Memorial Hospital, please visit www.archbold.org or call 229.228.2000.



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