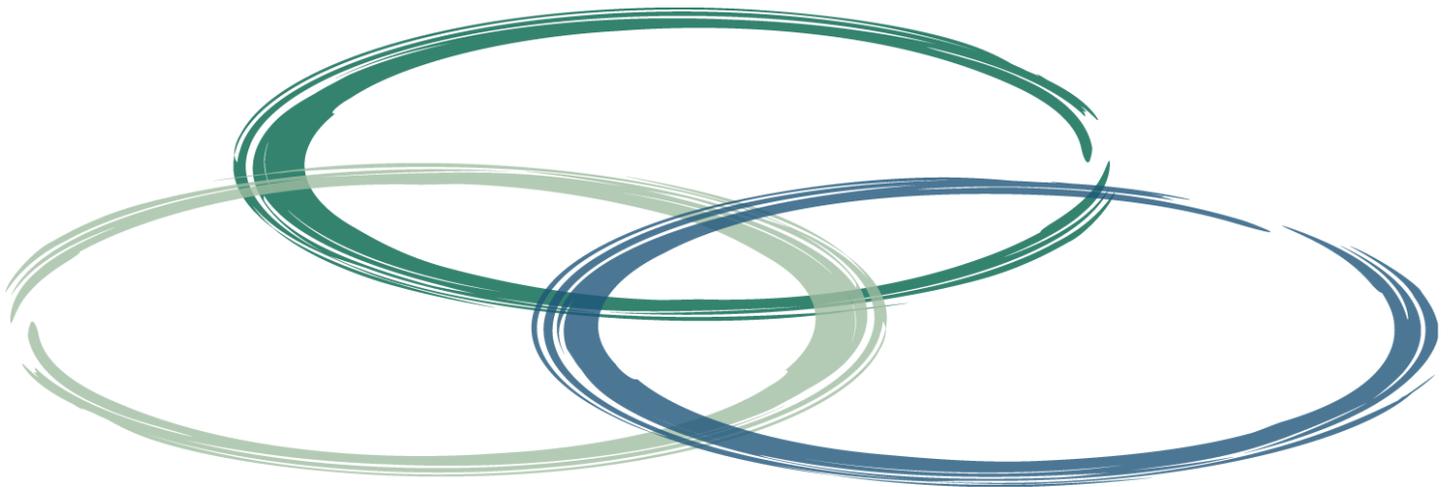


# 2018 Training Catalog

*Updated July 2018*



**MINES  
& ASSOCIATES**  
*A National Business Psychology Firm*

---



## **Table of Contents**

Contact.....	7
Popular Trainings .....	8
Enhancing Emotional Resilience.....	8
Resource Management: The Value of Time .....	8
Integral Work-Life Balance .....	8
Delivering Excellent Customer Service .....	9
Personal Safety.....	9
Employee Development Trainings .....	10
Advanced Communication — Adding Value .....	11
Appreciative Inquiry .....	11
Avoiding and Countering Burnout.....	11
Change in the Workplace .....	11
Communication Skills in the Workplace.....	11
Currency of Collaboration .....	11
Dealing with Challenging Customers: Effective De-Escalation Techniques.....	12
Dealing with Downsizing .....	12
De-Escalation Techniques .....	12
Delivering Excellent Customer Service .....	12
Diversity in the Workplace .....	12
Drug-Free Workplace/Alcohol Awareness Training* .....	12
Effective Written Communication.....	13
Employee Engagement: Attitudes that Optimize Work Performance .....	13
Enhancing Emotional Resilience.....	13
EQ versus IQ: The Emotional Intelligence Advantage .....	13
Fundamentals of Effective Teams .....	13
Having Efficient Meetings .....	13
How to Make Virtual Teams Work .....	14
Humor in the Workplace* .....	14
Meet Your Future Self — Setting Goals that Make a Difference .....	14
Merger: The Emotional Impact .....	14
Personal Safety.....	14
Personality Types and Learning Styles in the Workplace.....	14

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

Recognizing and Preventing Violence in the Workplace .....	15
Resource Management: The Value of Time .....	15
Respectful Workplace .....	15
Sexual Harassment .....	15
The Silver Lining in Effective Conflict Management .....	15
Using Positive Psychology .....	15
Valuing Generational Diversity in the Workplace .....	15
What Does It Take to Be Civil These Days? Creating a Civil Workplace .....	16
Leadership Development Trainings .....	17
Advanced Supervisor Training .....	18
The Art of Mediation: Finding Common Ground .....	18
Barrier Busters* .....	18
Basic Supervisor Training .....	18
Coaching .....	18
Emotional Intelligence and Leadership .....	18
Giving and Receiving Constructive Feedback .....	19
“Ground Control to Major Tom”: Managing Virtual Teams .....	19
If Not You, Who? How to Crack the Code of Employee Disengagement .....	19
The Magic of Mentoring: Creating a Mentoring Program .....	19
Peer to Supervisor Training .....	19
Performance Appraisals .....	19
Personal Development Trainings .....	20
Addictive Processes — Drugs, Alcohol, Gambling, Eating .....	21
Adolescence: What’s Normal, What’s Not .....	21
Alzheimer’s and Dementia A to Z* .....	21
Alzheimer’s Research Update* .....	21
Assertiveness Training .....	21
Balancing Work and Family/Personal Life .....	21
Blended Families .....	22
Coping with Life Transitions and Change .....	22
Dealing with Aging Parents* .....	22
De-Clutter 101 .....	22
Discussing Alcohol and Drugs with Your Children .....	22
Domestic Violence .....	22
Elder Care — Preparing for Caring .....	23
Embracing the Sandwich Generation .....	23
Employer Responsibility Regarding Social Security and Medicare** .....	23
Fundamentals of Self-Esteem .....	23
Grief and Loss .....	23
Healthy Relationships .....	23
How to Beat Family Stress .....	24
Learning and Practicing Optimism .....	24
Project Management for Alzheimer’s/Dementia Caregivers* .....	24
Strategies for Caregivers* .....	24
Taking Care of Your Brain — Reducing Risk for Alzheimer’s Disease* .....	24
Thriving with the Holidays .....	24
Turning Compassion Fatigue into Compassion Resilience .....	25
Unexpected Career — You as an Alzheimer’s/Dementia Caregiver* .....	25
What Employees Need to Know About Social Security and Medicare** .....	25
Wellbeing Development Trainings .....	26
10 Foods to Eat Everyday — And a Few to Avoid* .....	27
A Fresh Look at Healthy Weight Loss* .....	27

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

Abdominals 101*	27
Active Ergonomics 101*	27
Anti-Aging/Secrets to Living a Healthy Longer Life*	27
Am I Blue? Overcoming Depression*	27
Are You Really Exercising?*	28
Arthritis*	28
Ask a Nutritionist*	28
Bad to the Bone*	28
Balancing Your Act*	28
Better Digestive System*	28
Blood Pressure — Understanding the Ups and Downs*	28
Body Composition 101*	29
Bone Health and Osteoporosis*	29
Boosting the Immune System to Stay Healthy*	29
The Brain-Diet Link*	29
Busting Past the Headlines*	29
The Case for Carbs*	29
Change One Habit — Simple Changes to Overhaul Your Life*	29
Common Injuries — How to Prevent and How to Treat*	30
Core and Flexibility*	30
Current Topics in Nutrition*	30
Decades — Your Healthy Self Throughout Life*	30
Deskercise*	30
Detox the Gentle Way*	30
Detoxification — The Road to a Cleaner Body*	30
Developing a Strong and Healthy Back*	31
Diet and Disease — Controlling Inflammation to Avoid Chronic Conditions*	31
DiETING is Making You Fat! Get Off the Diet Rollercoaster*	31
Don't Block Your Path! Understanding the Relationship Between Cholesterol and a Healthy Heart*	31
Eating for Energy*	31
Eating Gluten-Free*	31
Eating Healthy on a Tight Budget*	31
Eating on the Go*	32
Exercise for Weight Loss*	32
Exercise Triad — How to Incorporate the 3 Components of Exercise for Improved Fitness and Wellbeing*	32
Fall into Fitness*	32
Family Practice*	32
The Facts Fat*	32
Feeding Your Feelings... Are You? *	33
Filling in the Gaps — Supplementation for Optimal Health*	33
Fit for Work Series — Specifically tailored for those with non-traditional work schedules*	33
Fitness — No Gym Required*	33
Food Sensitivities, Inflammation, and Joint Pain*	33
Get More Energy! Balancing Your Blood Sugar*	33
Get Your Move On!*	34
Girl Talk*	34
The Grocery Store Guru*	34
Habits of Healthy People*	34
Happy Back*	34
Happy? Holidays*	34
The Health-Diet Link: Addressing Cholesterol, Blood Pressure, Diabetes, & Cancer with Proper Nutrition*	34
Healthy Back/Healthy Posture*	35

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

Healthy Eating for the Business Traveler*	35
Healthy Meal Planning*	35
Help... My Desk is Killing Me*	35
Holiday Food Survival*	35
Hormones Rule!*	35
Hot Topics in Health*	36
How to Eat More Fresh, Local Foods*	36
Hypertension and the Stress Connection*	36
Improving Balance for the Better Functionality & Maintaining Independence*	36
Improving Function Ability*	36
The Inner Game of Success: Integral Mindset*	36
Integral Optimal Performance: Kill Procrastination*	36
Integral Productivity: Get the Important Things Done*	37
Integral Stress Reduction for the 21 <sup>st</sup> Century*	37
Integral Work-Life Balance*	37
It's About Time*	37
Keep It Steady — How to Manage Your Blood Sugar*	37
Keeping It Off for Good! Say Goodbye to Dieting*	37
Kendama Social*	38
Know Your Numbers*	38
Label Lingo: What Does It All Mean?*	38
Maintaining Health During the Holidays*	38
Make Lasting Change and Create New Habits*	38
Managing Menopause*	38
Meditation and Gentle Movement for Stress Reduction*	38
Meditation for Stress Relief*	39
Men's Health 101*	39
Mental Health and Wellness — Tips for a Healthy Head*	39
Mind Matters: The Power of Thought*	39
Mind/Body Connection*	39
Mind/Body Connection Practice*	39
Movement Every Hour*	40
My Desk is My Gym*	40
My Head Hurts*	40
Nature-Based Mindfulness*	40
Nutrition 101*	40
Nutrition and Aging — Eating Right for a Longer Life!*	40
Nutrition Essentials: Creating a Healthy Foundation*	41
Nutrition for Anti-Aging*	41
Nutrition for Life*	41
Nutrition for Sports Performance*	41
Nutrition for Weight Loss*	41
Nutrition on the Go — Simple Ideas for Busy Lives*	41
O or No? When to Buy Organic*	41
Optimize Your Health — Avoiding Chronic Disease and Managing Health Issues Naturally*	42
Optimum 360 — 8 Week Program*	42
Pack It Up — Staying Healthy on the Road*	42
The Power of Exercise*	42
The Power of Protein*	42
Proactive Stress Management*	42
Promote Total Wellness Through Strong Teams*	42
Ready to Roll*	43

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

Say Goodbye to Dieting*	43
Self-Assessment Tools for Health and Wellness*	43
Sleep, It Does a Body Good! *	43
Smoking Cessation (Overview) *	43
Sorting Out Supplements*	43
Stay Sturdy: Maintaining Bone Health*	43
Stress and Nutrition*	44
Stress Less*	44
Straight Talk about Sugar *	44
Sun Sense*	44
Superb Nutrition for Excellent Immunity*	44
Supplements 101*	44
Take It to Heart*	44
Training Basics*	45
Tune-Up — A Plan to Prevent Workplace Injuries*	45
Understanding and Mitigating Headaches*	45
Use the Tube More! *	45
Values — Our Personal Compass to a Fulfilling Life*	45
Walking for Fitness and Health*	45
Weight Loss — The Truth, Whole Truth and Nothing But*	46
Weights and Your Waist*	46
Wellness After 50*	46
What is Wellness? *	46
What Your Biometric Numbers Mean and What You Do About Them Naturally*	46
What’s the Matter with Wheat*	46
Winning Your Wellness Game*	46
Winter Sports Conditioning*	47
Winterize Your Immune System: Ten Tips for a Healthy Season*	47
Work-Life Balance and Workplace Flexibility — The Power of Teams*	47
Yoga/Stretch Anywhere*	47
Your Pearly Gate — The Road to Good Health Starts Here*	47
<b>Financial and Legal Development Trainings</b>	<b>48</b>
Are Your Investments Working for You? 7 Tactics for Smart Investing**	49
The Countdown Has Begun: How to Maximize Your Last Years Before Retirement*	49
Date Night with Your Finances**	49
Estate Planning, Wills, and Trusts**	49
Family Law**	49
Financial Fitness*	49
The Generational Guide to Money (series) **	49
Got College Planning? Invest in Your Child’s Future Without Sacrificing Yours*	50
Identity Theft – Prevention and Resolution**	50
Is it Different Investing as a Woman? A Woman’s Guide to Financial Security*	50
Legal Issues for Older Relatives (or Disabled Family Members) **	50
The Millennial’s Guide to Money (series) **	50
Powers of Attorney/Advanced Directives (“Living Wills”) **	50
Social Security Questions? Get the Answers Here**	51
Untap Your Hidden Compensation**	51
<b>Fee for Service Programs</b>	<b>52</b>
Smoking Cessation (Series)*	52
The Savvy Caregiver (In depth 8-10-hour course) *	52

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

## **Phone**

Main: 800-873-7138

Ashley Wiggins: 303-953-4010

Eric Mandel: 303-953-4095

## **Email**

Main: [info@minesandassociates.com](mailto:info@minesandassociates.com)

Ashley Wiggins: [anwiggins@minesandassociates.com](mailto:anwiggins@minesandassociates.com)

Eric Mandel: [elmandel@minesandassociates.com](mailto:elmandel@minesandassociates.com)

## **Mailing Address**

10367 W. Centennial Rd.

Littleton, Colorado 80127

**MINES  
& ASSOCIATES**



## *Popular Trainings*

### *Enhancing Emotional Resilience*

High stress, trauma, and burnout are all hazards of challenging workloads. As much as we'd like to, we can't eliminate the many external stressors we experience in most of our jobs. Rather than to focus on traditional stress management, this workshop will focus on strengthening emotional resilience. Emotional resilience is defined as our ability to bounce back from challenges and stress.

