



## **TRAINING CATALOG**

### **2024**

**Empac** offers a variety of training classes presented by one of our talented staff. The following training classes can be conducted on-site at your location or via a virtual platform. Please contact your company's point person to verify the number of training hours included as part of your EAP agreement.

\* Additional training services can be provided at a reasonable rate.

We respectfully ask for a minimum of 30 days' advance notice when scheduling.

To schedule a training session, please return the attached training request form via email: [empac@empac-eap.com](mailto:empac@empac-eap.com) or fax: 316-265-9427.

For specific questions regarding training content, please contact Greg Baker at [greg@empac-eap.com](mailto:greg@empac-eap.com) or 316.265.9922.

If you have questions or need additional information about selecting or scheduling training, please email us at [empac@empac-eap.com](mailto:empac@empac-eap.com).

## TRAINING TOPICS

### **Burnout – 1 hour**

Many people experience symptoms of burnout and/or compassion fatigue. In this training, we review the different types of burnout and common symptoms. Additionally, we discuss tools to prevent, cope with, and recover from burnout, including ways to stop the negative cycle of burnout in progress.

### **Conflict Resolution – 1 hour**

Conflict is a normal and healthy part of life and relationships. Unfortunately, it often has a negative connotation resulting from an association with non-productive or sometimes harmful outcomes. This training focuses on understanding the true meaning and positive aspects of conflict, and the importance and benefits of addressing conflict in a productive and respectful manner.

### **Dealing with Difficult Customers - 1 hour**

Interacting with customers who seem angry, frustrated, impatient, or difficult in some other way, is a regular occurrence for employees in certain roles. Learn how having the right perspective, mental attitude, and communication skills can help employees reach better outcomes, improve their organization's image, and reduce the effects of stress they often feel in these situations.

### **Embracing Change – 1 hour**

Change is inevitable and rarely seems to occur at convenient times. We review the various types of change, explain the reasons that imposed change has such a significant impact, provide participants with ways to adapt and cope with the change process, and help them understand the importance and benefits of managing change in a productive manner.

### **Emotional Intelligence – 1.5 hours**

Emotional Intelligence (EQ) is recognized as a key factor in an individual's ability to interact effectively and work productively with others. This training explains the four main components of EQ, the skills needed to apply each component, and provides participants with ways to increase their emotional intelligence.

### **Emotionally Intelligent Teams = 1 to 1.5 hours**

The dynamics of society have changed significantly since 2020, which also had a significant impact on our organizational cultures. We will explore the essential skills of high performing teams and explain the advantages that emotionally intelligent team members have in utilizing their differences through respect, time, understanding, and collaboration.

### **Gratitude – 1 hour**

There is a significant difference between being grateful for something and having a perspective of intentional gratitude. We will discuss the powerful impacts and benefits gained through developing a perspective of intentional gratitude and participants will be provided with opportunities to practice specific techniques.

### **Harassment Prevention and Non-Discrimination – 1 hour**

Harassment and discrimination in the workplace cause significant problems for employees, organizations, and our communities. We review inappropriate and illegal behaviors that contribute to complaints of discrimination and/or harassment and explain the current protected characteristics. We identify the various forms of harassment and discrimination, provide participants with ways to address it and help them understand that addressing it is crucial for the safety of employees, success of organizations, and health of our communities.

**Being A Team Player – 1 hour**

Teamwork is essential to the success of an organization. In this training we explore the key traits/characteristics each team member should possess to build trust, engage in productive conflict, commit to group decisions they initially disagree with, hold themselves and others accountable for performance and behavior standards, and put the results of the team ahead of their own needs.

**Practicing Inclusion and Belonging in the workplace – 1 hour**

We will review the definition, development, and advancements in efforts to promote diversity, equity, and inclusion in our workplaces, focusing on how the Covid-19 Pandemic and societal issues that occurred during that period have led to the emphasis on “Belonging”. This training will provide examples of guiding principles and practices that promote inclusive behaviors and skills we can all practice and ways to implement a culture of inclusion and belonging.

**Power of Positivity – 1 hour**

This training focuses on the ways a positive mindset and attitude can improve our perception of conflict and feedback, enhance our ability to recognize opportunities for growth and development, and manage change and adverse events more effectively. It outlines strategies to help us make changes to our internal narrative that will impact the story of our life through improved confidence, stronger relationships, and improved health and wellbeing.

**Respectful Communication – 1 hour**

This training will help participants learn the importance of respectful communication and how we tend to interpret one another through the use of words, body language, and tone. Participants will explore various ways respect is demonstrated and receive tips on how to improve their skills in communicating respectfully.

**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 helping participants manage stress through self-awareness by aiding them in identifying personal stress points and responses to stress. Participants will explore ways to better cope with daily and chronic stress by caring for 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.

**Mental Wellness in the Workplace (Formerly Workplace Mental Health) – 1 hour**

This training is designed to increase awareness of the impact of the work environment on the mental health of employees. The presentation covers behaviors and actions that may indicate an employee is experiencing a mental health issue and appropriate ways to respond and provides strategies for creating a culture that supports mental wellness.

**Move More, Feel Better, Work Happier – 1 hour**

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

## **SUPERVISION AND LEADERSHIP**

### **Building Powerful Teams – 1 hour**

To be powerful, a team must be healthy. This training highlights the five (5) key components required for teams to effectively benefit from the competitive advantage of teamwork. The training covers common challenges that cause teams to fail to achieve acceptable results and includes discussion of specific challenges teams must overcome in order to deliver meaningful 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 effective supervision; 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 strategies for having difficult conversations.

### **Thriving Work Cultures – 1 to 1.5 hours**

In this training participants discuss the characteristics of a toxic work environment and learn ways 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

Requested By \_\_\_\_\_

Company:

Contact:  Phone #1:

Email:  Phone #2:

### Participants: (Check all that apply)

Executive / Senior Mgmt.       Manager / Supervisor       Non-Management

Please enter an estimate of the number of participants:

### Training Course, Platform, Resources, and Location

Course Title:

Platform:  On-Site       Virtual (Zoom / Teams)       Combination / Both

### Complete this Section if Request Includes On-Site Training

**Resources:** Please verify that you will have the required resources for displaying training presentations and videos by checking the box next to each of the resources you have available.

Laptop/PC       Projector / Screen       TV / Monitor       Internet Access

Location of On-Site Training:

### Complete this Section if Request Includes Virtual Training

**Access and Interaction:** Please select all that apply:

**Participants will log-in:**  Individually       In Groups / Using Shared Computer       Combination / Both

**Participants will have:**  Microphone       Video / Camera

### Scheduling Training Dates

We respectfully ask that you select training dates at least 4-6 weeks from today's date and provide a **preferred** and **alternative** date / time. Requesting dates / times does not guarantee them, although we will do our best to accommodate your preferences. We will contact you to confirm the actual training dates / times.

**Preferred:** Date:  Time:  AM or PM      Duration  1HR       1.5HR       2HR

**Alternative:** Date:  Time:  AM or PM      Duration  1HR       1.5HR       2HR

Please provide any additional information, including specific issues or concepts you would like us to focus on, that will help us meet your expectations.

We cannot accept incomplete forms. For assistance or questions, please email us at [empac@empac-eap.com](mailto:empac@empac-eap.com)

**Return Completed Form To:**

**Fax:** 316-265-9427 / **Email:** [empac@empac-eap.com](mailto:empac@empac-eap.com)