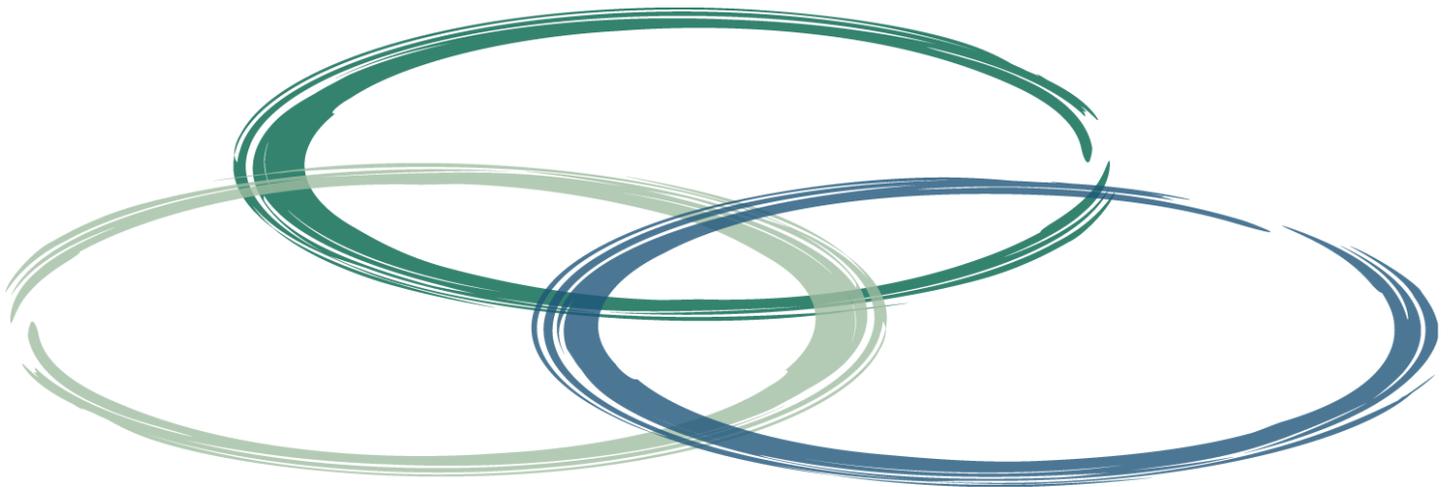


2019 Training Catalog

Updated November 2019



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



Table of Contents

Contact	6
Popular Trainings	7
Enhancing Emotional Resilience	7
Resource Management: The Value of Time	7
Delivering Excellent Customer Service	7
Personal Safety	7
Employee Development Trainings	8
Advanced Communication — Adding Value	9
Appreciative Inquiry	9
Avoiding and Countering Burnout	9
Change in the Workplace	9
Communication Skills in the Workplace	9
Dealing with Challenging Customers: Effective De-Escalation Techniques	9
De-Escalation Techniques	10
Delivering Excellent Customer Service	10
Diversity in the Workplace	10
Drug-Free Workplace/Alcohol Awareness Training*	10
Effective Written Communication	10
Enhancing Emotional Resilience	10
EQ versus IQ: The Emotional Intelligence Advantage	11
Fundamentals of Effective Teams	11
Having Efficient Meetings	11
How to Make Virtual Teams Work	11
Humor in the Workplace*	11
Meet Your Future Self — Setting Goals that Make a Difference	11
Personal Safety	12
Personality Types and Learning Styles in the Workplace	12
Recognizing and Preventing Violence in the Workplace	12
Resource Management: The Value of Time	12
Respectful Workplace	12
Sexual Harassment	13
The Silver Lining in Effective Conflict Management	13
Using Positive Psychology	13
Valuing Generational Diversity in the Workplace	13
What Does It Take to Be Civil These Days? Creating a Civil Workplace	13