**Objective:** Present the eight dimensions of emotional resilience and learn practical applications for combating stress and burnout through strengthening resilience. **Recommended time: 1.5 hours**

### *Resource Management: The Value of Time*

A common stressor in our lives is the feeling that we don't have enough "time". We know that time is a finite resource, so how do ensure that we are able to make the best use of the time that we have? Most of us find that we have some gaps and inconsistencies between our values and how we spend our time.

**Objective:** In this training, participants will have a chance to see what psychological obstacles and self-imposed time robbers may be getting in the way and how to overcome them. **Recommended time: 1 hour**

### *Integral Work-Life Balance*

The modern professional is struggling to balance demands at work and living a fulfilled life. A lack of balance between the two can lead to unhappy employees facing burnout and producing low-quality work. This seminar gives professionals access to new ways of being and a new perspective on living a balanced life while still meeting say to day demands.

**Objective:** Utilizing the Integral Life Design tool, participants will gain new perspective on the effects of decisions made both in and out of the office. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### ***Delivering Excellent Customer Service***

This training is aimed towards employees who spend a majority of their time interacting with customers, both internal and external. Participants will be asked to identify their customer base and conduct a customer service audit including mission and vision. The importance of listening and verbal communication will be emphasized. The film “The Difficult Guest” is recommended to accompany this training along with role play scenarios.

**Objective:** Learn techniques for improved communication, dealing with angry customers and complaints, and building customer goodwill and trust. **Recommended time: 2 hours**

### ***Personal Safety***

The rising numbers of incidents of random stranger violence such as assaults, theft, kidnapping and harassment can pose a major safety concern for employees coming to and leaving work. Raising awareness and confidence can be helpful to both increase safety and personal wellbeing.

**Objective:** Explore tips for enhancing personal safety, raising awareness, and addressing personal safety concerns. **Recommended time: 1.5 hours**



# *Employee Development*

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### **Advanced Communication — Adding Value**

Going beyond the basics of communication by exploring "valuable" conversations and bio-reactions is directly linked to productivity.

**Objective:** Learn methods to communicate more clearly and accurately, along with strategies to overcome communication obstacles by using interactive examples and demonstrations. **Recommended time: 1.5 hours**

### **Appreciative Inquiry**

This highly interactive workshop, will serve as an introduction to the Appreciative Inquiry methodology of organizational change. This unique approach gives a fresh light to solving problems as well as help participants see the strengths of their organization as well as themselves. This gives a beginner start to seeing new possibilities in organizational transformation.

**Objective:** Participants will learn about this inverse of problem solving methodologies and utilize real life organizational change issues to learn the Appreciative Inquiry process. **Recommended time: 2 hours**

### **Avoiding and Countering Burnout**

People who are experiencing burnout are not as productive as their counterparts. Coping-strategies such as taking personal responsibility, setting boundaries and using stress reduction techniques will be discussed.

**Objective:** This training will address the causes and signs of burnout and what individuals can do to prevent burnout. **Recommended time: 1 hour**

### **Change in the Workplace**

Based on the work of William Bridges, this training will look at the psychological process people go through when adapting to new situations. Participants will also be given a "road map" for what organizations can do to help facilitate successful change initiatives.

**Objective:** To learn adaptive strategies to manage change and transition, reduce stress, and develop positive coping skills. **Recommended time: 1.5 hours**

### **Communication Skills in the Workplace**

Effective communication skills are essential for our professional life regardless of our position within the organization including body language, joining skills, listening, and gender specific communication.

**Objective:** Explore a clearer understanding of communication tendencies and areas that need improvement. **Recommended time: 1.5 hours**

### **Currency of Collaboration**

Do you experience team members who engage in behaviors that undermine their potential? Do you find yourself or others doing things that compromise the ability to achieve desired goals? If the answer is "yes", we encourage you to attend this workshop which combines several organizational approaches and theories to convey an experiential understanding of the value of collaboration. The "Currency of Collaboration" approach facilitates participants in taking personal responsibility to improve their collaborative skill sets.

**Objective:** Learn how to see others as whole people, improving team interactions while focusing on compassion while maintaining assertive and clear communication and behavior. **Recommended time: 2 hours minimum**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### ***Dealing with Challenging Customers: Effective De-Escalation Techniques***

This training will focus on practical techniques for dealing effectively with challenging behaviors and difficult situations. The emphasis will be on what skills are needed to cope in situations where there is no opportunity for resolution (i.e. customer service calls). This training will also explore a range of situations from difficult interactions with both internal and external conflict.

**Objective:** Conflict management skills and stress management skills will be reviewed. **Recommended time: 1.5 hours**

### ***Dealing with Downsizing***

This training will offer insights and suggestions that come directly from the experiences of numerous workforce reductions and organizational upheavals.

**Objective:** To help to provide participants with support and direction amidst the chaos that often results from downsizing. **Recommended time: 2 hours**

### ***De-Escalation Techniques***

This training will explore a range of situations from difficult interactions with customers, coworkers and the public, to guarding against workplace violence.

**Objective:** Learn de-escalation techniques for calming and diffusing escalating situations will be presented and practiced. **Recommended time: 1.5 hours**

### ***Delivering Excellent Customer Service***

This training is aimed towards employees who spend a majority of their time interacting with customers, both internal and external. Participants will be asked to identify their customer base and conduct a customer service audit including mission and vision. The importance of listening and verbal communication will be emphasized. The film “The Difficult Guest” is recommended to accompany this training along with role play scenarios.

**Objective:** Learn techniques for improved communication, dealing with angry customers and complaints, and building customer goodwill and trust. **Recommended time: 2 hours**

### ***Diversity in the Workplace***

Today, most professionals need to have a cross-cultural perspective and an understanding of cross-cultural communication in order to effectively address challenges that diversity in the workplace presents.

**Objective:** Through interactive exercises participants will develop positive strategies to interact with people who are different from themselves racially, culturally, physically, mentally, by gender, or by sexual references. **Recommended time: 1.5 hours**

### ***Drug-Free Workplace/Alcohol Awareness Training\****

Supervisors and managers are often the first to notice that a work performance problem is related to substance abuse. In this training, the focus will be on learning signs and symptoms of abuse, the impact substance abuse has on the workplace as well as society, the psychological impact on the individual, workplace and family, and how to confront the employee and make an appropriate referral to the EAP.

**Objective:** Learn ways to nurture a drug free workplace with the organization's drug-free workplace policy in mind. **Recommended time: 2 hours**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### *Effective Written Communication*

Creating written communications can sometimes lead to miscommunication or wrong interpretations. It is critical to have the ability to convey the tone and message in a clear and concise way across various types of communications including email and written communications such as report writing, meeting minutes, proposals etc.

**Objective:** Help identify communication pitfalls and develop internal and external communication abilities.  
**Recommended time: 1-1.5 hours**

### *Employee Engagement: Attitudes that Optimize Work Performance*

This training invites participants to examine their current belief systems around their motivation to work and to evaluate how they are able to make meaningful contributions in their jobs, to colleagues and to their customers.

**Objective:** Participants will have an opportunity to identify their “Patterns of Success” and build upon them to enhance their level of engagement. They will also be asked to identify obstacles that could potentially compromise their ability to stay engaged and develop strategies to help overcome them. **Recommended time: 2 hours**

### *Enhancing Emotional Resilience*

High stress, trauma, and burnout are all hazards of challenging workloads. As much as we’d like to, we can’t eliminate the many external stressors we experience in most of our jobs. Rather than to focus on traditional stress management, this workshop will focus on strengthening emotional resilience. Emotional resilience is defined as our ability to bounce back from challenges and stress.

**Objective:** Present the eight dimensions of emotional resilience and learn practical applications for combating stress and burnout through strengthening resilience. **Recommended time: 1.5 hours**

### *EQ versus IQ: The Emotional Intelligence Advantage*

It helps to be “smart”, but it is becoming ever more evident that true success in the workplace is determined more by one’s emotional intelligence (EQ) than intelligence quotient (IQ).

**Objective:** This workshop will lay out some of the basic principles of enhancing emotional intelligence and participants will be invited to do a basic EQ assessment which is meant to help motivate participants to identify areas where they can enhance their EQ and learn strategies to do so. **Recommended time: 1.5 hours**

### *Fundamentals of Effective Teams*

This training provides an overview of the four stages of team development, the obstacles teams may encounter, and the profile of high functioning teams. This is an informational training and not an interactive team building exercise.

**Objective:** Introduce participants to the key components of effective teams including roles, cooperation, and accountability. **Recommended time: 1 hour**

### *Having Efficient Meetings*

Do you feel like your meetings tend to run long or are sometimes ineffective? From re-structuring to managing the meeting, this training will help reduce or possibly eliminate these issues.

**Objective:** Review misconceptions about meetings and give skills and suggestions to help make your meetings flow better and be more productive overall. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### *How to Make Virtual Teams Work*

Many organizations find themselves with remote workers, or teams scattered across wide geographies. In this workshop we will explore some of the unique circumstances facing virtual teams.

**Objective:** research on virtual teams' success and pitfalls will be shared along with discussion of specific strategies to make them work. **Recommended time: 1.5-2 hours**

### *Humor in the Workplace\**

This workshop identifies the importance of humor and how it can be used as a coping strategy to manage and reduce stress.

**Objective:** We will identify the difference between destructive and constructive humor, techniques for accessing humor in the workplace are learned and practiced along with experiential exercises to encourage and explore humor as a stress reduction and coping strategy. **Recommended time: 1-1.5 hours**

### *Meet Your Future Self — Setting Goals that Make a Difference*

Challenging ourselves and creating opportunities for personal and professional growth to occur, as well as setting goals are just some of the methods of we can use improving productivity.

**Objective:** This training will take the participants through the steps of setting short-term and long-term goals, by assessing his or her values and evaluating how his or her goals and values interface. Participants will be given a guideline to see if their goals are specific and measurable as well as strategies that are proven to increase the likelihood of reaching ones' goals. **Recommended time: 2 hours**

### *Merger: The Emotional Impact*

When mergers and acquisitions occur, the emotions employees feel can often go unacknowledged. The lack of acknowledgement of these feelings can contribute to a sense of instability and threat for those who are staying, as well as those who are leaving.

**Objective:** This seminar will highlight the emotional, cognitive and behavioral processes common to adjusting to change by discussing grief and loss issues, techniques for dealing with the stress of the change will be offered, and time for group processing. **Recommended time: 2 hours**

### *Personal Safety*

Recent fear around violent crime such as assaults, theft, kidnapping, and harassment can pose a major safety concern for employees coming to and leaving work. Raising awareness and confidence can be helpful to both increase safety and personal wellbeing.

**Objective:** Explore tips for enhancing personal safety, raising awareness, and addressing personal safety concerns. **Recommended time: 1.5 hours**

### *Personality Types and Learning Styles in the Workplace*

Participants will complete the brief MBTI prior to the training, which will determine their individual type. Participants will also understand their natural learning styles and how to communicate with others who are different including how they gather information, how they make decisions, and what makes them energized.

**Objective:** Learn how different personality types can work and learn together in a complementary manner to achieve success. **Recommended time: 1-1.5 hours**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### ***Recognizing and Preventing Violence in the Workplace***

This training will explore the causes of workplace violence, levels of violence, and prevention options for both the organization and the individuals within it. Current statistics and perpetrator profiles will be discussed. Tips for diffusing a potentially violent situation will be demonstrated. Specific case scenarios will be presented and discussed. The training is best presented in conjunction with your organization's policy regarding violence.

**Objective:** Learn causes of and prevention techniques for workplace violence. **Recommended time: 1.5-2 hours**

### ***Resource Management: The Value of Time***

A common stressor in our lives is the feeling that we don't have enough "time". We know that time is a finite resource, so how do ensure that we are able to make the best use of the time that we have? Most of us find that we have some gaps and inconsistencies between our values and how we spend our time.

**Objective:** In this training, participants will have a chance to see what psychological obstacles and self-imposed time robbers may be getting in the way and how to overcome them. **Recommended time: 1 hour**

### ***Respectful Workplace***

In this workshop, we will identify different types of harassment and explore the psychological reasons why there is so much variance in what defines "hostile" conditions. The training is best presented in conjunction with your organization's policy regarding sexual harassment.

**Objective:** Learn to recognize some common elements of harassment and choose strategies that contribute to a positive working environment and minimize complaints. **Recommended time: 1.5-2 hours**

### ***Sexual Harassment***

The laws against sexual harassment are very clear. However, implementation may not be as black and white. This training will focus on the psychological and behavioral aspects of sexual harassment. Discussions will focus on avoiding misunderstandings in the workplace and the importance of individual perception. The training is best presented in conjunction with your organization's sexual harassment policy.

