



Alternatives Training & Education

Alternatives has developed a strong series of EAP related health promotion and wellness education and training seminars for managers, supervisors, and employees that are delivered onsite and cover a wide variety of current work and life issues. The sessions are typically delivered during working hours by EAP, mental health or other medical professionals. (Please note that availability may vary in different geographical locations)

For Managers and Supervisors

Using the EAP to Help Keep Employees Productive (1.5 hours)

This training focuses on skill development, emphasizes documenting job performance problems, and the proper methods of referring employees to the @Life EAP. Lectures, case histories, specially designed video presentations, and practice sessions prepare supervisors to effectively utilize the @Life program to help employees perform at their optimum levels.

Alcohol/Drug Testing Reasonable Suspicion Training for Managers and Supervisors (DOT Compliance Training 2 hours)

For organizations that must comply with the DOT drug testing regulations, this two hour training session exceeds the standards set forth by the Department of Transportation for supervisors and manager mandatory training. It is also an excellent skill building session for companies that have implemented a drug testing program and want supervisors to build skills in the area of identifying the impaired employee.

Dealing with Conflict at Work (Managers Version 1 hour)

Addressing conflict opens communication and allows work teams to move toward solutions. Supervisors and managers learn communication skills that will help manage conflict in the workplace and reach positive outcomes. It identifies four simple steps to help resolve disagreements successfully.

Managing Stress and Building Stress Resiliency (Managers Version 1 hour)

Why is it that some individuals have a very difficult time dealing with stressful situations and others seem to bounce back quicker? This session focuses on the two main factors (internal strengths and external supports) that research has proven can cultivate stress resilience by developing buffers against the negative impact of stress



Managing Through Change (Managers Version 1 hour)

Information and strategies that can help managers understand the dynamics of change in the workplace. The session examines in detail how most employees tend to deal with change, and techniques to help them deal with change more effectively.

Understanding Violence at Work (Managers Version 1 hour)

Training centers on understanding the “complete picture” of workplace violence. Helps attendees reorganize early warning signs and deal effectively with a potentially violent employee or situation.

For Employees (All Lunch & Learn Format)

Balancing Work and Family

This lunch and learn focuses on how we can achieve more balance in our lives. Some of the concepts covered are the different roles we play, realistic and unrealistic expectations and overload. We also look at the differences between the stresses placed upon us by our environment versus the stresses we bring on ourselves, and how these can add up to make it difficult to maintain a sense of balance. In addition we cover ways we can develop the necessary skills to gain control of our lives such as limiting stress, getting organized, communicating and developing good support systems.

Managing Stress and Anxiety in Tough Economic Times

In a tough economy worries about our financial future and the feeling that we don't have much control makes many of us feel very anxious. This program defines both anxiety and stress and addresses why during difficult economic times they can be harder to manage. We will discuss how to recognize the signs and symptoms of too much anxiety and stress and tips and strategies for managing both will be provided.

Dealing with Change

Regardless of whether a change is a small modification in your life or a devastating occurrence it's impact on you will be influenced greatly by how prepared you are for it and how skillful you are in responding to it once the change has occurred. This program will cover how people respond to change-some of the challenges and pitfalls, and offer some skills that can help you manage change more effectively.



Developing a Positive Emotional Life

The program is based on the work of Dr. Martin Seligman and his book about achieving authentic, long-lasting happiness by developing a more positive emotional life. The program covers the differences between positive and negative emotions and the impact of both kinds of emotions on our well being. It then goes on to look at how external and internal circumstances affect our emotions and what we can do to impact those circumstances. Then we cover our top 5 or “signature strengths” since those underlie our ability to achieve authentic happiness.

Making Good Financial Decisions: Avoiding Debt Or Getting Out From Under It

The purpose of this seminar is to discuss how to manage debt. We’ll cover the different kinds of consumer credit, how to tell if you have a problem with credit, how to start controlling debt, and what to do once you have your credit back under control. We’ll also discuss some of the resources available to people who get into trouble with debt.

Making Good Financial Decisions: Learning How to Budget

The purpose of this lunch and learn is to understand the basic principles of budgeting. The program will cover what a budget is, the functions of a budget, how to analyze cash flow, how to build a budget and how to save money. We’ll end with a discussion of how making good choices about how to spend and save your money can have a big payoff down the road.

Managing Holiday Stress

This lunch and learn focuses on how to make it through the holidays without exhausting all of our emotional, physical and financial resources. We talk about the mistakes many of us make when approaching the holidays and the ways we can avoid those pitfalls. We also cover ways to take care of ourselves so that the holidays are something that we can truly enjoy.

Managing Stress and Building Resiliency

This program begins by defining stress and the different kinds of stressors. We cover why stress can be damaging and its affect on people psychologically, physiologically, and behaviorally. We discuss that people need a certain level of stress to function well and how each person can determine what level is best for them. We also cover how to become more resilient to stress so we don’t develop symptoms. We end the program by providing stress management techniques.

Preparing Emotionally for Retirement

Often people nearing retirement have spent time thinking about and preparing financially for this time in their lives. But many people haven’t spent any time preparing themselves emotionally for this big transition. Retirement, like any transition in a person’s life has emotional rewards and emotional hazards. It’s important as you approach retirement to ask yourself: “How will I live this



next phase of my life?" This program will cover how to prepare yourself emotionally so that you can enjoy this next phase of your life.

Resolving Conflict at Work

This session will provide you with practical strategies in resolving interpersonal conflicts at work, and help you change your attitude and behavior so you can minimize conflicts altogether.