



NEW DIRECTIONS®

**Grow your employees.
Grow your business.**

**Employee Assistance Program
2022 Organizational Training**

Training Whether your business already has training in place or needs to start from scratch, lean on the EAP to get your organizational development off the ground. The EAP can help, offering a wide array of courses designed to improve people's personal and professional lives.

Use this [EAP Organizational Training Catalog](#) to see what education is available to you. Then, talk with colleagues about what you think may best benefit your staff. When you're ready to schedule, go online or contact us. We're happy to help you put together training that provides development for your employees, and productivity for your business.

A FEW NOTES ABOUT TRAINING

Organizational training is generally offered as part of your EAP contract or as an additional fee-for-service option. Take a look at your EAP agreement or talk with your account manager to see the number of hours available to you. The majority of events are an hour long and are offered in a variety of formats. EAP training can be offered on its own, or you can combine it with efforts you're already planning. Talk with your account manager about how to make EAP training work best for you.

TRAINING CAN BE DELIVERED IN A VARIETY OF WAYS

People learn and retain information in different ways, and convenience and accessibility are key to getting things to stick. That's why the EAP offers a variety of ways employees can receive training, so no matter where they are, we can bring training to them. Organizational training is offered in dynamic, engaging and stimulating learning environments.

Webinars

We've created a virtual classroom to offer engaging online webinars on professional development, personal growth and health-related topics. Webinars are a great solution for companies with staff working remotely or in multiple locations. Optional attendance reports are available to help you monitor usage and understanding of the material. Webinars can be recorded and made available after the session if requested in advance. We are also happy to work with you to use your own preferred webinar system.

On-site learning

Our expert facilitators can come directly to your offices and offer on-site training. These training sessions are an excellent way to get your staff together and share ideas in an engaging learning environment. Our presentations are designed to promote interaction, teamwork and collaboration.

TRAINING IS DELIVERED BY EXPERTS

To ensure your employees will have an engaging, helpful, interactive learning experience, the EAP offers experienced facilitators with extensive knowledge in education, wellness, human resources and/or behavioral health. This network of trainers serves the entire U.S., so we can support employees wherever they may be.

HOW TO REQUEST TRAINING

Once you've checked out the course catalog and are ready to request training, please log on to the EAP Manager Portal at eap.ndbh.com and select "Request Training" 4-6 weeks before you'd like to offer the event. If you have questions, please contact your account manager.

For custom training requests (content not listed in the catalog), please connect with your EAP account manager.

The EAP Support Line at 800-624-5544 or training department at eaptraining@ndbh.com can also help if you are unsure of how to connect with your account manager.

HOW TO RESCHEDULE OR CANCEL TRAINING

To cancel or reschedule an event, please notify your account manager a minimum of two business days before the scheduled training. Training not cancelled at least two business days before the scheduled event may result in a penalty, with the exception of cancellation due to significant weather events. The last full day to cancel an event without penalty will be listed in the event confirmation email.

your learning starts here

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AVAILABLE COURSES

COVID-19 Support

Pandemic Fatigue

The Covid-19 pandemic has been emotional and mentally exhausting for all of us. This exhaustion is being collectively referred to as Pandemic Fatigue. In this session learn more about the effects of Pandemic Fatigue, how to manage it, and how to find support.

Return to the Workplace

With wide spread roll out of the Covid-19 vaccines, a return to “normal” is on the horizon. This will once again mean accommodating a dramatic shift in the way we live and work and while exciting, may also be a significant source of stress and anxiety. In this session we will talk about this stress and anxiety, how change impacts people, and some tips for supporting yourself during this transition.

Supporting Employees’ Return to the Workplace

With wide spread roll out of the Covid-19 vaccines, a return to “normal” is on the horizon. This will once again mean accommodating a dramatic shift in the way we live and work and while exciting, may also be a significant source of stress and anxiety. In this session we will talk about this stress and anxiety, how change impacts people, and some tips for managers on supporting employees and themselves.