**Objective:** Learn what constitutes sexual harassment, forms of harassment, behaviors that may be interpreted as harassment, and the possible consequences to both the employee and the employer. **Recommended time: 1 hour**

### ***The Silver Lining in Effective Conflict Management***

Learning to turn a conflict into a relationship-building situation is a fundamental skill for family, work, and personal life. A self-assessment can be offered as part of this course to help the participants discover how they deal with conflict and how our upbringing influences conflict tendencies.

**Objective:** Define Conflict, learn to be centered and understand how to create common ground for a more positive approach to conflict resolution. **Recommended time: 1.5 hours**

### ***Using Positive Psychology***

Are you interested in learning how to be happier and more fulfilled? The art of living positively is immensely important and we will look at the techniques anyone can employ to help improve their lives.

**Objective:** This training studies happiness and how to achieve that at work and at home. **Recommended time: 1 hour**

### ***Valuing Generational Diversity in the Workplace***

Successfully harnessing the energy of every employee can be challenging, especially when there are generation gaps.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** In this workshop, you will learn about the generalization of characteristics of each generation and how they impact their work performance, learn to effectively bridge the gaps between generations, gain understanding about the factors that shape each generation's perspective of the world, learn the source of motivation for people of different generations, preferred management approaches for each generation and discover ways to collaborate together.

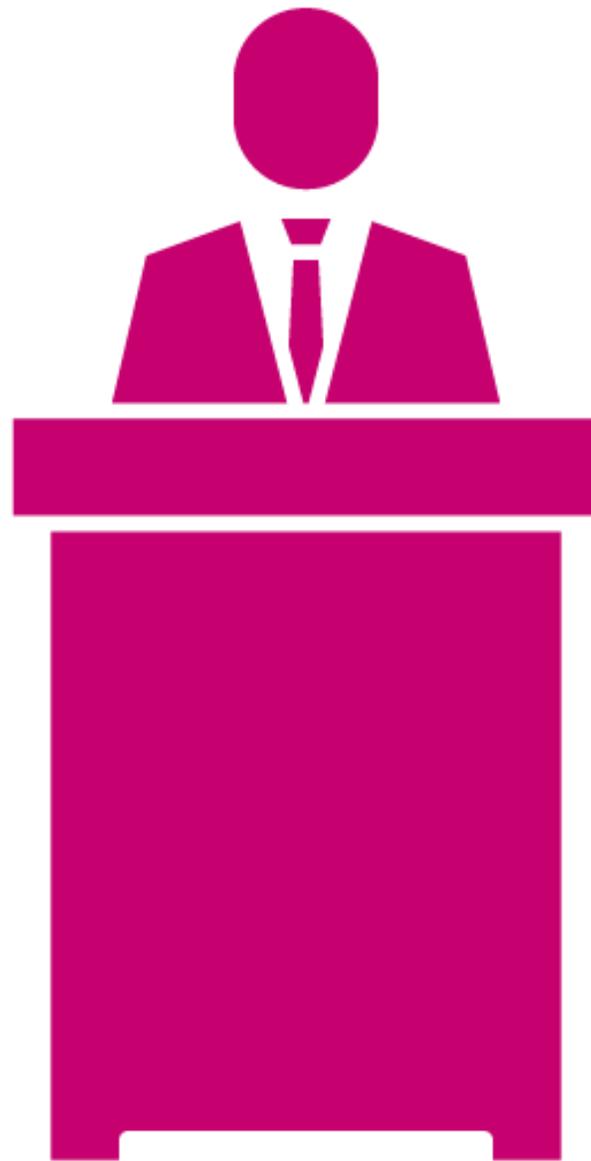
**Recommended time: 1 hour**

### *What Does It Take to Be Civil These Days? Creating a Civil Workplace*

Whether it's a standoffish coworker or an arrogant boss, intrusive behaviors dismissive remarks, incivility at the office doesn't just affect the moods of a few employees; it hurts an entire company. Consider these statistics: 12 percent of all employees say they've left jobs because they were treated badly. Fortune 1000 executives spend roughly seven weeks per year resolving employee conflicts. And an astonishing 95 percent of Americans say they've experienced rudeness at work.

**Objective:** Learn what drives un-civil and rude behaviors, and how to react to these behaviors in a constructive manner.

**Recommended time: 1.5 hours**



# *Leadership Development*

### **Advanced Supervisor Training**

It is essential that organizations provide training for supervisors who are seeking to improve key areas of performance with their supervisees.

**Objective:** Learn Strategies for motivating and rewarding employees, coaching and mentoring, fostering teamwork, maximizing performance and exercising influence. **Recommended time: 1.5-2 hours**

### **The Art of Mediation: Finding Common Ground**

The art of negotiation takes skill, practice and attitude.

**Objective:** The art of negotiation takes skill, practice and attitude. **Recommended time: 2 hours**

### **Barrier Busters\***

Many on-the-job trainers are frustrated when they encounter a trainee who seems to have hit a barrier in learning their new job. The training is developed specifically for individuals who have already taken a basic train-the-trainer course and should be considered advanced.

**Objective:** This will provide tools to the on-the-job trainer to help diagnose and resolve performance issues of trainees. **Recommended time: 1 hour**

### **Basic Supervisor Training**

This training is for supervisors, managers, team leaders, and anyone who has contact with employees experiencing problems. Current workplace issues such as ADA, EEOC, FMLA, sexual harassment and workplace violence and its impact on supervisors and managers will be discussed.

**Objective:** To train supervisors how to recognize problems in the workplace, document work performance issues based on the organization's policies, address issues with employees and make an appropriate referral to the EAP/MAP. In addition, how to incorporate the help of the EAP/MAP for management consults, conflict resolution services and organizational development interventions will be discussed. **Recommended time: 2 hours**

### **Coaching**

This training will give an overview of the necessary traits of a successful coach in an organization.

**Objective:** Participants will learn to differentiate between counseling and coaching and discover how to include growth-oriented coaching in their management role. Topics covered will include how to build a coaching relationship, how to identify and capitalize upon each member's potential, motivation, dealing with conflicts, giving effective feedback and communication skills. **Recommended time: 2 hours**

### **Emotional Intelligence and Leadership**

Emotional intelligence (EQ) - our ability to manage both ourselves and others – is the single greatest contributor to personal excellence and leadership. Increased EQ can move individuals and organizations to higher performance and greater personal leadership.

**Objective:** This training will explore the personal and social domains of leadership and offer specific, actionable steps to drive personal leadership including: managing strong emotions, working with difficult people, dealing with the fear of giving real-time feedback to move communication from breakdown to breakthrough, and living a life of purpose and deep meaning. **Recommended time: 2 hours**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### *Giving and Receiving Constructive Feedback*

Although most organizations value feedback, there is not often a cultural norm for giving and receiving feedback.

**Objective:** Participants will be invited to explore the value of feedback as well as myths and realities around feedback in the workplace. This training will allow participants a chance to practice giving and receiving constructive feedback in a safe environment. **Recommended time: 1 hour**

### *“Ground Control to Major Tom”: Managing Virtual Teams*

Managing a team takes skilled leadership. Managing a virtual team requires some different strategies since virtual teams have unique challenges and characteristics.

**Objective:** Participants will learn the key success factors that create high functioning virtual teams. This training will review the potential pitfalls that can compromise virtual teams and highlight key performance challenges that impact virtual teams. **Recommended time: 1.5-2 hours**

### *If Not You, Who? How to Crack the Code of Employee Disengagement*

Get a new perspective on employee disengagement that just might surprise you.

**Objective:** Learn the #1 reason employees don't engage and why that's important, the leadership skills you need to stage an employee engagement revolution, and a practical four-step process you can apply immediately to re-engage employees. **Recommended time: 1 hour**

### *The Magic of Mentoring: Creating a Mentoring Program*

Those of us that have had a mentor can attest to the profound difference it has made in our professional development. Companies that intentionally foster mentoring programs in their organizations tend to have higher satisfaction among their employees and higher retention rates.

**Objective:** Participants will learn what is needed to develop and implement a mentoring program in their organization. Topics covered include: learning about different types of mentoring programs, pairing of mentors and mentees, and an execution roadmap from the “Kick-Off” to the “Graduation Celebration”. **Recommended time: 1.5-2 hours**

### *Peer to Supervisor Training*

Transitioning from peer to a supervisor can be a difficult transition.

**Objective:** Newly transitioned supervisors will learn the essential components of shifting roles and relationships from being a peer to being a supervisor. Supervisors will explore how to address the concerns of peers and create a new relationship in order to bring success to your new role as a leader. **Recommended time: 1 hour**

### *Performance Appraisals*

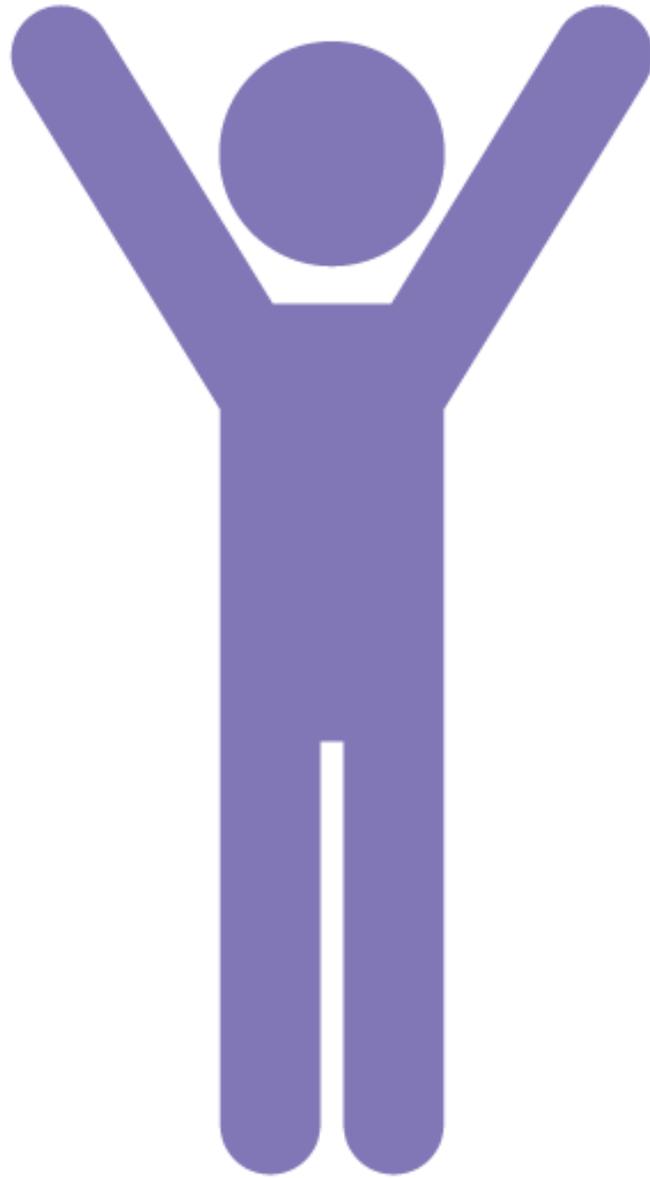
There is growing evidence that the traditional approach to performance appraisals is often not effective. Prior to facilitating this workshop, we will meet with the organization's representative to understand and discuss their approach to performance appraisals and identify specific objectives for this training to enhance the effectiveness of the desired approach.

**Objective:** Review organizational specific sample evaluation strategies, the process of the actual interview, documentation, goal setting, coaching, follow up, how to cope effectively with emotions and conflict, writing performance objectives and performance factors, the common errors made, and communication skills required for enhancing the process. **Recommended time: 1.5-2 hours**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance



# *Personal Development*

\*Trainings are subject to trainer availability  
\*\* Trainings must be scheduled 6 weeks in advance

### ***Addictive Processes — Drugs, Alcohol, Gambling, Eating***

Addiction involves being abnormally dependent on something that is psychologically or physically habit-forming. The most common addictions involve alcohol, drugs, sex, eating, and gambling. The employee caught in this destructive cycle can be helped through a variety of treatment options.

**Objective:** Trainings will focus on identifying and understanding the addict, how the process impacts work and personal lives, and how to obtain help. Each addiction can be presented as a stand-alone presentation, or an overview of all addictions can be given. A separate class on dealing with adolescent substance abuse is also offered. **Recommended time: 1.5 hours**

### ***Adolescence: What's Normal, What's Not***

Adolescents offer a unique challenge for parents. Determining what are normal behaviors versus signs of trouble will be examined as well as parenting tips and strategies on communication pitfalls, problem behaviors, and the difference between caring and care taking. There will be time to interact and share with other parents who may be facing similar challenges.

**Objective:** Determine normal versus problem behavior and discuss strategies. **Recommended time: 1 hour**

### ***Alzheimer's and Dementia A to Z\****

5 million Americans are currently living with Alzheimer's disease. The #1 risk factor is age and 10,000 Baby Boomers are turning 65 every day in the United States. Understanding the basics of Alzheimer's disease and other types of dementia is valuable knowledge for everyone who wants to be prepared to deal with the issue with aging parents, spouses and friends now or in the future.

**Objective:** Attendees will learn facts about the disease, how to determine if it is Alzheimer's or another form of dementia and what to do once a diagnosis is received. Warning signs, planning, resources and hope through research are all covered in this comprehensive overview. **Recommended time: 1 hour**

### ***Alzheimer's Research Update\****

This one-hour course covers an overview of Alzheimer's disease and a review of research goals, clinical trial updates and breaking research news. This material can also be added to any of the other Alzheimer's offerings to create a two-hour program.

