

A Benefit For You

BEST CARE EMPLOYEE ASSISTANCE PROGRAM



2002 CONSULTING AND TRAINING SERVICES

Best Care EAP offers a variety of employee development and education opportunities. The following topic areas can be customized to enhance the professional and personal growth of your employees. Please contact a Best Care EAP Consultant to design a seminar for your **group of ten or more** employees. Scheduling is based upon consultant availability.



PERSONAL DEVELOPMENT

- ★ Achieving Your Positive Potential
- ★ Balance: Prioritizing Your Life
- ★ Benefits of Humor
- ★ Creating Personal Success
- ★ Customer Service
- ★ Dealing with Change
- ★ Effective Goal-Setting
- ★ The FISH Philosophy: Catch the Energy
- ★ Healthy Lifestyles
- ★ Interpersonal Communication
- ★ Managing Workplace Emotions
- ★ Mind/Body Connection
- ★ Motivation/Enthusiasm/Positive Attitude
- ★ Polishing Your Public Speaking Skills
- ★ Positive Safety Attitude
- ★ Preventing Burnout
- ★ Retirement: The Emotional Transition
- ★ Stress Management
- ★ Working with Difficult People



TEAM DEVELOPMENT

- ★ Business Etiquette
- ★ Civility: With All Due Respect
- ★ Conflict Resolution
- ★ Creative Problem-Solving
- ★ DiSC Behavior Profile*
- ★ Generational Diversity
- ★ Myers-Briggs Type Indicator*
- ★ Preventing Workplace Harassment
- ★ Sexual Harassment Awareness
- ★ Successful Workplace Relationships
- ★ Teambuilding
- ★ Team Communication
- ★ Valuing Diversity



MANAGEMENT DEVELOPMENT

- ★ Building Morale During Tough Times
- ★ Coaching for Optimal Performance
- ★ Conducting Effective Meetings
- ★ Creating an Extraordinary Workplace
- ★ Dynamics of Change
- ★ Enhancing Your "People Skills"
- ★ Foundations of Leadership
- ★ Leadership Profile (Disc)*
- ★ Leadership: The Situational Approach
- ★ Managing a Diverse Workforce
- ★ Managing for Success
- ★ MBTI for Leaders*
- ★ Motivation, Recognition and Reinforcement
- ★ Performance Management Process
- ★ Retaining Valuable Employees



WORKPLACE DEVELOPMENT

- ★ Addictions: Facts Everyone Should Know
- ★ Critical Incident Support/Response
- ★ Domestic Violence Awareness
- ★ Facilitated Problem-Solving Groups
- ★ Facts and Myths of Depression
- ★ Grief and Loss
- ★ Substance Abuse Awareness
- ★ Workplace Violence

*\$25.00 per person fee for test processing and two hours of training

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