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

Leadership Development Trainings	14
Advanced Supervisor Training.....	15
The Art of Mediation: Finding Common Ground	15
Barrier Busters*	15
Basic Supervisor Training	15
Coaching	15
Emotional Intelligence and Leadership	15
Giving and Receiving Constructive Feedback.....	16
“Ground Control to Major Tom”: Managing Virtual Teams	16
The Magic of Mentoring: Creating a Mentoring Program.....	16
Peer to Supervisor Training.....	16
Personal Development Trainings.....	17
Addictive Processes — Drugs, Alcohol, Gambling, Eating	18
Adolescence: What’s Normal, What’s Not.....	18
Alzheimer’s and Dementia A to Z*	18
Alzheimer’s Research Update*	18
Assertiveness Training	18
Balancing Work and Family/Personal Life.....	18
Coping with Life Transitions and Change	19
Dealing with Aging Parents*	19
De-Clutter 101.....	19
Domestic Violence	19
Elder Care — Preparing for Caring	19
Embracing the Sandwich Generation.....	19
Employer Responsibility Regarding Social Security and Medicare**	20
Fundamentals of Self-Esteem	20
Grief and Loss.....	20
Healthy Relationships	20
How to Beat Family Stress	20
Learning and Practicing Optimism	20
Project Management for Alzheimer’s/Dementia Caregivers*	21
Strategies for Caregivers*	21
Taking Care of Your Brain — Reducing Risk for Alzheimer’s Disease*	21
Thriving with the Holidays	21
Turning Compassion Fatigue into Compassion Resilience	21
Unexpected Career — You as an Alzheimer’s/Dementia Caregiver*.....	22
What Employees Need to Know About Social Security and Medicare**	22
Wellbeing Development Trainings.....	23
10 Foods to Eat Everyday — And a Few to Avoid*	24
Anti-Aging/Secrets to Living a Healthy Longer Life*	24
Am I Blue? Overcoming Depression*	24
Are You Really Exercising?*	24
Arthritis*	24
Balancing Your Act*	24
Blood Pressure — Understanding the Ups and Downs*	25
The Body Cleanse: Detoxification*	25
Body Composition 101*	25
Busting Past the Headlines*	25
The Case for Carbs*	25
Change One Habit — Simple Changes to Overhaul Your Life*	25
Common Injuries — How to Prevent and How to Treat*	26
Core and Flexibility*	26
Decades — Your Healthy Self Throughout Life*	26
Deskercise*	26
Diet and Disease — Controlling Inflammation to Avoid Chronic Conditions*	26
Don’t Block Your Path! Understanding the Relationship Between Cholesterol and a Healthy Heart*	26
Exercise for Weight Loss*	27

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

Exercise Triad — How to Incorporate the 3 Components of Exercise for Improved Fitness and Wellbeing*	27
Family Practice*	27
Feeding Your Feelings... Are You? *	27
Filling in the Gaps — Supplementation for Optimal Health*	27
Fit for Work Series — Specifically tailored for those with non-traditional work schedules*	27
Fitness — No Gym Required*	28
Get Your Move On!*	28
Girl Talk*	28
The Grocery Store Guru*	28
Habits of Healthy People*	28
Happy Back*	28
Happy? Holidays*	28
Healthy Back/Healthy Posture*	29
Help... My Desk is Killing Me*	29
Hormones Rule!*	29
Hot Topics in Health*	29
Hypertension and the Stress Connection*	29
Improving Balance for the Better Functionality & Maintaining Independence*	29
Improving Function Ability*	29
It's About Time*	30
Keep It Steady — How to Manage Your Blood Sugar*	30
Keeping It Off for Good! Say Goodbye to Dieting*	30
Kendama Social*	30
Know Your Numbers*	30
Managing Menopause*	30
Meditation for Stress Relief*	31
Men's Health 101*	31
Mental Health and Wellness — Tips for a Healthy Head*	31
Mind Matters: The Power of Thought*	31
Mind/Body Connection*	31
Mind/Body Connection Practice*	31
My Head Hurts*	32
Nature-Based Mindfulness*	32
Nutrition 101*	32
Nutrition and Aging — Eating Right for a Longer Life!*	32
Nutrition for Life*	32
Nutrition for Weight Loss*	32
Nutrition on the Road*	32
O or No? When to Buy Organic*	33
Pack It Up — Staying Healthy on the Road*	33
The Power of Exercise*	33
The Power of Protein*	33
Proactive Stress Management*	33
Ready to Roll*	33
Say Goodbye to Dieting*	33
Sleep, It Does a Body Good! *	34
Smoking Cessation (Overview) *	34
Stay Sturdy: Maintaining Bone Health*	34
Straight Talk about Sugar *	34
Sun Sense*	34
Take It to Heart*	34
Training Basics*	34
Tune-Up — A Plan to Prevent Workplace Injuries*	35
Values — Our Personal Compass to a Fulfilling Life*	35
Walking for Fitness and Health*	35
Weight Loss — The Truth, Whole Truth and Nothing But*	35
Weights and Your Waist*	35

