



TRAINING CATALOG

2023

Empac offers a variety of trainings presented by one of our talented staff. The following trainings can be held on-site at your location or via a virtual platform. Please coordinate with your company's point person to verify the number of training hours you have available as part of your EAP agreement.

*Additional hours are available at a reasonable rate.

We respectfully ask for at least 30 days' notice when scheduling.

To schedule, please return the attached training request form to empac@empac-eap.com or Fax: 316-265-9427.

If you have questions about any of these options, you may contact Lea Aunins or Shirelle Hysell at 316-265-9922.

TRAINING TOPICS

Burnout – 1 hour

Many people experience symptoms of burnout and/or compassion fatigue. This training will look at the different types and identify common symptoms. Additionally, it will focus on how to put a stop to the cycle, and provide tools to prevent, cope, and recover from burnout.

Conflict Resolution – 1 hour

Conflict is a normal and healthy part of relationships. This training focuses on addressing conflict in a healthy and respectful manner, leading to a more productive and healthier environment.

Dealing with Difficult Customers - 1 hour

Having to deal with upset customers is, unfortunately, a regular occurrence for some employees. Learn how having the right mental attitude and communication skills can lead to better outcomes in these situations.

Embracing Change – 1 hour

Let's face it, change is inevitable, but not always easy. This training will help participants develop an understanding of why it is important to manage change well and some tools they can use to make the transition feel less chaotic.

Emotional Intelligence – 1.5 hours

Emotional Intelligence is recognized as a key indicator of health and productivity for employees. This training will address self-awareness, self-management, social awareness, and relationship management and help employees identify ways to increase their emotional intelligence.

Emotionally Intelligent Teams = 1 to 1.5 hours

The dynamics of our organizations have changed since 2020 and we need to examine our previous norms in order to adapt and thrive. This training explores the essential skills of high performing teams and provides strategies for meshing our differences through respect, time, understanding, and collaboration.

Gratitude – 1 hour

Having a grateful attitude can have a huge impact on our lives. Participants will discuss the benefits of intentional gratitude as well as have the opportunity to identify and practice specific techniques.

Harassment – 1 hour

Harassment in the workplace causes significant problems for employees and organizations. Helping employees identify all forms of harassment and providing them with a path to address it is crucial for the safety of employees and success of organizations.

Being A Team Player – 1 hour

It is well known that teamwork is essential to the success of an organization. In this training we will explore how to cultivate the traits every individual should possess to be a valuable member of their team.

Practicing Inclusion and Belonging in the workplace – 1 hour

Understanding common terminology within inclusion and belonging seems simple but using them in context and identifying behaviors that promote inclusion and belonging are not as simple. This training will provide examples of evidence-based models and guiding principles that promote inclusive behaviors and skills we can all practice. Time will be given for you to define what inclusion and belonging means to you, your agency and how you can practice it.

Power of Positivity – 1 hour

This presentation will focus on how a positive mindset can alter our experiences to be those of hope and optimism. It outlines some strategies to help us change to our internal narrative that will impact the story of our life.

Respectful Communication – 1 hour

This training will help participants learn the importance of respectful communication in the workplace. They will explore the various ways this is demonstrated and receive tips on how to improvement their skills.

Self-Compassion – 1 hour

In this training participants will learn how self-compassion helps us be more resilient and optimistic so we can live happier, healthier, more connected lives.

Stress Management – 1 hour

This training will focus on self-awareness by aiding participants in identifying their personal stress points and responses to stress. Participants will explore ways to cope with daily and chronic stress by caring or themselves in a healthy manner.

Suicide Awareness & Intervention – 1 hour

This training provides participants with the tools needed to help others in times of crisis. Additionally, it will identify common warning signs as well as factors that increase risk.

Workplace Mental Health – 1 hour

This training is designed to increase awareness on the impact of mental health in the workplace as well as provide strategies for creating a culture that supports wellness.

Move More, Feel Better, Work Happier – 1 hour

In this presentation we will discuss what it means to have a healthy, balanced life. There will be some self-assessment and group discussion, then we'll explore WHY we should want to be physically healthy and how to work toward that goal.

SUPERVISION AND LEADERSHIP

Building Powerful Teams – 1 hour

In order to be powerful, a team must be healthy. This training highlights common challenges that teams face, culminating in a lack of results. There will be discussion that will address specific challenges to overcome in order to see results.

Developing Your Leadership Skills – 1 hour

This training focuses on the idea of leadership as an activity which inspires and empowers others. Participants will examine characteristics necessary to provide effective leadership. Personal values, humility, emotional intelligence, trust, vulnerability, and communication are all discussed in this training.

Essentials of Supervision – 1.5 to 2 hours

This training highlights core skills for supervisors; influence, communication, feedback, accountability, and more. Created with new or future supervisors in mind.

Feedback is a Gift – 1 hour

In this training we will explore the importance of clear and respectful communication as a tool in providing employees with feedback that is critical to their success in your organization. Time will be provided to practice “I-statements” and other strategies for having difficult conversations.

Thriving Work Cultures – 1 to 1.5 hours

In this training participants will describe a toxic work environment and discuss actions to promote health and eradicate unproductive behaviors. It also includes information on the impact leaders have on workplace health.

DRUG AND ALCOHOL

Drug and Alcohol Training for Supervisors (meets DOT requirements) – 2 hours

Department of Transportation regulations require that new supervisors in DOT covered positions receive one hour of training on drugs and one hour on alcohol in the workplace. This course meets those requirements and includes information on testing protocol, effects of drugs and alcohol, and signs and symptoms of use.

Intro to Alcohol and Drugs - 1 hour

An overview of the effects of drugs and alcohol in the workplace. Suitable for supervisory and non-supervisory staff. This course does not meet DOT requirements.



TRAINING REQUEST FORM

Title (from catalog): _____

Company: _____

Contact: _____ Phone: _____

Email: _____ # of Attendees: _____

Attendee Type: please select all that apply: Supervisor Executive Employees

Platform: Virtual On-Site Combination

*When scheduling trainings please select dates 4-6 weeks out and provide two options.

Option 1	Option 2
Date: _____	Date: _____
Time(s): _____ AM or PM	Time(s): _____ AM or PM
Duration: <input type="checkbox"/> 1HR <input type="checkbox"/> 1.5HR <input type="checkbox"/> 2HR	Duration: <input type="checkbox"/> 1HR <input type="checkbox"/> 1.5HR <input type="checkbox"/> 2HR

*Dates and times on training requests are not guaranteed based on training schedule and availability. We will do our best to accommodate.

Virtual Trainings: Attendees will: please select all that apply

Login as: Individual Group/Shared Combination Have a microphone: Yes No
Have video: Yes No

On-site Trainings: Check all that will be available for the presentation

Laptop/PC Projector/Screen Internet

Location: _____

Please share specific reason and/or additional information that will help us be prepared and meet your expectations: _____

Return Completed Form

Fax: 316-265-9427

Email: empac@empac-eap.com