Financial

Paying Off Your Student Loans

Graduating college is often one of the biggest achievements in a person’s life. What comes after often comes as a bit of a reality check and in this case, we are talking about student loan! As the cost of college increases each year, so does the amount of debt that students and families take on to afford higher education. This seminar will help individuals understand the types of loans available and how to manage student loan debt . Whether participants are recent graduates, have been paying their loans for a number of years, parents of college-aged children who want to understand the process for current or future interest, or you are struggling to pay your loans and have fallen behind, this seminar has information for everyone.

Planning a Financial Future

Preparing for the future means having financial resources to fall back on in the event of an emergency while building wealth with savings and investments. Yet too many of us are not saving as we should. In this class, we will talk about some typical roadblocks to saving and how to overcome them.

Tax Tips

This training will help you understand the secrets of reducing your taxable income, how to breakdown the federal tax reporting system and remove the mystery of the tax return. You will learn how to use deductions and exemptions to reduce your taxes. Discover simple changes to what you are already doing and the four strategies to save tax dollars.

Family & Caregiving

Challenge of Being a Working Parent and a Professional

This session explores what it means to be both a working parent and professional. There are unique challenges related to raising children, being effective parents and at the same time meeting career demands. How do we determine the right work/life balance for ourselves and our families? This session will explore the dual role of working parents (parent and professional) be it married parents, parents with live-in partners, single parents, blended or multigenerational families, etc.

Emotional Wellbeing for Parents

Parenting is difficult. Change is constant, the days are long, and reality never looks like Pinterest. In this session, learn how to manage your expectations, treat yourself with kindness, and find confidence in doing the next right thing.

Substance Use and Your Loved Ones

Substance use doesn't just impact those that are addicted to substances but can also have devastating effects on those around them – especially their loved ones. This session will explain symptoms of drug use and an overview of withdrawal symptoms of substances such as alcohol, opiates, and a few others. We will review what addiction is and how it is a chronic brain disease. Enabling a loved one will be discussed but also what you can and should do for yourself. It is important to know that as a loved one of someone who is addicted to substances, you are not alone.

Health & Wellness

Fitness Challenge

Have you been looking for ways to maintain physical wellbeing, but can't find the time to make it to the gym? In this workshop you will learn innovative ways to incorporate exercise into your busy lifestyle. You will discover how to build movement and physical activity into your routine at home, at work and during leisure time.

Sleep 101

In this session, participants will learn the physical and mental benefits of a good night's sleep, how to establish daily habits that promote sleep and learn ways to improve one's sleep environment. We will also discuss techniques for relaxation and dealing with Insomnia. Special customized slides are available for sleep issues specifically affecting women.

The Truth About Dieting

We know that many diets fail to produce lasting results, but what does work? In this seminar we will discuss why diets are not effective long-term and identify ways to achieve a healthy weight through better nutrition. When to eat, what to eat, how much to eat... all of this and more will be covered in this seminar to leave you with a good idea of how to achieve and maintain weight loss for your long-term health.

Management Essentials

Actively Managing Conflict

For a manager, being equipped to treat conflict as an asset instead of a liability is a true measure of leadership. In this session, supervisors acquire the essential tools, skills and processes to help them achieve healthy and responsive conflict resolution.

Building Strong Teams

It's no secret that high-performing companies have high-performing teams. How do you build such a team in your organization? Discover how feedback, ideas, and empowerment factor into building a strong team.

Embracing Vulnerability

Vulnerability can be uncomfortable, and is often viewed as a weakness, but it can also be a tremendous strength. As a leader, learn how to embrace vulnerability to build strong trusting teams.

Essential Leadership Skills

Become a more versatile and skilled leader by connecting with the fundamentals of powerful leadership. Assess your current strengths and challenges with the goal of enhancing your current skillset.