**Objective:** Attendees will be updated on the latest research and data around Alzheimer's Disease. **Recommended time: 1.5 hours**

### ***Assertiveness Training***

This training will examine the difference between being assertive and being aggressive and give participants the necessary tools to be assertive. Participants will assess their current assertive skills regarding communication and decision-making.

**Objective:** Participants will learn to set boundaries, face problems directly, resolve stressful situations successfully, and feel less guilty when making decisions. **Recommended time: 1.5 hours**

### ***Balancing Work and Family/Personal Life***

This training will help participants reflect on their belief and value systems about work and family and develop a plan for how to meet their expectations. Through group discussions and interactive exercises, participants will glean insight on how to make their lives well balanced with work, family and personal life.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Discuss importance of work/life balance and discuss strategies to attain balance. **Recommended time: 1 hour**

### **Blended Families**

Blended families, like nuclear families, don't always exist in a harmonious world. It's normal for members to feel a variety of emotions from awkwardness and confusion to frustration and resentment. This workshop will focus on how to blend families successfully by gaining an understanding of step family issues and by learning about the developmental stages that can be anticipated.

**Objective:** Learn strategies to successfully handle blended family relationships. **Recommended time: 1 hour**

### **Coping with Life Transitions and Change**

Change is inevitable and a constant in our lives, even though it may not always be welcome. Resistance to change is to be expected as change brings uncertainty and can cause stress. The process of change and the importance of acknowledging the stages of loss commonly associated with change will be discussed.

**Objective:** Techniques will be covered that help us comfortably manage change, reduce stress, and develop positive coping skills. **Recommended time: 1 hour**

### **Dealing with Aging Parents\***

This one-hour training covers normal aging issues and milestones and an overview of Alzheimer's and dementia. Time management, work/life balance, and tips for managing the various components of role reversals with aging parents are discussed.

**Objective:** Attendees will learn how to navigate age-related issues with their parents including normal aging and Alzheimer's and dementia. **Recommended time: 1 hour**

### **De-Clutter 101**

Clutter can drain your energy and become a stressor. It can decrease your effectiveness and performance. Clutter is anything you have that you don't use or don't take care of. When you reduce unnecessary "stuff", you have less "stuff" to store, maintain, and pay for – creating space for freedom and productivity.

**Objective:** Participants will learn an easy plan to minimize clutter in order to live a richer, fuller life with less "stuff."  
**Recommended time: 1.5 hours**

### **Discussing Alcohol and Drugs with Your Children**

Knowing when to bring up the subject of drugs and alcohol with your children can be confusing. This training will describe what is appropriate for each level: grade school, middle school and high school. Belief systems around use of all substances and how it influences their children will be examined along with ways to support children who find themselves faced with a choice about drugs and alcohol. Preventive steps and signs of abuse and addiction versus normal adolescent behavior will also be examined.

**Objective:** Learn warning signs as well as strategies to objectively discuss drugs and alcohol use with children.  
**Recommended time: 1 hour**

### **Domestic Violence**

Domestic violence knows no boundary, be it race, color, sex, or income. Definitions, myths, and types of abuse will be covered. The focus will be on signs and symptoms of the victim, as well as the abuser. Learn what to do and what not to do, if you work with a victim of domestic violence.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** To become familiar with signs and symptoms of domestic abuse and actions one can take to help an abusive situation. **Recommended time: 1 hour**

### ***Elder Care — Preparing for Caring***

Caring for aging parents has replaced child care as the number one issue for the men and women in today's workforce. This training will provide an overview of the many facets that need attention---home, finances, medical needs, end-of-life arrangements, and YOURSELF.

**Objective:** Attendees will explore tools and strategies to best prepare for the role of care giver. **Recommended time: 1 hour**

### ***Embracing the Sandwich Generation***

Did you know that over 1 in every 8 Americans aged 40 to 60 are both raising a child and caring for their aging parents? Learn more about this generation and how to support those you know in it, along with learning techniques if you are currently in this generation.

**Objective:** Develop an understanding of what the "sandwich" generation is and how to cope no matter what side of the generation you're on. **Recommended time: 1 hour**

### ***Employer Responsibility Regarding Social Security and Medicare\*\****

As Baby Boomers start to age out of the workplace, there is a greater responsibility on employers to meet the needs of this aging work force. Providing resources and education on Social Security and Medicare benefits is just one way to help this group transition successfully out the workplace.

**Objective:** Assist employers with an understanding of Social Security and Medicare including rules for coverage for older employees, including traditional health insurance plans as well as HSA plans. **Recommended time: 1-1.5 hours**

### ***Fundamentals of Self-Esteem***

How a person feels about himself or herself impacts the way he or she interacts with others. His or her performance at work and home can be enhanced through developing a positive self-concept.

**Objective:** Participants will learn to diffuse the internal critic, examine self-talk for validity, challenge the stories that they tell themselves and change the message appropriately. **Recommended time: 1 hour**

### ***Grief and Loss***

The process of grief and loss impacts everyone, although everyone grieves differently.

**Objective:** To learn the stages of grief, and the behaviors and emotions that may occur in each stage. Additionally, to learn strategies to help individuals and those around them take care of needs (both physical and emotional) during a time of loss. **Recommended time: 1 hour**

### ***Healthy Relationships***

Healthy relationships can add richness to the quality of life. This training will focus on the ingredients essential for healthy relationships with oneself and others, as well as how relationships develop and grow. Areas covered will include assertiveness, self-esteem, positive self-talk, setting boundaries, and communication.

**Objective:** Learn importance of and strategies for developing and maintaining healthy relationships. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### *How to Beat Family Stress*

Family issues that cause stress in our everyday lives are compounded by the stress we experience elsewhere. Participants will be asked to identify family stressors, as well as workplace stress, and how those impact each other. Areas covered will include the indicators of stress (both physical and behavioral), time management and stress management techniques, communication skills, and conflict resolution.

**Objective:** Learn some exercises and strategies to use that will help alleviate family stress. **Recommended time: 1 hour**

### *Learning and Practicing Optimism*

Pessimists believe that events will not only last a long time, but that they will ultimately undermine everything. Pessimistic individuals often feel helpless and may sink into depression, which is an epidemic today. Optimists, on the other hand, believe that defeat is a temporary setback or a challenge — it doesn't knock them down.

**Objective:** This training will teach participants to develop a new set of cognitive skills that will enable them to take charge, challenge irrational assumptions and accomplish more. **Recommended time: 1 hour**

### *Project Management for Alzheimer's/Dementia Caregivers\**

Juggling work responsibilities along with the stress of caring for loved ones with Alzheimer's disease or other forms of dementia is a delicate and complicated balance. This course helps family caregivers understand the "buckets" they must manage including medical, legal and financial issues as well as living arrangements and family dynamics. Getting organized and building a team is critical. Understanding the stages of dementia over the long term and preparing for the challenges that lie ahead is key.

**Objective:** Attendees will learn to create a basic plan and how to adapt to unexpected variables that will occur during the family's dementia journey. **Recommended time: 1 hour**

### *Strategies for Caregivers\**

This 1-2-hour program is designed for caregivers of adults and includes strategies that pertain to those caring for aging parents as well as adults with special needs or dementia.

**Objective:** Attendees will receive an overview of Alzheimer's disease and dementia, caregiver project management tactics, long distance and sandwich generation caregiving, and concludes with the top twenty tips for caregiving success. **Recommended time: 1-2 hours**

### *Taking Care of Your Brain — Reducing Risk for Alzheimer's Disease\**

You only have one brain and it deserves your best attention and protection. Alzheimer's is a fatal brain disease that will affect as estimated 14 million Americans by mid-century. Understanding the relationship between cardiovascular disease, diabetes and traumatic brain injury as it relates to Alzheimer's is key. From diet and exercise to building cognitive reserve, this course will cover practical tips for protecting and nurturing your most valuable asset, your brain.

**Objective:** This course outlines lifestyle elements that everyone can consider to maximize risk reduction for Alzheimer's Disease. **Recommended time: 1 hour**

### *Thriving with the Holidays*

Emotions can run the gamut during November and December. People deal with expectations, losses, memories associated with the holidays, financial concerns, and family issues. This training will allow each participant to reflect on his or her beliefs about the holidays, and the areas they want to change. The trainer will facilitate group discussion about creative and healthy ways to thrive during the holiday season.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Explore the emotional side of the holidays and develop stress and time management skills. **Recommended time: 1 hour**

### ***Turning Compassion Fatigue into Compassion Resilience***

Often unrecognized, Compassion Fatigue costs the healthcare industry millions of dollars each year in stress, burnout and turnover. This training is tailored to meet the needs of the specific caregiver group and may include other topics covered in this catalog.

**Objective:** Signs and Symptoms of compassion fatigue will be identified along with introduction to coping skills. **Recommended time: 2 hours**

### ***Unexpected Career — You as an Alzheimer's/Dementia Caregiver\****

There are 15 million family caregivers caring for the 5 million Americans currently living with Alzheimer's disease. Alzheimer's accounts for 70% of all dementia cases. Whether the diagnosis is Alzheimer's disease or another form of dementia, the task of caregiving is complicated, stressful and in many cases, long term.

**Objective:** Attendees will learn about the emotional aspects of caregiving, caregiver health, how to handle challenging behaviors and the top ten dementia caregiver tips. **Recommended time: 1 hour**

### ***What Employees Need to Know About Social Security and Medicare\*\****

Social Security and Medicare will play a big part in your retirement years. This workshop provides basic information about Social Security benefits, Medicare and supplements, and prescription drug coverage. It will include information about determining eligibility, enrollment procedure, and help in understanding the options for supplemental coverage including Medigap policies or coverage under Medicare Advantage plans.

**Objective:** Attendees will learn when to enroll in Social Security and Medicare, and how to make supplemental coverage choices. **Recommended time: 1-1.5 hours**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance



# *Wellbeing Development*

### ***10 Foods to Eat Everyday — And a Few to Avoid\****

Nutrition plays such a key role in your health and well-being, so wouldn't it be nice to know which foods give you the biggest payoff? You will learn which ones are loaded with the nutrients you need to prevent disease and feel your best. You will also understand ingredients that have a detrimental effect on your health, and how to steer clear of them.

**Objective:** Attendees will learn common foods will support their wellbeing and others that will have a detrimental effect. **Recommended time: 1 hour**

### ***A Fresh Look at Healthy Weight Loss\****

While there are literally hundreds of diets on the market, many still struggle with losing excess weight. Past the conventional "eat less, exercise more" advice, we now know a lot more about what we can do to lose weight.

**Objective:** Discuss lifestyle, specific food choices, stress, environmental toxins, digestion, and their impact on weight. Participants will get some important tips they can start using in their daily lives immediately. **Recommended time: 1 hour**

### ***Abdominals 101\****

Did you know that old-fashioned crunches and sit-ups may be two of the worst exercises you could do? Did you know that as you get older your abdominal cavity will start to protrude more and more unless you perform certain exercises to counteract this unsightly problem? Don't waste your time any longer with exercises that won't give you the results you're looking for.

**Objective:** Attendees will learn the most effective exercises for conditioning their abdominals and strengthening their back. **Recommended time: 1 hour**

### ***Active Ergonomics 101\****

Did you know that simple changes at your desk will change the quality of your day? Come learn some quick health tips for your workspace that can make a difference in productivity and your well-being.

**Objective:** Attendees will gain an overview of neutral postures and proper workstation configurations to keep their body revitalized and energized. **Recommended time: 1 hour**

### ***Anti-Aging/Secrets to Living a Healthy Longer Life\****

This training will cover information about the many ways mature adults can stay independent, active, and healthy for many more years.

**Objective:** Attendees will learn how exercise, balanced eating, stress reduction, sleep, and other lifestyle choices have an effect on our well-being and how to make little changes in these areas to increase longevity. **Recommended time: 1 hour**

### ***Am I Blue? Overcoming Depression\****

Depression can be difficult to work through and it sometimes can be even more difficult to see someone else go through it. There are many ways to reduce the impact of depression in your life and ways to help your colleagues, family, and friends work through their personal depression, whether it is adjusting perspective, walking through the journey with someone else, or changing habits.

**Objective:** After this training, you will understand more what depression is, its causes, and be provided a new set of cognitive skills that will enable you to take charge, challenge irrational assumptions, assist those who may be depressed, and accomplish more in your life. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### ***Are You Really Exercising?\****

Exercise versus activity. What are you doing? We will go over the various types of exercise, the benefits of each, and why knowing your purpose is critical to determining what you should be doing.

**Objective:** Attendees will learn the difference between exercise and activity and how each can suite different wellness goals. **Recommended time: 1 hour**

### ***Arthritis\****

Rheumatoid arthritis, Gout, and Osteoarthritis - these 3 conditions affect over 46 million Americans. At some point, you will most likely experience some form of arthritis pain. Nutrition, physical activity, and supplementation can play an important role in each condition.

**Objective:** Attendees will learn why these conditions form, and how to best prevent and treat arthritis. **Recommended time: 1 hour**

### ***Ask a Nutritionist\****

Your employees get to ask any nutrition related question of a seasoned Master Nutrition Therapist for a full hour. **Recommended time: 1 hour**

### ***Bad to the Bone\****

There is more to healthy bones than calcium! Your bones play a vital role in preventing disease, providing a frame to your body and protecting your organs.

