



TRAINING CATALOG

2026

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.

If you have questions or need additional information about selecting or scheduling a training, please contact us at training@empac-eap.com or 316-265-9922.

To schedule a training session, please return the attached training request form via email to training@empac-eap.com.

TRAINING TOPICS

Communication and Conflict

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.

Excelling at Customer Service - 1 hour, 1.5 hours

Having excellent customer service not only gives your organization a competitive advantage but it also improves your company's internal culture. This training equips participants with the skills and strategies to deliver exceptional customer experience. We will discuss ways to overcome the barriers preventing your organization from delivering quality service and how appearance, reliability, communication, intentionality, and empathy will set you up for success.

Leading the Multigenerational Workplace - 1 hour, 1.5 hours, 2 hours

For the first time in American history, we have 5 generations together in the workplace, and understanding the differences can be frustrating. Learn how to lead through the differences of communication, decision-making, policies, respect, and work ethic between the generations.

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.

Mental Well-Being

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.

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.

Mental Wellness in the Workplace– 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.

Navigating Nutrition - 1 hour

Join us in discussing all things nutrition. What does a healthy diet look like in a world full of misinformation? Learn about how what we eat affects our mood, our metabolism and can aid in disease prevention.

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 well-being.

Resiliency- 1 hour

Resiliency is the ability to adapt, recover, and grow through life's challenges. This training offers practical tools to clarify personal values, manage stress, and build healthy coping strategies while fostering stronger connections with others. Participants will leave equipped to navigate difficulties with greater confidence, balance, and adaptability.

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.

The Challenge of Work-Life Balance - 1 hour

Is it possible to balance our personal and professional life? Find ways to achieve a harmonious integration of our personal and professional goals through strategies to overcome today's challenges.

Diversity and Inclusion

Cultural Competence in the Workplace - 1 hour

Cultural competency is the ability to work and communicate effectively with people from different cultures. Discuss how to foster effective communication, inclusive practices, and strategies to create a diverse and respectful work environment.

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.

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.

Teamwork Performance and Productivity

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.

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

This training will explore emotional intelligence and the impact on our organizational cultures. We will discuss the advantages emotionally intelligent team members have and the essential framework for building emotionally intelligent teams; psychological safety, dependability, structure and clarity, meaning, and impact.

Forming Healthy Habits - 1 hour

Healthy habits are the positive emotional, physical, and mental practices and behaviors that increase our productivity, self-discipline, and overall well-being. Master the ability to create healthy habits by understanding the biology of habit formation, identifying unhealthy patterns in your life, setting new goals, and consistently following through.

Leadership and Supervision

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 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**

This training satisfies the Department of Transportation education requirement for new supervisors in DOT covered positions. The training includes information on reasonable suspicion and testing protocols, effects of drugs and alcohol, as well as 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. To ensure the best planning and delivery of our trainings, we request at least **48 hours' notice for any cancellations or rescheduling**. Cancellations or reschedules made less than 48 hours before the scheduled training session will still count against your company's total training hours for the allotted year. If this training is a fee for service, any cancellation made less than 48 hours before the scheduled training session will result in a forfeiture of **50% of the total fee**. Rescheduling a Fee for Service must be made at least 48 hours in advance. A rescheduling fee of \$200 may apply.

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

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

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 training@empac-eap.com

Return Completed Form To:

Fax: 316-265-9427 / **Email:** training@empac-eap.com