Fostering Creativity

Creativity is a key element of innovation and growth. In this session, learn how to foster creativity in your team to innovate, enhance, and seize opportunities.

Fostering Good Mental Health in Leaders

The mental wellness of a leader is an integral component of overall performance. Leaders are faced with many responsibilities, which can impact mental health. This training will equip leaders with evidenced-based strategies for fostering good mental health.

Intimate Partner Violence Awareness for Management

Intimate Partner Violence occurs in every culture, country, age group and socio-economic level. In this session, learn the types of Intimate Partner Violence and their warning signs, as well as how employers can support employees who are affected by it.

Leading Employees Through Change

Change is inevitable in all organizations. Employees will handle change differently, and rely on their leader to guide them through the process. Learn how to effectively support your team as they adjust.

Maintaining Professional Boundaries with Your Employees

Is it ok to be friends with your coworkers? Interpersonal relationships naturally form with the same group of coworkers over time. Establishing clear boundaries will help ensure that friendly rapport between a manager and employee doesn't cross the line of professionalism.

Manager as Coach

Coaching empowers people to do their best work through collaboration, engagement, and growth. In this session, participants will learn the advantages of being a manager-coach and how this approach will help them develop productive, high performing, committed teams.

Managing Crisis in the Workplace

When employees are in crisis, it can be hard to know how to best support them while maintaining productivity. Review common reactions to crises and tips for taking care of yourself and your team during a difficult time.

Managing with Flexibility

When facing change or uncertainty, one of the greatest traits a leader can have is flexibility. In this session, learn how to modify your style and approach to leadership to overcome challenges and achieve goals.

Motivating Your Employees

Happy workers are productive workers. Luckily, motivating your employees doesn't take a lot of flare or even a lot of resources. This training will explore the key environmental factors within your control, necessary to give your employees the space to flourish.

Resilience in the Workplace

For an organization to thrive, both the organization and its employees must have resilience. In this session, learn how to support and develop resilience in your teams and organization.

Shaping your Workplace Culture

An organization's culture is a key factor in its success. In this session, learn how to build, maintain, and change, your workplace culture.

Stress Management for Managers

Managers are constantly being pulled in different directions and have high accountability for how their team functions. These realities can lead to cumulative stress. Receive information on the stress cycle, and its impact on health and work. Explore methods for stress recognition and management that you can apply immediately.

Supporting a Remote Workforce

With an increasing number of employees working remotely, managers are tasked with developing diversified strategies to support remote workers. Explore the characteristics and dynamics of the remote worker. Develop an appreciation for the needs of remote workers and specific support recommendations.

Supporting Employees with Personal Challenges

Everyone faces personal challenges at some point, and they can sometimes follow people to work. Review strategies to support employees dealing with mental health issues, substance use, grief and loss, etc.

Supporting Your Employees' Well-Being

Are you supporting your employees' well-being as well as you could be? More and more companies are thinking outside the box when it comes to office culture. In this session, participants will examine how to attend to employees' physical, mental and social needs in the workplace.

THC in the Workplace

With Marijuana legalization is spreading across the United States. In this session, learn more about Marijuana, the different legalizations, and how workplace policy may be affected.

The Importance of Influence

Influence is an essential skill that is especially beneficial to leaders at all levels. In this session, learn about different styles of influence, when they are best used, and some ways to increase your influence.

Transgender Awareness & Sensitivity for Leaders

Supporting employees who are transgender is an emerging necessity in business culture. A workplace transition can be challenging if a transgender employee's manager is not sure how to manage the process. Leave this training with awareness of transgender individuals and a heightened awareness of workplace inclusion and protection strategies.

Workplace Disaster Preparedness

Disasters come in many forms, but they are always sudden and disruptive. In this session, learn more about emergency planning and preparedness, to help your organization recover quickly when disaster strikes.