**Objective:** Attendees will learn how to strengthen and maintain bone health for happier aging. **Recommended time: 1 hour**

### ***Balancing Your Act\****

Stress is part of everyone's life, but if you don't learn to find some balance, serious health consequences could be waiting! This 90-minute training includes education, self-evaluation, and interactive exercises addressing what effects chronic stress can have on your health. Evaluation tools will be provided to help you identify your specific stressors and how well you are managing them.

**Objective:** Attendees will gain the knowledge and tools to help achieve and maintained a well-balanced life. **Recommended time: 1.5 hours**

### ***Better Digestive System\****

We are not what we eat – but rather what we eat, digest, absorb, and utilize. Food, supplements, and lifestyle techniques that can help you see improvements in your digestive health immediately will be presented. And since nearly 80% of our immune system is in our gut, attending this workshop may also help you prevent sickness this fall and winter!

**Objective:** Attendees will learn how the digestive process is tied to overall health and learn ways to improve digestive health through healthy lifestyle choices. **Recommended time: 1 hour**

### ***Blood Pressure — Understanding the Ups and Downs\****

Maintaining healthy blood pressure is vital to your overall health and longevity. You will gain a thorough understanding of what the numbers mean, what high blood pressure does to your body, and when to be concerned.

**Objective:** Attendees will learn how lifestyle choices influence blood pressure and the small steps one can take to ensure healthy numbers throughout life. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### **Body Composition 101\***

Why is understanding your body composition so important? What use is it to know your body fat or hydration levels? Understanding your body composition is very important in being able to assess your level of health risk. By having concrete information about your body fat, hydration level, BMI (what's that!?), and other important factors, you have a base foundation from which to improve your health and longevity.

**Objective:** Attendees will learn about the different aspects of body composition, and why each is important to know. They will also leave knowing how to access tools to determine body composition. **Recommended time: 1 hour**

### **Bone Health and Osteoporosis\***

Diet and lifestyle play a significant role in the health of your bones and managing your risk for osteoporosis.

**Objective:** Attendees will discover what foods and nutrients are necessary for maintaining healthy bones; what foods you need to avoid, and what lifestyle factors to incorporate. **Recommended time: 1 hour**

### **Boosting the Immune System to Stay Healthy\***

It's not just about Vitamin C! Learn effective strategies to strengthen your immune system and reduce your chances of getting sick!

**Objective:** Attendees will learn the essentials of strengthening their immune system. **Recommended time: 1 hour**

### **The Brain-Diet Link\***

Diets lacking in the right foods and nutrients for the brain can result in poor memory, mental sluggishness, mood and behavioral issues, depression, lack of motivation, and cravings. Brain imbalances can result from what's in our food as well and impacts children, adults and the elderly.

**Objective:** Attendees will learn about what to eat and what to avoid for a healthier brain. **Recommended time: 2 hours**

### **Busting Past the Headlines\***

Headline on the news, headline in your magazine, headline on the food package. We generally read a headline and fill the rest in to suit our needs. After this presentation, you will always want to know the rest of the story!

**Objective:** Attendees will learn the importance of reading between the lines and critically evaluation the information they encounter on a daily basis. **Recommended time: 1 hour**

### **The Case for Carbs\***

Carbohydrates are so misunderstood! You will learn why carbohydrates are important and will enable you to make appropriate choices for your needs. From the various types, to when to eat them, you will no longer be confused about carbs!

**Objective:** Attendees will learn the essentials of carbohydrates and the role carbs play in our daily diet and health. **Recommended time: 1 hour**

### **Change One Habit — Simple Changes to Overhaul Your Life\***

From diet and exercise, to stress management and personal relationships---we'll talk about ideas to create a new normal in your life.

**Objective:** Attendees will learn strategies to create healthy and sustainable habits. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### ***Common Injuries — How to Prevent and How to Treat\****

Knee pain, back pain, plantar fasciitis, tendonitis. These and other injuries can sideline your fitness program. Learn how to prevent and treat them to keep you on the right track.

**Objective:** Attendees will learn how to treat and prevent common yet debilitating conditions. **Recommended time: 1 hour**

### ***Core and Flexibility\****

We have all heard about working your core and maintaining your flexibility. But why is this important? You will gain an understanding of the role core strength and flexibility play in your everyday life and why they are even more critical as we age.

**Objective:** Attendees will learn the essentials of core training and flexibility. **Recommended time: 1 hour**

### ***Current Topics in Nutrition\****

It seems difficult to make wise dietary choices when there is so much controversy regarding our food supply. Should I eat only organically grown foods? What are antioxidants and phytonutrients? What foods contain omega 3 fatty acids and what difference do they make? Are trans fats really that bad for you? Do I need supplements, and if so, which ones?

**Objective:** Explore and answer common nutrition questions to help make sense of a sensible diet. **Recommended time: 1 hour**

### ***Decades — Your Healthy Self Throughout Life\****

Time flies, but it is never too late (or early) to get a handle on your health and wellness. We will go over what health and life issues you should be aware of from your 30s to 60s, including what screenings to stay on top of!

**Objective:** Attendees will learn the most important health factors to pay attention to as they age. **Recommended time: 1 hour**

### ***Deskercise\****

No more excuses! You will learn how easy it can be to fit exercise into your life. By the end of the class, you will have created a workout specifically geared toward your needs. Each participant should bring a notebook, and if you have any “portable fitness equipment” feel free to bring that as well!

**Objective:** Attendees will learn and participate in a variety of exercises and stretches that can be done with little or no equipment. Modifications will be demonstrated to ensure all fitness levels can participate. **Recommended time: 1 hour**

### ***Detox the Gentle Way\****

Find out what’s wrong with many cleanse programs on the market. Learn why you might need to detoxify and what the benefits could be for your health. Understand how to cleanse in a way that supports your body and provides long-term benefits.

**Objective:** Attendees will learn the essentials of helping remove bodily toxins in a healthy way. **Recommended time: 1 hour**

### ***Detoxification — The Road to a Cleaner Body\****

We are exposed to various toxins from inside and from outside of our bodies every day. In this program, we explore how to help our bodies process and eliminate toxins and teach strategies how to decrease our toxic load. For some people, detoxification may look like reducing fast food, for others, more intensive strategies may be appropriate.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Attendees will learn the essentials of helping remove bodily toxins in a healthy way. **Recommended time: 1 hour**

### ***Developing a Strong and Healthy Back\****

Back injuries occur and re-occur more than any other workplace injury - they are three times more expensive to treat and the toll in lost work time is staggering. Come and learn the things that you can do during and outside of workout sessions to maintain a healthy and strong back.

**Objective:** Attendees will learn life-long strategies to help maintain a healthy back. **Recommended time: 1 hour**

### ***Diet and Disease — Controlling Inflammation to Avoid Chronic Conditions\****

Chronic inflammation is widely being recognized as the root contributor to many of our chronic health conditions. Inflammation is the first sign that your body is out of balance and not well. We will explore how and why this occurs and how your lifestyle choices determine your risk.

**Objective:** Attendees will come away with knowing how lifestyle choices affect the body and chronic inflammation. **Recommended time: 1 hour**

### ***Dieting is Making You Fat! Get Off the Diet Rollercoaster\****

Learn about why diets don't work and let's debunk some diet myths. Find out some real secrets to weight loss.

**Objective:** Attendees will learn to cut through some of the misinformation that is out there in regards to dieting and eating healthy. **Recommended time: 1 hour**

### ***Don't Block Your Path! Understanding the Relationship Between Cholesterol and a Healthy Heart\****

You have probably heard the terms HDL, LDL, Triglycerides....but do you really know what they are? You will learn exactly what these terms mean, what the numbers mean, and how to make sure you don't block your path.

**Objective:** Attendees will the difference between "good" and "bad" cholesterol, and how they affect overall health. **Recommended time: 1 hour**

### ***Eating for Energy\****

Calculate your resting metabolic rate and uncover what eating for energy truly means. Explore how the body uses each macronutrient and what you can do to maximize your energy and reduce fatigue.

**Objective:** Attendees will learn the relationship between diet and energy. **Recommended time: 1 hour**

### ***Eating Gluten-Free\****

Gluten is a protein found in wheat, rye, and barley and can cause a myriad of physical, mental, and emotional imbalances in people who are intolerant to it. Learn more about the range of symptoms associated with gluten, how to determine if you have gluten sensitivity, and how to eat gluten free.

**Objective:** Attendees will learn context and tools around gluten and eating a gluten-free diet. **Recommended time: 1 hour**

### ***Eating Healthy on a Tight Budget\****

Eating healthy and eating cheap do not always work well together. With this training discover how to improve your nutrition and spend less money on food.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Attendees will learn the fundamentals of eating healthy, how to establish a healthy food budget, low cost meal planning, and helpful food preparation techniques. **Recommended time: 1 hour**

### ***Eating on the Go\****

Trying to maintain your healthy diet and traveling for work may not seem like they go hand in hand but with a little forethought and planning it can be done. By investing in a few key items, you can stay on track and continue with your clean eating. By learning to plan ahead, pack smart, and prioritize you will be able to stay on track.

**Objective:** Attendees will learn tools and strategies to eat healthy even when traveling. **Recommended time: 1 hour**

### ***Exercise for Weight Loss\****

Regular exercise is necessary for every individual, but if weight loss is your goal, it is a MUST. This class will provide you with the information necessary for you to determine how much, and what types of exercise are necessary to reach your goals.

**Objective:** Attendees will learn weight loss strategies and will talk about program design and realistic options to fit it into a busy life. **Recommended time: 1 hour**

### ***Exercise Triad — How to Incorporate the 3 Components of Exercise for Improved Fitness and Wellbeing\****

Most people think that just running or pumping weights will suffice as exercise. But to best take care of your physical body, we need to incorporate the three main components of exercise regularly into our fitness regimen. In this session, you will learn about all aspects of physical fitness, with a focus on the big three – cardiovascular endurance, muscle strengthening, and flexibility – and how to improve each area, without a gym membership.

**Objective:** Participants will learn doable ways to incorporate all aspects of exercise into their day to enhance fitness and lead a healthier life. **Recommended time: 1 hour**

### ***Fall into Fitness\****

Now that the hot and dry summer days of Colorado are behind us, we all should have a game plan for our Fall Fitness routine. While its tempting to fall on the couch to watch football, come learn how to Fall into Fitness with some easy exercises you can do at home with little or no equipment. No need to miss the game, just stay active while watching!

**Objective:** Attendees will learn ways that they can stay active and healthy while at home even during the winter months. **Recommended time: 1 hour**

### ***Family Practice\****

Staying healthy can be a big challenge in today's environment. Busy schedules and endless unhealthy options make it difficult to stay on top of exercise and proper nutrition choices. This training will identify key elements of healthy families and will provide a framework for getting everyone in the family onboard.

**Objective:** Attendees will learn the importance of being healthy on the go and how to get everyone excited. **Recommended time: 1 hour**

### ***The Facts Fat\****

This workshop is designed to set the record straight about dietary fats. Learn about good fats and bad fats and how they impact your health.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Attendees will gain the knowledge and confidence for incorporating the right types of fat into their everyday diet. **Recommended time: 1 hour**

### ***Feeding Your Feelings... Are You? \****

Most people have engaged in emotional eating at some time or another. When we do this, we are using food as a reward, a distraction, or to soothe a feeling we'd rather not be experiencing. Identifying triggers and defining your relationship with food are the first steps in changing your attitude about food.

**Objective:** Attendees will learn mindful eating skills, and healthy strategies to overcome emotional eating. **Recommended time: 1 hour**

### ***Filling in the Gaps — Supplementation for Optimal Health \****

By now most people know what they should be eating to fuel the body and brain. Too often, however, critical nutrients are missing in the American diet. We will discuss what supplements MAY help fill in the gaps as well as which ones are really a waste of money. Feel free to bring your supplements along!

**Objective:** Attendees will learn what nutritional supplements would be useful and which are a waste. **Recommended time: 1 hour**

### ***Fit for Work Series — Specifically tailored for those with non-traditional work schedules\****

Making healthy choices can be difficult for anyone, but for those with a non-traditional work schedule, it can be especially challenging. These trainings highlight the dangers of unhealthy habits and provide ideas for creating a structure that allows for a healthy outcome.

**Objective:** Attendees will learn how to go from unhealthy habits to healthy choices even having a non-traditional work schedule. **Recommended time: 1 hour**

### ***Fitness — No Gym Required\****

No time to exercise? Then get your workout at work. You won't get to the Olympics this way, but you can do stretching, muscle strengthening, and even short bursts of aerobic exercise at your desk (or in a vacant conference room or stairwell). Any amount of exercise helps and the results are cumulative. You will feel more alert and productive throughout the day with mini-breaks of activity.

**Objective:** Attendees will learn and participate in basic exercise techniques that they can use at home or in the workplace. **Recommended time: 1 hour**

### ***Food Sensitivities, Inflammation, and Joint Pain \****

Did you know that a food you are eating may be irritating your hands or knees? Did you know that inflammation may lead to heart disease? Learn about these connections and support your body with the help of this information-packed, advanced workshop.

**Objective:** Attendees will learn the basics of the relationship between diet, inflammation, and joint pain. **Recommended time: 1 hour**

### ***Get More Energy! Balancing Your Blood Sugar \****

Do you feel sluggish in the afternoon? Do you crave sweets? Do you feel irritable when you miss a meal or get tired after you eat lunch? Learn what you can do to maintain energy levels throughout the day and feel better!