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

Wellness After 50*	35
What is Wellness?*	36
Winning Your Wellness Game*	36
Winter Sports Conditioning*	36
Winterize Your Immune System: Ten Tips for a Healthy Season*	36
Yoga/Stretch Anywhere*	36
Your Pearly Gate — The Road to Good Health Starts Here*	36
Financial and Legal Development Trainings	37
Are Your Investments Working for You? 7 Tactics for Smart Investing**	38
The Countdown Has Begun: How to Maximize Your Last Years Before Retirement*	38
Date Night with Your Finances**	38
Estate Planning, Wills, and Trusts**	38
Family Law**	38
Financial Fitness*	38
The Generational Guide to Money (series) **	39
Got College Planning? Invest in Your Child’s Future Without Sacrificing Yours*	39
Identity Theft – Prevention and Resolution**	39
Is it Different Investing as a Woman? A Woman’s Guide to Financial Security*	39
Legal Issues for Older Relatives (or Disabled Family Members) **	39
The Millennial’s Guide to Money (series) **	39
Powers of Attorney/Advanced Directives (“Living Wills”) **	40
Social Security Questions? Get the Answers Here**	40
Untap Your Hidden Compensation**	40
Fee for Service Programs	41
Smoking Cessation (Series)*	41
The Savvy Caregiver (In depth 8-10-hour course) *	41

*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

Ashley Wiggins: anwiggins@minesandassociates.com

Eric Mandel: 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**

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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance



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**

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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

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

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**

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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

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**

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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

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. Please note there are two versions of the MBTI test that can be given, an abridged version and full version. The abridged test is included in the training at no cost. The full version is available but may incur additional cost.

Objective: Learn how different personality types can work and learn together in a complementary manner to achieve success. **Recommended time: 1.5-2 hours**

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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

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.

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**

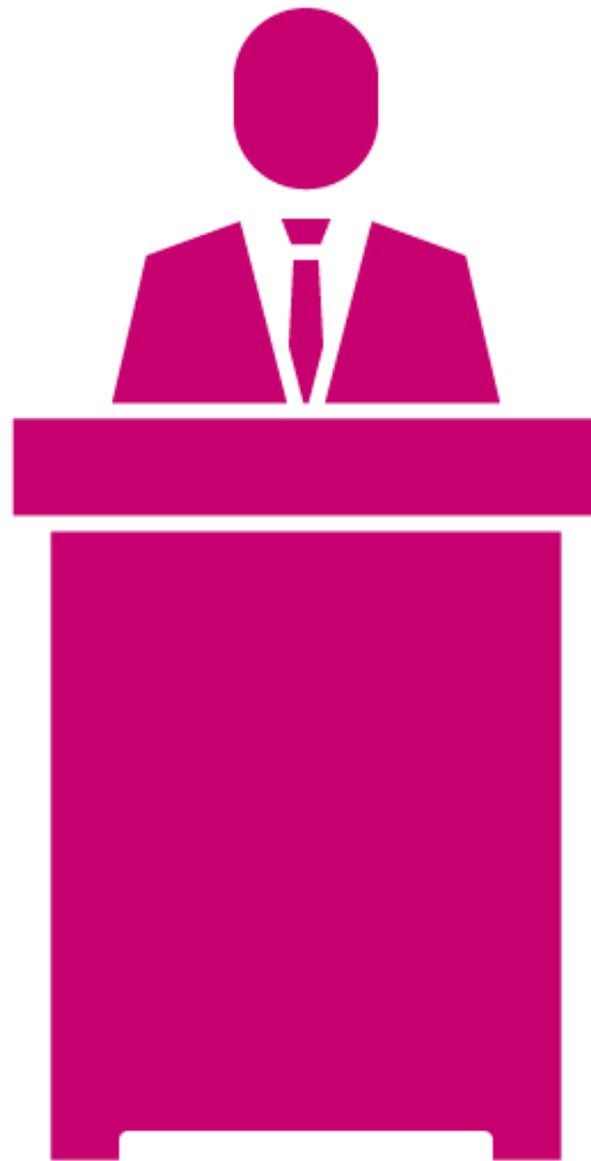
What Does It Take to Be Civil These Days? Creating a Civil Workplace