Office Development

Diversity and Inclusion

Organizations are infinitely more diverse today, spanning multiple generations, ethnicities and cultural backgrounds. To be successful in today's world and navigate this broad landscape effectively, we must develop an appreciation of these differences and learn how to engage with various cultures in a meaningful way. This training brings insight and clarity to the multiple layers of diversity that coexist within organizations and our world. Join us for an engaging exchange where we will examine:

- The effect of culture
- The dimensions of cultural awareness and generational factors
- How cultures differ
- Sources of intercultural misunderstanding
- How diversity inclusion fosters success

Respect at Work

Everyone deserves to be treated with dignity, respect and kindness, whether they are the CEO, intern, new recruit or lowest paid associate. This seminar helps us understand why good people often behave badly. With a diverse work group, we are challenged to be sensitive to others' perceptions. Participants in this session will learn the root causes of offensive behaviors, identify behaviors that happen at work, create a list of rules to live by and commit to working on one thing that they can do to improve.

Personal Development

Becoming an Effective Stress Manager

Multiple studies suggest that stress negatively affects people's health and can take a heavy toll on the mind and body if left unchecked. This program helps employees recognize stress symptoms and learn strategies to minimize its disruptive impact.

Blocking Burnout

Learn how to detect burnout triggers and discover ways to regain enthusiasm at work and at home by becoming more conscious of your needs and motivators.

Coping with Loss in Life

All human beings are impacted by loss and grief, which can be a scary and painful time. Understand what you and others are experiencing when grieving and discover coping resources to utilize during times of loss.

Cultivating Calm

In today's world feeling stressed, pressured, and chaotic can seem like the norm, but it doesn't have to be. We can develop the capacity for peace, serenity and calm. In this session learn how to develop habits that will help you find calm in your life.

Cultivating Happiness Within Yourself

Ever wonder how the principle of happiness works? Start believing that your happiness is more connected to you and your behaviors more than any other circumstances. Learn simple yet powerful tips and start learning how to cultivate happiness within yourself.

Depression - Helping Yourself and Others

Depression is prevalent in our society; help and understanding is always needed. This valuable program helps participants get past the stigma to find real solutions. They learn how to recognize symptoms of depression and discover ways to help themselves and others.

Embracing You: The Power of Acceptance

We can often be the most critical of ourselves, which can impact our mental and even physical health in the long run. Accepting ourselves, others and situations encourages a healthy heart and mindset. Discover how to embrace you as you, and the value of acceptance in daily living.

Emotional Intelligence for Life

When it comes to happiness and success, emotional intelligence (EQ) is just as important as intellectual ability (IQ). Learn how to build stronger relationships, connect to your feelings and make informed decisions.

Finding Focus

Focus can be an elusive thing. Multitasking, procrastination, and distractions make it difficult for us to send all our attention in one direction. The good news is focus is a skill that can be developed. In this session, we will teach you some tricks to help you overcome common focus barriers.

Fundamentals of Mental Health

Mental health is an integral component of overall functioning and wellness. How strong is your mental health? Learn about the fundamentals of mental health, along with proven methods for enhancing your well-being.

Intimate Partner Violence Awareness

Intimate Partner Violence occurs in every culture, country, age group and socio-economic level. In this session, learn the types of Intimate Partner Violence and their warning signs, as well as learning more about the resources available to those affected by it.

Overcoming Loneliness

Most people will feel lonely at some point in their lives as part of a normal reaction to feeling emotionally or physically disconnected from others. In this session, learn how to address feelings of loneliness and rebuild connections.

Strategies to Manage Anxiety

Anxiety can be an occasional visitor for some people, or a long-term guest for others. Research shows that most anxiety is best managed with behavior intervention. This training will empower individuals to assess their personal anxiety and integrate specific behavior practices to increase relaxation and calm.

Strategies to Manage Frustration and Anger

Everyone has experienced frustration or anger at some point in their life. While these emotions are natural, sometimes our reactions can be unhealthy or hurtful to ourselves and others. Understand the true cost of ongoing frustration and anger, and find out how best to express these emotions.