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Attendees will learn the relationship between sugar and energy, and explore tools to balance their dietary sugar in a healthy way while maximizing energy levels. **Recommended time: 1 hour**

### ***Get Your Move On!\****

The benefits of exercise are widely known, but for a variety of reasons it is not part of many people's lives. We will help you identify your barriers to exercise, and provide options for overcoming those barriers. The various aspects of fitness will be highlighted including cardio, strength, core, and flexibility.

**Objective:** Attendees will learn different exercises and how to overcome barriers. **Recommended time: 1 hour**

### ***Girl Talk\****

Ladies, this one is for you! Specifically geared toward the issues that affect women, this seminar covers stress, metabolism, disease risk, menopause, and more. We will explore how our lifestyle choices play a role in each of these areas and how simple strategies can improve your outcome.

**Objective:** Attendees will learn how as a woman your lifestyle choices effects your body. **Recommended time: 1 hour**

### ***The Grocery Store Guru\****

The grocery store is a nuisance for some, a land of forbidden foods for others. This class will teach you how to navigate through the confusion, the marketing, and the temptations. From reading food labels and understanding ingredient lists, to identifying the gimmicks manufacturers employ, we'll explore strategies for making this frequent excursion as simple and convenient as possible.

**Objective:** Attendees will learn helpful information to help navigate and make better decisions while shopping. **Recommended time: 1 hour**

### ***Habits of Healthy People\****

Are you ready to start living a healthy lifestyle? We will discuss the habits of healthy people and give you strategies for your transition to a healthier you.

**Objective:** Attendees will learn how to have a healthy lifestyle. **Recommended time: 1 hour**

### ***Happy Back\****

Chronic back pain affects millions of people. We'll go over the various causes of back pain and how to best position yourself to avoid it.

**Objective:** Attendees will learn the causes of back pain and strategies to avoid it. **Recommended time: 1 hour**

### ***Happy? Holidays\****

Holidays are undoubtedly a stressful time of year! You will learn how to eat, drink, and be merry with minimal damage to the body and mind.

**Objective:** Attendees will learn to manage stress during the holidays. **Recommended time: 1 hour**

### ***The Health-Diet Link: Addressing Cholesterol, Blood Pressure, Diabetes, & Cancer with Proper Nutrition\****

If you want to better understand the relationship between your health and your diet, this workshop is for you. Participate in this workshop to learn how to impact some of these conditions through nutrition.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Attendees will learn how diet can impact their health in relation to cholesterol, blood pressure, diabetes, and cancer. **Recommended time: 1 hour**

### **Healthy Back/Healthy Posture\***

Good back health is important so we may better function and move our bodies in all directions correctly and without pain. Participants will learn the importance of maintaining proper alignment and how to access neutral posture. They will also learn appropriate exercises and stretches that may improve balance, relieve back pain and increase the ability to do everyday activities with more ease.

**Objective:** Attendees will learn tips and tools to help achieve health posture habits and maintain a healthy back throughout life. **Recommended time: 1 hour**

### **Healthy Eating for the Business Traveler\***

Whether you are working “on the road” or just eating in your car between appointments, this seminar is for you! Healthy eating while traveling, especially for work with a packed itinerary can be difficult, but with the right information and proper planning, it can be done!

**Objective:** Attendees will learn how to make healthy food choices at airports, hotels and restaurants and what snacks to pack in order to supplement diets while traveling. **Recommended time: 1 hour**

### **Healthy Meal Planning\***

Do you eat the same things over and over again? Are you looking for healthy meal ideas? Learn some practical culinary techniques and get jazzed to try some new things!

**Objective:** Attendees will learn how to plan and craft healthy recipes. Some great healthy recipes will be provided for participants to use. **Recommended time: 1 hour**

### **Help... My Desk is Killing Me\***

If you have a sedentary job, you may feel like your desk is killing you. Fortunately, there are a variety of stretches and exercises that can be done in your office to help alleviate pain, strengthen the body, and refresh the mind.

**Objective:** Attendees will learn stretches and exercises to maintain physical wellbeing in the workplace. **Recommended time: 1 hour**

### **Holiday Food Survival\***

Are you ready for the holidays? They are fun for many but they can also be stressful or even overwhelming. Whichever it is for you, it can take a toll on your health. If you’re tired of feeling unhealthy or gaining 5 lbs. each holiday season (and never losing it again), come join our nutritionist to learn some great tips on how to survive the holiday food season.

**Objective:** Attendees will learn effective strategies to combat un-healthy holiday eating habits. **Recommended time: 1 hour**

### **Hormones Rule!\***

Hormones dictate every process in the human body - including whether we gain or shed weight!

**Objective:** Attendees will learn about the key players involved in our ability to lose weight, and what can be done to maximize the positive effects. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### *Hot Topics in Health\**

What are the latest trends in fitness? How about the most up-to-date research on nutrition? If it's happening now, we'll talk about it!

**Objective:** Attendees will learn recent advancements in the fields of fitness and nutrition. **Recommended time: 1 hour**

### *How to Eat More Fresh, Local Foods\**

The opportunities to obtain whole, fresh foods are on the rise. Understand where your food comes from, the benefits of eating local, when to eat organic and how to start a small garden of your own.

**Objective:** Attendees will learn about the logistics and importance of fresh local foods, and gain resources for where to get healthy foods in the community. **Recommended time: 1 hour**

### *Hypertension and the Stress Connection\**

Elevated blood pressure is a common side effect of chronic stress. In this class you will learn the mechanisms that cause this to occur and gain a thorough understanding of how critical stress management is to promote healthy blood pressure.

**Objective:** Attendees will learn about the relationship between stress and hypertension, and the importance of stress management to health. **Recommended time: 1 hour**

### *Improving Balance for the Better Functionality & Maintaining Independence\**

What is balance, and how can we improve our balance to prevent falls and injuries?

**Objective:** We will discuss circumstances and issues that may affect our balance, and participants will learn exercises and stretches that may improve it, as well as gain tips to reduce chances of debilitating falls. **Recommended time: 1 hour**

### *Improving Function Ability\**

We need our body to move in so many ways each day. The ability to do Activities of Daily Living (ADL's) is what dictates and maintains our independence. In this training we will discuss why body strength and flexibility (Range of Motion) is important to maintain as we get older and how they affect our everyday life so that we can move with relative ease.

**Objective:** Participants will learn exercises and stretches to help improve function-ability, longevity, and assist in maintaining independence. **Recommended time: 1 hour**

### *The Inner Game of Success: Integral Mindset\**

The keys to lasting results and success do not come from willpower alone. They come from an integrated approach that relies on both internal and external factors. Learn how to use an integrated approach in business, THE INNER GAME OF SUCCESS, that results in lasting success for you and your team.

**Objective:** Attendees will learn how to use an integrated approach to tackle challenges in their lives to increase the chances of success. **Recommended time: 1 hour**

### *Integral Optimal Performance: Kill Procrastination\**

Discover the power of getting things done with leverage. Develop clarity in distracting environments and dispel the myth of multitasking. Become fluent in task-switching and perform at peak levels with the cutting-edge system of Engaged 80/20.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Attendees will learn how to minimize lost productivity by utilizing strategies to counter procrastination.

**Recommended time: 1 hour**

### ***Integral Productivity: Get the Important Things Done\****

Problem: Employees and teams are not operating at peak levels and are not efficiently producing the highest quality work. Solution: Discover ways to manage interruptions, stay more focused, and increase your brain function, and get more proficient at managing and prioritizing multiple tasks.

**Objective:** Attendees will learn to be more productive by prioritizing tasks and improving focus. **Recommended time: 1 hour**

### ***Integral Stress Reduction for the 21<sup>st</sup> Century\****

Stress is more pervasive now than ever before. It is a daily challenge and can be a silent killer of productivity, problem solving, creativity, energy, resiliency, profits, and growth. This seminar addresses the underlying causes of stress, how to position yourself to better handle stress, and the most current research-based stress reduction solutions.

**Objective:** Using up-to-date stats, attendees will learn to counter stress with effective and proven stress reduction techniques. **Recommended time: 1 hour**

### ***Integral Work-Life Balance\****

The modern professional is struggling to balance demands at work and living a fulfilled life. A lack of balance between the two can lead to unhappy employees facing burnout and producing low-quality work. This seminar gives professionals access to new ways of being and a new perspective on living a balanced life while still meeting day to day demands.

**Objective:** Utilizing the Integral Life Design tool, participants will gain new perspective on the effects of decisions made both in and out of the office. **Recommended time: 1 hour**

### ***It's About Time\****

There are not enough hours in the day to accomplish what needs to be done, much less what you WANT to do. We will talk about time takers and outline ways to manage your time more effectively.

**Objective:** Attendees will learn strategies for effective time management. **Recommended time: 1 hour**

### ***Keep It Steady — How to Manage Your Blood Sugar\****

I don't eat carbs. Bananas have too much sugar. Pasta is bad for you. At some point we have probably all heard or said something similar to these statements. Certain foods are better for you than others, but you will learn about food combining, and why the combination of foods can be as important as the type of food for staving off hunger, keeping blood sugar levels steady, and having energy all day long.

**Objective:** Attendees will learn the essentials of smart food combinations for keeping steady blood sugar levels. **Recommended time: 1 hour**

### ***Keeping It Off for Good! Say Goodbye to Dieting\****

You've tried all the diets - the pounds come off and the pounds go back on. We will explore the root of your struggle with weight and give guidance that will allow you to say good-bye to dieting forever!

**Objective:** Attendees will learn strategies for putting together a lasting healthy eating habits for life-long weight control. **Recommended time: 1 hour**

### *Kendama Social\**

Is it a tool? Is it a toy? Whatever you call it, Kendama is a fun way to explore and enhance skill, coordination, and concentration. By training to manipulate physical energy, your experience with Kendama can be applied to other aspects of your life. The group setting of Kendama Social offers an interactive and effective setting to discover and share with friends and colleagues. (The Kendama tool can be purchased for each participant as part of the seminar fee or can be made available for purchase by participants.)

**Objective:** Attendees will learn the benefits and practice of Kendama. **Recommended time: 1 hour**

### *Know Your Numbers\**

Blood Pressure, Cholesterol, BMI, Body Fat, Waist circumference. Each year you go through a biometric screening, collect these numbers, and forget about them. You will gain an in-depth understanding of what each of these numbers mean and why it is important to KNOW YOUR NUMBERS!

**Objective:** Attendees will learn what important health metrics mean and how they relate to overall health. **Recommended time: 1 hour**

### *Label Lingo: What Does It All Mean?\**

Nitrates, sulfates, hydrolyzed... tuned out yet? Don't let scientific ingredient lists scare you. Learn to navigate a nutrition label, compare products, make the best food choices and decipher what's really in your food!

**Objective:** Attendees will learn how to use food labels to make better educated food decisions. **Recommended time: 1 hour**

### *Maintaining Health During the Holidays\**

It can be hard to maintain a healthy diet, and during the holidays it can get even more challenging. Learn some strategies for maintaining healthy eating principles while still participating in festivities.

**Objective:** Attendees will learn how to maintain good food habits even during the holidays. **Recommended time: 1 hour**

### *Make Lasting Change and Create New Habits\**

The statistics on resolutions are difficult to swallow. We know that people who set New Year's resolutions are 10 times more likely to achieve their goals than people who don't, however, the sad fact is that only 8% of those that set resolutions are successful in achieving them. Learn exactly how your old, stubborn habits work, how you can disrupt those routines and build new ones that serve you better.

**Objective:** Attendees will learn how to set and achieve their goals and overcome certain hurdles along the way. **Recommended time: 1 hour**

### *Managing Menopause\**

Menopause can be a challenging phase of life. We will walk through the physiology and psychology of changes in your body and arm you with tools to be a good manager of menopause!

**Objective:** Attendees will learn strategies to manage changes in their body during menopause. **Recommended time: 1 hour**

### *Meditation and Gentle Movement for Stress Reduction\**

Combining mindfulness, breathing, movement, and guided meditation to reduce and manage stress.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Appropriate for all levels, this training will teach attendees practical mindfulness techniques. **Recommended time: 1 hour**

### ***Meditation for Stress Relief\****

This one-hour meditation workshop includes an overview of the benefits and uses of meditation as well as 2-3 short meditations. These meditations are designed to demonstrate the benefits of meditation including focus, mindfulness, detachment, and acting rather than reacting.

**Objective:** Attendees will get to experience and learn the stress relieving benefits of meditation through guided exercises. **Recommended time: 1 hour**

### ***Men's Health 101\****

Attention gentlemen! What are you doing to lead your best life possible? Do you know the steps you can take to decrease your risk for disease and enjoy optimal health and wellness?

**Objective:** During this training, we will discuss health issues men face and the steps you can take to enhance the quality of your life. **Recommended time: 1 hour**

### ***Mental Health and Wellness — Tips for a Healthy Head\****

Mental health and physical health are intricately linked, but too often we neglect to acknowledge how our choices affect our mental health and wellness.

**Objective:** This class will address stress, nutrition, exercise, sleep, and social interactions, and how each facet impacts our mental health. **Recommended time: 1 hour**

### ***Mind Matters: The Power of Thought\****

“It’s all in your head!” We’ve probably all heard that at some point in life. Whether you buy into it or not, what we say to ourselves matters! Being present and mindful can be difficult with the business of life but incorporating a few skills can have a profound effect on your wellbeing!

**Objective:** Attendees will learn skills to promote mindfulness and its effects on wellbeing. **Recommended time: 1 hour**

### ***Mind/Body Connection\****

The connection of our thoughts and our physical body is important to understand, especially this relationship to our health and stress levels. We will discuss the impact of stress on our lives and how developing a stronger mind/body connection will enhance your health and focus. You will also have the opportunity to experience techniques to enhance self-care and help you live in the moment.