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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance



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**

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**

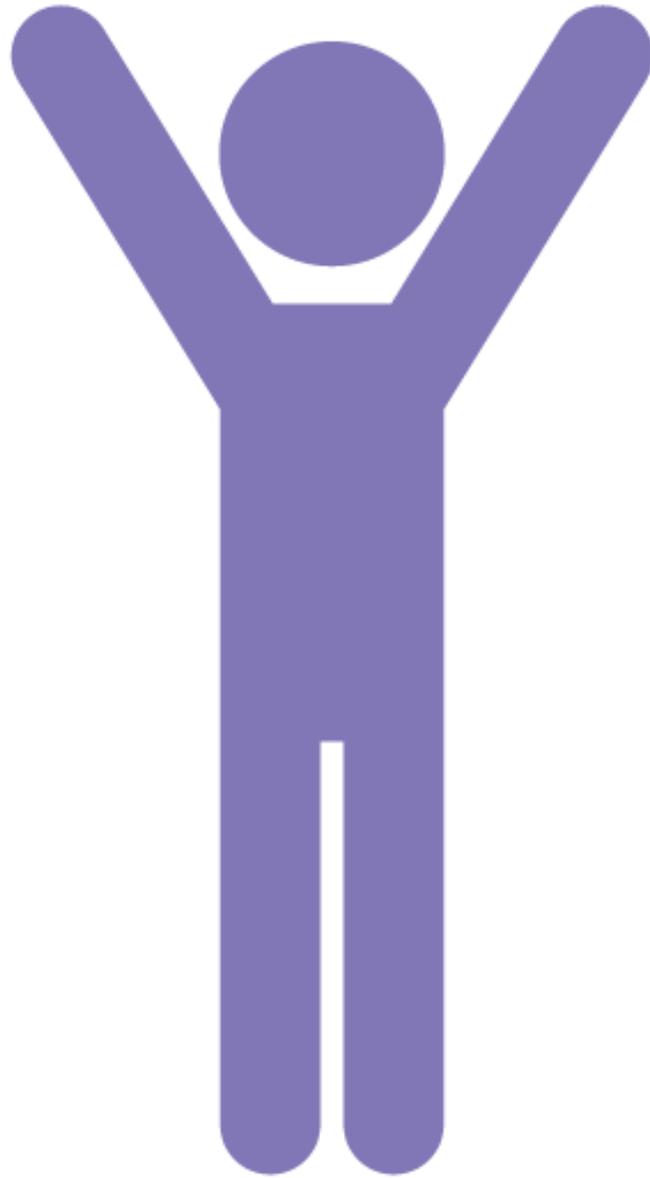
Peer to Supervisor Training

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**

*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.

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

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

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

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.

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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

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**

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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

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.

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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

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

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**

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**

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

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

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**

The Body Cleanse: Detoxification*

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.

Objective: Attendees will learn reasons they might need to detoxify and what the benefits could be for health. Understand how to cleanse in a way that supports the body and provides long-term benefits. **Recommended time: 1 hour**

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**

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**

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**

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**

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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

*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**

*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**

*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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

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

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**

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**

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**

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**

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**

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**

*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**

*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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

*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

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**

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 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 Road*

Trying to maintain your healthy diet and traveling for work or vacation 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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

*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**

*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**

*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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

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**

Stay Sturdy: Maintaining Bone Health*

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

Objective: Attendees will learn strategies to maintain the health of their bones. **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**

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!

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**

*Trainings are subject to trainer availability

** Trainings must be scheduled 6 weeks in advance

*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**

*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**

*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**

*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.

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**

*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.

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***

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