Taking the High Road: Kindness and Civility

We all want to come to work and be treated with kindness and respect. A kind workplace leads to reduced stress, increase morale and better business outcomes. Discover methods of strengthening your civility muscle to enhance your level of kindness and respect in interpersonal relationships.

The Art of Listening

Listening is the foundation of conversation, and a skill that requires practice. In this session, learn how to listen actively and respond thoughtfully for better communication and understanding.

The Road to Resiliency

In this session, participants increase their personal resiliency resources. By exploring four keys to resiliency – nutrition, exercise, stress management and social connections – they outline strategies for successful change and develop skills to help them bounce back during stressful times.

Thriving in Uncertainty

The unknown is a scary thing. It can be difficult to plan or figure out what to do next. In this session, learn how to embrace uncertainty and navigate it with poise and resiliency.

Work-life Harmony

Our lives are busy, and different responsibilities can pull us in many directions. In this session learn how to flow with those responsibilities to find the harmony and happiness in your life.

Professional Development

Communicating Professionally

Participants learn how to present information and interact with others more professionally by improving essential elements of communication: awareness, listening, presence, voice and physical expressiveness.

Compassion Fatigue

Compassion fatigue is the emotional and physical wearing down that takes place when helping professionals are unable to refuel and renew. It can affect a variety of professions in a variety of ways. New Directions offers versions of this material specific to HR professionals, volunteers and individuals working in occupations where tragedy is a regular occurrence such as in the medical or law enforcement fields.

Compassion Fatigue - Traumatic Occupations

Compassion Fatigue - Volunteers

Compassion Fatigue - Human Resources

Creating a Positive Professional Work Environment

This seminar defines what it means to be a professional and identifies standards and expectations of acceptable, professional workplace behavior. You will gain a deeper understanding of your roles and responsibilities within the context of creating a positive work climate. This session will explore the detrimental effects of behaviors such as teasing, bullying, rumors and gossip, as well as when these behaviors cross the line and become harassment.

Dealing with Difficult Coworkers

Uncover your triggers, understand why certain personalities can be difficult to work with professionally and create practical strategies for dealing with the situations.

Drug and Alcohol Awareness

Drugs and alcohol awareness training in the workplace is a valuable tool to provide education and maintain safety standards. The EAP provides a variety of presentations to help fit your need.

DOT Drug and Alcohol Awareness - Supervisory Training

Drug-Free Workplace

Reasonable Suspicion - Identifying Impaired Employee - Supervisory Training

Harassment Training

Training on harassment and sexual harassment is vital to protecting both employers and employees. To assist your organization in enforcing a zero-tolerance policy, the EAP offers both management and employee focused trainings on sexual harassment and general harassment for use based on your specific needs and requirements.

Sexual Harassment Prevention - Supervisory Training

Sexual Harassment Prevention – Employee Training

Preventing Employee Harassment – Employee Training

Handling Harassment - Supervisory Training

The Importance of an LGBTQ+ Inclusive Workplace

All employees deserve to be treated with respect and included in the workplace. This is especially true when considering LGBTQ+ individuals. In this session, develop strategies to understand and respect diversity in coworkers.

LIVE WEBINARS

In addition to organizational training, EAP offers free monthly webinars for you and your staff, tailored to employee and management audiences. Check out the dates and times for the live webinars and plan to register online. Recordings will post after the event.

Sign up for these free webinars on eap.ndbh.com.

PRE-RECORDED WEBINARS

Finding common time on everyone's calendar can be tricky, which is why we offer self-directed online training – an easy way to work educational learning into busy schedules. These programs allow employees to access video presentations on a variety of relevant topics whenever it's convenient.

Visit eap.ndbh.com to download dozens of webinars on additional topics such as reducing clutter, tax saving strategies, focusing on what matters, managing burnout and more.

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