**Objective:** Attendees will learn how the mind and body are connected and how this relationship can contribute to stress levels and overall wellbeing. **Recommended time: 1 hour**

### ***Mind/Body Connection Practice\****

While briefly discussing the mind/body connection and the impact of stress in our lives, the bulk of the session will be spent practicing techniques to help you actually experience the benefits. We will try techniques such as mindfulness, yoga, and breath work, and discuss how to start your own practice.

**Objective:** Attendees will practice simple mindfulness, yoga and breathing techniques and will leave relaxed and with a better understanding of what a mind/body practice can be for you, even at work! **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### ***Movement Every Hour\****

This interactive presentation is based on the popular phrase "sitting is the new smoking." We will discuss the statistics and health risks of being sedentary, ways to incorporate movement in the workday, and participate in a 5-minute workout called "deskercise" - exercising at your desk (no sweating allowed!).

**Objective:** Attendees will learn the dangers of sitting too much as well as exercises to counteract the negative effects of sitting all day. **Recommended time: 1 hour**

### ***My Desk is My Gym\****

One of the worst things you can do for your back and your posture is sit at a desk all day hunched over a computer. But unfortunately, that's just the reality of some of our jobs. So instead of being satisfied with slouched shoulders, and an achy back, learn quick and easy exercises and stretches you can do at your desk to counteract these stresses and feel better about your overall health.

**Objective:** Attendees will learn basic desk-based exercises to do during the workday in order to counter negative effects of sitting at a desk all day. **Recommended time: 1 hour**

### ***My Head Hurts\****

Learn about the different types of headaches, and treatment for each.

**Objective:** Attendees will learn about headaches and how to manage them. **Recommended time: 1 hour**

### ***Nature-Based Mindfulness\****

Are you looking for ways to decompress and restore balance in the middle of your work day? The therapeutic value of nature is well-established as a way to help people improve mental health, clarify important personal needs, slow down, and reduce stress. Even brief encounters with natural elements bring calm and can help us live longer.

**Objective:** Participants will be guided through mindfulness practices to experience the benefits of being in nature and be left with tips on how to start their own nature-based practice. Requirements: Nearby green space or landscaped facility (need not be big!) **Recommended time: 1 hour**

### ***Nutrition 101\****

Understanding the basics of nutrition can go a long way in making your decisions about food choices. With so much information, and a bit of mis-information, it can be difficult to know if you really are making the best choice. When you understand the basic functions of protein, fat, and carbohydrates, you will be able to weed through the confusion and be confident in your choices.

**Objective:** This seminar will provide a foundation of knowledge, which will guide you toward making healthy decisions about your own nutritional needs. **Recommended time: 1 hour**

### ***Nutrition and Aging — Eating Right for a Longer Life!\****

Did you know that nutrition is one of our greatest weapons against disease and aging? Find out what foods can help you address common aging issues such as memory decline, heart disease and bone loss.

**Objective:** Attendees will learn the essentials of how nutrition contributes to disease and aging. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### ***Nutrition Essentials: Creating a Healthy Foundation\****

Do you know how to read labels? Do you know what vitamins and minerals are most important to focus on? Do you know how to get them into your diet and when supplements are good to take? Do you know how to cook healthy, quick, and simple meals? Let us put your employees on the road to a healthier body with this workshop.

**Objective:** Attendees will learn a strong foundation in good nutrition and the relationship to overall health.  
**Recommended time: 1 hour**

### ***Nutrition for Anti-Aging\****

This training will look at theories around aging, and how to keep your vitality as you age using nutrition and a primary component. Optimal nutrition can be different depending on your age and it is critical to take that into account when making healthy food decisions.

**Objective:** Attendees will learn the essentials of how nutrition contributes to disease and aging. **Recommended time: 1 hour**

### ***Nutrition for Life\****

Transitioning to a healthy way of eating isn't as hard as it seems. We will talk about the basic elements of healthy eating and provide strategies for incorporating healthy choices into your lifestyle.

**Objective:** Help attendees build life-long health eating habits. **Recommended time: 1 hour**

### ***Nutrition for Sports Performance\****

To succeed in sports, players must have endurance, strength, speed and power, as well as a range of sports-specific skills that can be executed accurately and rapidly during competition.

**Objective:** Attendees will learn more about how your food intake can affect performance. **Recommended time: 1 hour**

### ***Nutrition for Weight Loss\****

Making high-quality dietary choices is necessary for optimal health and wellness and is a critical key to achieving and maintaining weight loss.

**Objective:** This class will lay the foundation of healthy eating and will allow you to create your own strategies that address your needs, challenges, and goals. **Recommended time: 1 hour**

### ***Nutrition on the Go — Simple Ideas for Busy Lives\****

We all have busy lives and eating healthy can seem like an impossible task. This training will provide you with tips and strategies to ensure proper nutrition on the go.

**Objective:** Attendees will learn the essentials of eating healthy even when leading a busy life. **Recommended time: 1 hour**

### ***O or No? When to Buy Organic\****

Organic products are usually more expensive than the conventional counterpart. We'll talk about when it is worth the extra money!

**Objective:** Attendees will learn how to make informed decisions around organic food. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### *Optimize Your Health — Avoiding Chronic Disease and Managing Health Issues Naturally\**

Find out why Americans experience so much chronic disease and what these diseases have in common. Understand the role your genes play and why your genes are not your destiny.

**Objective:** Attendees will learn basic changes that will help optimize their health. **Recommended time: 1 hour**

### *Optimum 360 — 8 Week Program\**

An 8-week health education and disease prevention program helping participants learn about macronutrients, food labels, disease prevention and more. Take a deep dive as we break bad habits and build new ones.

**Objective:** Attendees will gain an in-depth knowledge of nutrition, disease prevention, and overall health maintenance. **Recommended time: 8 weeks**

### *Pack It Up — Staying Healthy on the Road\**

Whether you travel for work or pleasure, keeping up with healthy habits can be a tall order. Early mornings, late dinners, and different time zones do present challenges, but with a little planning and a little discipline, you really can stay healthy on the road!

**Objective:** Attendees will learn strategies for staying healthy while traveling. **Recommended time: 1 hour**

### *The Power of Exercise\**

This seminar will highlight all the benefits of exercise. You've heard them before, but I will convince you that exercise is something you cannot live without!

**Objective:** Attendees will learn the benefits of exercise in order to lead healthy, more productive lives. **Recommended time: 1 hour**

### *The Power of Protein\**

From bones to blood, hair to hormones, and the building and repair of every other tissue, the power of protein cannot be understated. Too often, people are not getting enough quality protein in the diet. We will explore various protein sources and discuss ideas of how to incorporate protein regularly throughout your day.

**Objective:** Attendees will learn the important role the protein plays in body, good and bad sources of protein, how to incorporate more protein in their diet, and how protein intake impacts overall wellbeing. **Recommended time: 1 hour**

### *Proactive Stress Management\**

A helpful definition of stress will be explored. During the training, several stress-reduction exercises may be demonstrated and practiced by the group. These may include: breathing, visualization, muscle-relaxation, and meditation.

**Objective:** Participants will glean general information about how to effectively cope with stress. **Recommended time: 1 hour**

### *Promote Total Wellness Through Strong Teams\**

Has your team defined individual and collective goals for total wellness? Have you committed to help each other reach those goals? We'll cover what total wellness means, and how you can get there together.

**Objective:** Attendees will learn how to approach health and wellbeing from a supportive team-based perspective. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### ***Ready to Roll\****

The foam roller is one of the most effective devices for preventing injury, alleviating chronic pain, and improving flexibility. Individuals will participate as I demonstrate how, what and when to roll. This class will have participants rolling---literally! Participants are encouraged to bring their foam rollers.

**Objective:** Attendees will learn the health benefits of foam rollers and how to use them. **Recommended time: 1 hour**

### ***Say Goodbye to Dieting\****

Are you ready to stop the madness? Embracing healthy choices is the best way to have a long lasting positive outcome. We will walk through the steps necessary to help you transition to the healthy lifestyle and achieve your weight loss goal.

**Objective:** Attendees will learn how to build healthy, life-long eating habits. **Recommended time: 1 hour**

### ***Self-Assessment Tools for Health and Wellness\****

While most people would like to be healthier, it can be hard to know what that means or where to start. Let us walk you through a self-assessment exercise to determine potential areas of imbalance, followed by tips on how you can create change in those areas. Feel empowered!

**Objective:** Attendees will assess their current wellbeing in several areas and learn how they can improve their overall health. **Recommended time: 1 hour**

### ***Sleep, It Does a Body Good! \****

“Get plenty of sleep” is a recommendation we hear often. For many, this is easier said than done. We will talk about the critical processes that occur during sleep, and the health consequences resulting from a lack of sleep. We will also go over strategies and techniques to promote a peaceful night’s sleep.

**Objective:** Attendees will learn about the importance of sleep for their health and strategies to get enough rest. **Recommended time: 1 hour**

### ***Smoking Cessation (Overview) \****

Based on our 4-week program, this interactive training will give a high-level overview of four areas important to the process of quitting: "Getting Ready to Quit", "Quitting", "Staying Quit" and “Relapse Prevention”. Nicotine dependence (smoking and chewing tobacco) is an addiction that is composed of physical, mental and behavioral components, and is one of the most challenging addictions to conquer. \*

**Objective:** Gain an understanding of nicotine addiction and strategies to quit using nicotine products. **Recommended time: 1 hour**

### ***Sorting Out Supplements\****

Americans spend more than \$32 billion annually on dietary supplements, including many who simply take a daily multivitamin as an insurance policy. Discover what science tells us about some of the most common supplements and create your own plan to prevent nutritional deficiencies.

**Objective:** Attendees will learn the truths as well as the fallacies surrounding the supplement industry and their part in daily nutrition. **Recommended time: 1 hour**

### ***Stay Sturdy: Maintaining Bone Health\****

Osteoporosis is largely preventable. Learn the causes, how to identify your risk, and prevention tips.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Attendees will learn strategies to maintain the health of their bones. **Recommended time: 1 hour**

### ***Stress and Nutrition\****

Did you know that over 75% of all doctor visits are now recognized as stress related? The truth is that stress contributes to countless health issues and can even make it difficult to achieve a healthy weight. Our bodies were simply not designed to deal with the chronic stress levels that we currently face as part of our everyday modern life.

**Objective:** Attendees will learn dietary and lifestyle habits that can help them deal with stress better and mitigate the negative impact to their health. **Recommended time: 1 hour**

### ***Stress Less\****

Stress...we can't avoid it but learning how to manage it can significantly improve your long-term health. You will learn about the detrimental effects of chronic stress, the power of small daily changes, and how to fit stress - reducing activities into your life.

**Objective:** Attendees will learn strategies to minimize and manage stress in their lives. **Recommended time: 1 hour**

### ***Straight Talk about Sugar \****

Sugar can have hidden effects on your diet that you may not be aware of. With the increasing prevalence of diabetes in the US, it can be tough to separate fact from sensation with in the wealth of available information.

**Objective:** Attendees will learn the sources of sugar in their diet and strategies to reduce their sugar intake while maintaining a blood glucose level. **Recommended time: 1 hour**

### ***Sun Sense\****

Skin cancer is the #1 cancer in America. You will learn how to identify the various types of cancer and how to protect yourself.

**Objective:** Attendees will learn to lower their risk of skin cancer. **Recommended time: 1 hour**

### ***Superb Nutrition for Excellent Immunity\****

Do you think cold weather makes you sick? Think again. Control your immune system with your nutrition and exercise habits. Learn more about how and why you get sick, micro and macro nutrients, ANDI scores and the surprising effects of exercise.

**Objective:** Attendees will learn important correlations between nutrition, exercise, and their immune systems. **Recommended time: 1 hour**

### ***Supplements 101\****

Are you confused about what supplements you should take? Do you feel overwhelmed with the options available? Do you know how to select a quality supplement?

**Objective:** Attendees will learn the basics of a healthy supplement protocol and get the information needed to move forward with their own supplement regimen. **Recommended time: 1 hour**

### ***Take It to Heart\****

A healthy heart is the key to a healthy life. This seminar will help you understand and identify our risk for heart disease. You will learn valuable information about lifestyle choices that can help lower your risk and prevent this disease altogether!

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Attendees will learn information and strategies to lower their risk of heart disease. **Recommended time: 1 hour**

### **Training Basics\***

If your worksite has an exercise facility, but you just don't know what to do in it, then this class is for you! I will come to your location and create a basic workout that participants will be able to do on their own in the future. You will learn proper form and exercises each body part using your location's specific equipment. Class size may be limited due to the size of your facility.

**Objective:** Attendees will learn a basic workout to help them get started with fitness. **Recommended time: 1 hour**

### **Tune-Up — A Plan to Prevent Workplace Injuries\***

The repetitive nature of many jobs can lead to chronic pain or injury. In addition, the occasional tasks we need to accomplish may catch us unprepared. Over exertion, multi-tasking, and just simply not paying attention all can lead to workplace injuries. This is a lecture/participation combo class, so come prepared to take notes and move your body!

**Objective:** Attendees will learn strategies to mitigate their risk of workplace injuries. **Recommended time: 1 hour**

### **Understanding and Mitigating Headaches\***

Headaches are debilitating and stressful for many people. Discover how food sensitivities, nutrient deficiencies, metabolic imbalances and lifestyle can all trigger headaches.

