



GuidanceResources®

# 2022 Personal Development/ Work-Life Topics (Global)

ComPsych® workshops provide valuable learning for employees and increase visibility and utilization of the GuidanceResources® benefit. Topics are designed and written by our internal staff of psychologists and adult learning experts. These 45-60 minute programmes are informative and engaging.

A minimum of 30 days is requested for scheduling sessions to ensure the training date is available and to secure the most qualified facilitator for the selected topic. A minimum of eight participants and a maximum of 35 participants are recommended.

## GuidanceResources® Programme Orientation

Employee and supervisory orientations are an integral part of the ComPsych® programme. Based upon customer needs, employee locations, population concentration, along with HR policies, ComPsych® will help facilitate a smooth schedule for programme roll-out or to reintroduce the services. The purpose of these orientations is to introduce the services, stress the professional and confidential nature of the benefit, and relate the methods of accessing help.

## Personal Development/Work-Life Workshops

### Management Support

- Addressing Employee Performance Issues in a Supportive Way
- Managing Staff Through Stressful Situations
- Managing the Emotions Surrounding Layoff Conversations
- Mental Health Awareness for Leaders
- Preventing Employee Burnout\*
- Self-Care Tips for Managers\*

### Communication Skills

- Becoming a Better Listener
- Bringing Out the Best in Others
- Civility in the Workplace
- Deescalating Potentially Violent Situations

- Difficult Conversations During Times of Unrest
- Effective Communication
- Friendly Persuasion: How to Get The Things You Want & Need
- Giving Effective Feedback in Personal or Work Situations
- How to Deal With a Difficult Person
- Initiating Difficult Conversations
- Learning to Say “No”
- “Let’s Talk Politics”: How to Have Impassioned Disagreements Without Damaging Relationships
- Motivating Change in Others\*
- Practicing Assertiveness
- Providing Customer Service to Bereaved Callers\*

\*New for 2022

- Responding to Behaviour That Makes You Feel Uncomfortable
- Using Reason to Resolve Conflict

### Parenting

- Building Your Child's Self-Esteem
- Discipline That Works
- Engaging in Creative Play With Children
- Getting Through the Stages of Pregnancy
- Helping Children Cope With Grief
- Helping Children Develop Strong Ethics and Values
- Helping Your Child Set Goals for the Future
- No Such Thing as Perfect Parent
- Parenting a Child With Special Needs
- Parenting Toddlers
- Protecting Children from Sexual Abuse
- Sibling Rivalry
- Social Skills Refresh! How to Have Good Conversations in Social Situations\*
- Standing Tall: Handling Bullies at School
- Talking To Kids About Violent Events With Widespread Media Coverage
- Talking to Your Child about Tough Issues Affecting the Family
- Teenage Rebellion
- The Parent as Role Model
- The Successful Single Parent

### Older Adult Care

- Caring From a Distance
- Talking About the Tough Subjects With Your Parent or Older Loved One
- Understanding How Your Emotions Impact Interactions With Older Loved Ones
- When Someone You Love Has Alzheimer's

### Personal Development

- The Art of Patience
- Awakening the Passion in Your Life
- Autonomy: Strengthening Your Ability to Work Independently
- Balancing Work and Life
- Being a Socially Responsible Person
- Being Accountable in Work and Life
- Becoming a Team Player
- Building Trust

- The Confident You: Taking Charge of Your Life
- Cutting Through the Clutter
- Developing Creativity
- Developing Grit - Strategies for Success In Work and Life
- Emotional Intelligence
- Forgiving Yourself and Others
- Gratitude: A Skill for Happier Living
- How to Be More Engaged at Work
- How to Make a Habit of Success
- Improving Your Memory
- Journaling and Writing for Personal Growth
- Living Simply: Simplify Your Life
- Loving...You: Boosting Self-esteem and Acceptance
- Making Connections At Work and In Life
- Managing Anger at Home and at Work
- Managing Up for Professional Success\*
- Managing Your Emotions in the Workplace
- Mindfulness: Being Present in Your Work and Life
- Mental Fitness for Optimal Brain Power
- Navigating Life's Big Decisions
- Overcoming Procrastination
- Overcoming Shyness
- Overcoming Your Distorted Negative Thinking
- Reading for Fulfillment
- Secrets to Self-Motivation
- Staying Engaged and Advancing Your Career as a Remote Employee
- Staying Positive While Performing Difficult Client Service Work\*
- Strengthening Your Ability to Empathize
- The Psychology Behind Saving Money and Other Good Financial Habits
- Time Management Principles
- Unconscious Bias
- Using Kindness to Achieve Personal Success and Happiness
- Working Through Mistakes

### Resilience

- Being Adaptive in an Every Changing World
- Coping With a Traumatic Event
- Feeling Stuck? Practical Ways to Get Yourself Going Again\*
- How to Receive Criticism and Make It Work for You

- The Impact of Attitude on Work and Life
- Living With Change
- Moving Through Grief and Loss
- Reinventing Yourself
- Resiliency: Bouncing Back After a Setback
- Stress: A Way of Life or a Fact of Life
- Where Are You Going? Goal Setting for Personal and Professional Success

### Behavioural Health and Wellness

- Connecting Mind and Body for Healthy Living
- Coping During Uncertain Times
- Coping With Compassion Stress
- Counseling & Therapy, Demystified
- Developing Will Power and Self Control to Change Behaviour
- Drinking Responsibly
- Happiness: A Key to Life's Satisfaction
- How World Events Can Impact Veterans' Mental Health\*
- Informed or Informed? Healthy Media Consumption and Social Media Usage
- Languishing, Flourishing, and Your Mental Health\*
- Learning to Relax
- Loneliness and Social Isolation in Today's World
- Managing Holiday Stress
- Managing Worry and Anxiety

### Guidelines and Policies

- All sessions are designed to be 45-60 minutes in length.
- Face-to-face sessions are designed for a minimum of 8 participants and a maximum of 35 participants. Webinar sessions can accommodate up to 1,000.
- Same-day training sessions must run consecutively, unless otherwise mutually agreed.
- Sessions are available from 7 a.m. to 7 p.m., Monday through Friday.

- Marijuana: Understanding Common Effects and Methods of Consumption
- Mental Health Awareness
- Opioids: Understanding the Dangers and Ways to Help
- Relaxation "Micro-Moments" and Winding Down Techniques\*
- Running on E: Adding Energy and Passion to Your Work and Life
- Sleep, an Essential Component of Health and Well-being
- Staying Young Through the Years
- Suicide Awareness
- The Impact of a Difficult Childhood On Your Adult Life
- Tools To Handle Stress
- Understanding Depression
- Using Guided Imagery for Wellness and Stress Reduction
- Walking for Mental Health
- Work-Life Balance in a Work From Home Environment

### Family and Relationships

- Building Strong Relationships With Your Adult Children
- Communication Skills for Families
- Communicating Without Conflict With Your Significant Other
- Domestic Violence Awareness
- Helping a Loved One Through Difficult Times
- Important Issues to Discuss Before Marriage
- Life After Divorce: Landing on Your Feet