**Objective:** Attendees will learn about different types of headaches, common causes, and insight and tools to live a more pain-free life. **Recommended time: 1 hour**

### **Use the Tube More! \***

And we don't mean the TV! Skipping your workouts because you're on a business trip, vacation or just can't make it to the gym? You've got no excuses anymore! Exercise tubing is light, fits nicely in a brief case or your luggage and is very effective for conditioning your muscles.

**Objective:** Attendees will learn a variety of exercises that they can use while staying at a hotel, at the office, or from the privacy of their own home. **Recommended time: 1 hour**

### **Values — Our Personal Compass to a Fulfilling Life\***

Your values are what is personally important to you in life and makes you who you are. We have values in every aspect of life and by honoring and living by our values, we can access a more fulfilling life.

**Objective:** Attendees will learn how to identify and clarify what is truly important to them, personally and professionally, and how they can move towards a more meaningful life. **Recommended time: 1 hour**

### **Walking for Fitness and Health\***

Did you know that the easiest form of exercise is walking? Walking takes no special equipment or location. If you've struggled to exercise regularly, this training will help you start at the easiest place for conditioning your body- putting one foot in front of the other!

**Objective:** Attendees will discover the benefits of walking, how to start a walking program, and how to monitor and maintain walking as exercise to access better health. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### ***Weight Loss — The Truth, Whole Truth and Nothing But\****

I pull no punches and tell it like it is. This is a reality-based presentation on what you need to do to lose weight.

**Objective:** Attendees will learn about weight loss. **Recommended time: 1 hour**

### ***Weights and Your Waist\****

Having muscle mass is one of the best ways to facilitate fat loss or decrease the amount of weight gain as we age. By now we have all heard about the dangers of excess belly fat, and if strength training is not currently part of your life, now is the time! We'll talk about what to do, how to do it, and how often.

**Objective:** Attendees will learn the benefits of weight training for their health. **Recommended time: 1 hour**

### ***Wellness After 50\****

Many diseases and cognitive conditions that affect us as we age are a result of lifestyle choices more so than the actual aging process. A change in lifestyle and behavior is REQUIRED if we are going to live healthy lives and stay independent as we grow older. We can no longer neglect our body and mind with poor choices, yet it's not too late to incorporate healthy choices right now!

**Objective:** Attendees will learn what health and wellness means after 50, and participants will learn ways they can incorporate healthy choices in all areas of their wellbeing, including exercise, into their daily life. **Recommended time: 1 hour**

### ***What is Wellness? \****

How you define wellness will dictate the areas of nutrition and exercise you should focus your time and energy on. We will walk through different ideas of wellness and explore the path to get you to your goal.

**Objective:** Attendees will explore the idea of wellness in order to identify their wellness goals. **Recommended time: 1 hour**

### ***What Your Biometric Numbers Mean and What You Do About Them Naturally\****

This class explains each aspect of the biometric screening and why these results matter to participants. We talk about what each of the major biometric numbers (BMI, Blood Pressure, Fasting Glucose, Triglycerides, Cholesterol) may indicate and give tips to address each naturally.

**Objective:** Attendees will learn the definitions of the most common biometric measurements and learn practical tips on how to maintain healthy biometric numbers through lifestyle and diet. **Recommended time: 1 hour**

### ***What's the Matter with Wheat\****

Learn about what has changed with wheat and what all the fuss about gluten is about. This class will cover four major areas of health that are impacted by wheat and gluten.

**Objective:** Attendees will learn the facts about wheat and gluten and how they interact with our health to better understand wheat related issues and cut through misinformation. **Recommended time: 1 hour**

### ***Winning Your Wellness Game\****

How can you enhance your health and wellness so that you can win your own wellness game? By adopting a whole person model and proactively making healthy choices in all areas of your wellbeing you are empowered to live your best life. In this session, we focus on the six areas of wellness to help you understand and access what "wellness" means for you.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Attendees will learn practical solutions to help move toward improved health and wellbeing leading to healthier choices and a healthy life. **Recommended time: 1 hour**

### ***Winter Sports Conditioning\****

Whether you enjoy the slopes, the flat, or tackling the snow on a machine, getting your body in shape for your winter sport will allow you to enjoy the season to the fullest. I will guide you through exercises that build strength and stability. This is a participation class and you will be able to create a workout that is tailored to your needs.

**Objective:** Attendees will learn to get and stay in shape for the winter sports season. **Recommended time: 1 hour**

### ***Winterize Your Immune System: Ten Tips for a Healthy Season\****

Did you know the common cold occurs over 100 million times a year and accounts for 30 million lost workdays? Curious about how you can reduce your chances of picking up the cold and flu? How can you access true health during the winter?

**Objective:** Attendees will learn preventative measures to greatly reduce their chances of picking up the latest bug, as well as some tips on how to feel great throughout the whole year. **Recommended time: 1 hour**

### ***Work-Life Balance and Workplace Flexibility — The Power of Teams\****

Learn how to enhance your work/life balance by collaborating with your manager and your work team. Teams are at the heart of effective work/life fit. When your team sets individual and collective goals for work/life balance and aligns around meeting those goals together, you will unleash possibilities you never knew existed.

**Objective:** This class will cover proven strategies on aligning team goals with individual work/life balance. **Recommended time: 1 hour**

### ***Yoga/Stretch Anywhere\****

Flexibility is one of the key components of fitness. Yoga has been shown to enhance flexibility, strengthen muscles, and improve functionality in life. It can also greatly reduce stress. And, you can practice it anywhere, even in your office space!

**Objective:** Attendees will learn how to use stretching and yoga techniques to gain flexibility, focus, and relax anywhere! **Recommended time: 1 hour**

### ***Your Pearly Gate — The Road to Good Health Starts Here\****

You probably learned at an early age the importance of brushing your teeth, but did you know oral health can reveal indicators of overall health. In addition, issues in your mouth may increase your risk for other chronic conditions.

**Objective:** This training will explore the role oral health plays in overall health and wellness and will provide tips and reminders for how to best protect your oral health. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance



# *Financial & Legal Development*

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### ***Are Your Investments Working for You? 7 Tactics for Smart Investing \*\****

During this training, you'll learn 7 essential components of smart investing that can be applied during volatile periods and when the markets are stable. You will also learn how comprehensive advice can help you achieve your financial goals.

**Objective:** Attendees will learn strategies for smart investing in both stable and volatile market environments.  
**Recommended time: 1 hour**

### ***The Countdown Has Begun: How to Maximize Your Last Years Before Retirement \****

No matter where you are in your career, the best time to start preparing for retirement is now. Take action to develop a retirement plan, prioritize savings and spending, and avoid future stress caused by life's unexpected changes.

**Objective:** Attendees will learn important strategies around how to maximize their retirement investments in the twilight of their career. **Recommended time: 1 hour**

### ***Date Night with Your Finances \*\****

Does thinking about talking to your family about money cause you stress? If so this is the class for you. Families that talk about money and educate children from an early age develop much healthier attitudes about money, but most families don't because they don't know how to start the conversation.

**Objective:** Attendees will learn helpful tips on how you can avoid common pitfalls of discussing financial issues.  
**Recommended time: 1 hour**

### ***Estate Planning, Wills, and Trusts \*\****

Estate planning, wills, and trusts go hand-in-hand. This presentation covers the fundamentals of each topic. We will help you identify reasons for the importance of estate planning, identify assets to consider for estate planning, define key estate planning tools (wills/trusts, and their differences).

**Objective:** Attendees will learn the process of estate planning and develop strategies for communicating about estate planning with older relatives and other family members. **Recommended time: 1 hour**

### ***Family Law \*\****

Family law covers a multitude of circumstances. If you are dealing with a legal issue regarding family, join us and learn about how to proceed in accordance with your state laws.

**Objective:** Attendees will learn the basics of several family law topics including: Community property law, how courts handle disrupted custody cases, and how marital property is divided with divorces. **Recommended time: 1 hour**

### ***Financial Fitness \****

What does it mean to be financially fit? We will discuss why financial fitness is important to your health and provide tips on how to achieve balance in this arena.

**Objective:** Attendees will learn why being financially fit is just as important as being mentally and physically fit.  
**Recommended time: 1 hour**

### ***The Generational Guide to Money (series) \*\****

Are you feeling the pressure of saving for a home, paying down student loans, and saving for retirement? If so this three-part series is for you. We will start with how you can improve your credit score, create a budget, use technology to save money, all the way up to more sophisticated strategies such as tax bracket-management.

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

**Objective:** Attendees will learn generational specific financial strategies. **Recommended time: 1 hour**

### ***Got College Planning? Invest in Your Child's Future Without Sacrificing Yours\****

During this class you'll learn ways to define a college savings goal, determine today's cost, various payment options, unique scholarship ideas, tips for filling out FAFSA paperwork to lower your expected family contribution and more. What you don't know will either cost you or your children.

**Objective:** Attendees will learn strategies for planning and handling the college finance process in both a short and long-term focus. **Recommended time: 1 hour**

### ***Identity Theft – Prevention and Resolution\*\****

This class highlights helpful information and key strategies people can use to reduce the chance of having their identity stolen. Topics for this class are: The I.D. theft crisis, I.D. theft protection, the need for I.D. theft assistance, and what to do if you are a victim.

**Objective:** Attendees will learn ID theft prevention essentials. **Recommended time: 1-1.5 hours**

### ***Is it Different Investing as a Woman? A Woman's Guide to Financial Security\****

Learn ways to take control of your finances. During this training, you'll learn ways to gain control over your financial situation, protect the people and things you love the most, and how to make informed financial decisions.

**Objective:** Attendees will learn important financial strategies and concepts specific to female perspective. **Recommended time: 1 hour**

### ***Legal Issues for Older Relatives (or Disabled Family Members) \*\****

In this class we will discuss the key estate planning decisions people need to make for their future, describe the legal tools that assist older people and disabled family members when others must make decisions for them, the basics on identifying how and when to utilize various tools such as power of attorney.

**Objective:** Attendees will learn the essentials of planning and assisting their older or disabled relatives with estate planning and legal issues. **Recommended time: 1 hour**

### ***The Millennial's Guide to Money (series) \*\****

Are you feeling the pressure of saving for a home, paying down student loans, and saving for retirement? If so this three-part series is for you. We will start with how you can improve your credit score, create a budget, use technology to save money, all the way up to more sophisticated strategies such as tax bracket-management.

**Objective:** Attendees will learn "millennial" specific financial strategies. **Recommended time: 1 hour**

### ***Powers of Attorney/Advanced Directives ("Living Wills") \*\****

This class will discuss the definition of "advanced directives" and their benefits, the difference between a "living will" and a "durable power of attorney," the history of "advanced directives," tips for preparing an "advanced directives," and strategies for communicating with older relatives about the need for "advanced directives."

**Objective:** Attendees will learn the essentials of preparing living wills, "advanced directives", power of attorney, and how to communicate this with older relatives about related issues. **Recommended time: 1 hour**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance

### ***Social Security Questions? Get the Answers Here\*\****

If you feel uncertain about the benefits you are eligible for under social security this class will teach you whether Social Security can provide the income you need when you retire, sources of retirement income beyond social security, and learn how to make the most of your benefits.

**Objective:** Attendees will become familiar with important retirement financial concepts. ***Recommended time: 1 hour***

### ***Untap Your Hidden Compensation\*\****

If you would like to find creative strategies to put more money in your pocket this is the class for you. Benefits enrollment isn't just about health insurance. With the right guidance, your hidden paycheck benefits such as the company's retirement plan, insurance coverage options, and health spending accounts, can serve as the foundation for a brilliant future.

**Objective:** Attendees will learn how they can get the most from the benefits provided by their employer. ***Recommended time: 1 hour***

## *Fee for Service Programs*

### *Smoking Cessation (Series)\**

A 4-week interactive program that will cover four areas important to the process of quitting: "Getting Ready to Quit", "Quitting", "Staying Quit" and "Relapse Prevention". Must sign up for all for parts:

#### **Part 1: "Getting Ready to Quit"**

Examines why individuals smoke, why they want to quit, the risks versus the benefits of quitting, individual belief systems, and preparing to quit. Objective: Prepares attendees mentally to begin the process to quit nicotine products.

**Recommended time: 1 hour**

#### **Part 2: "Quitting"**

Examines withdrawal, the process of change, temptations and triggers, and helpful hints to cope during the quitting process. Objective: Helps develop effective coping mechanisms for those in the midst of quitting nicotine use.

**Recommended time: 1 hour**

#### **Part 3: "Staying Quit"**

Examines situations that create risk for relapse, continued temptations and triggers, and relaxation techniques for those that have recently quit using nicotine. Objective: Develop effective coping mechanisms and strategies to ensure continued success at quitting nicotine use **Recommended time: 1 hour**

#### **Part 4: "Relapse Prevention"**

Examines the health benefits, the identifying of relapses to date, recent triggers, and past successes. Objective: To discuss and reinforce winning strategies for quitting and avoiding relapses. **Recommended time: 1 hour**

### *The Savvy Caregiver (In depth 8-10-hour course) \**

This is a comprehensive training course for caregivers who are currently caring for family members with a dementing illness, particularly Alzheimer's disease.

**Objective:** Provide an introduction to Alzheimer's/Dementia, the emotions of caregiving, the importance of caregiver self-care, assessing a loved one's capabilities, managing daily care and challenging behaviors, strengthening family alliances and managing critical decision paths. **Recommended time: 8 - 10 hours; can be broken into 1- to 2-hour segments**

---

\*Trainings are subject to trainer availability

\*\* Trainings must be scheduled 6 weeks in advance