

EAP BROWN BAGS

"I loved the Brown Bag seminar. I have been to several in the past, but none were as informative (& as simple to understand) as Claremont's. It really has motivated me to TAKE CHARGE!"

Manager
Bay Area Public Agency

"The instructor was very professional and energetic – organized and candid. Well prepared and experienced."

HR Manager
Leading National Bank

"Thanks so much for the outstanding Brown Bag program. Claremont has really impressed us and we look forward to a continued happy relationship. Our broker, who also attended, has great things to say as well. We're happy to spread the good news."

VP Human Resources
National Business Software Firm

"The seminar was fabulous!!! You were right. Everyone should have attended. Great information. We should have Claremont back again."

Producer
Leading Employee Benefits Firm

"One of the best investments of an hour of my time and that of the team. Claremont's trainer was awesome! Very personable and helpful."

HR Director
State Agency

Claremont EAP Brown Bags are short, open-format sessions designed to provide your employees and managers with a quick and practical overview of important topics such as: health and wellness, communication skills, stress or time management, and motivation.

Objectives:

EAP Brown Bag sessions will energize and educate your team members while providing a fun and engaging learning environment. Your professional trainer will be selected based on your expressed needs, goals and schedule.

When a little time needs to go a long way, Claremont EAP Brown Bags will:

- ❖ Strengthen team communication
- ❖ Accommodate busy schedules
- ❖ Achieve synergy in staff interactions
- ❖ Allow participants to focus on just a few key features or skills
- ❖ Identify future training needs

Please note: Cancellation requires 72 hour-advance notification, or the session will be forfeited or billed to the company.

EAP Brown Bags Include:

- ❖ One full hour of delivery by a professional trainer for up to 25 participants
- ❖ Electronic copy of materials is provided; group is responsible for printing and distributing session materials to participants
- ❖ Pre-Training Needs Assessment (via telephone) with your trainer
- ❖ Post-Training Review to cover: results, challenges, and recommendations
- ❖ Round trip travel up to 100 miles or two hours

**A Trusted
Resource
for High-Quality
EAP, Work-Life
and**

GETTING STARTED

At Claremont EAP your Account Manager has two simple goals: to make scheduling these Brown Bags easy for you and to make you look good when they are delivered.

- } **CONTACT** your Account Manager at 1.800.834.3773 to determine how many EAP Brown Bags your organization has this year.
- } **CHOOSE** from 25 practical and engaging EAP-related topics.
- } **SCHEDULE** your EAP Brown Bag today!

EAP BROWN BAGS

Workplace:

Respect and Professionalism at Work

Being consistently respectful is a win-win approach to working with others. This session covers appropriate work behaviour as well as general communication skills that demonstrate respect.

Creating Positive Relationships, Handling Difficult Situations

Working with a range of personalities and work styles can be challenging. If employees can identify and adapt to various styles, they will be better equipped to overcome conflicts when they arise. This Brown Bag focuses on reducing friction and resolving conflict.

Managing Multiple Priorities

What do you do when all your priorities are urgent? Busy administrators need to juggle the priorities of their daily tasks with those of ad hoc and ongoing projects. This session focuses on efficiency and reviews priority and organization systems.

Guidelines for Adapting to Change

Change is one constant we can count on in life. And yet, so many of us are unprepared for it when it happens. This session reviews techniques for managing change so that the experience becomes a learning and growth opportunity.

Making Meetings Matter: The Art of Effective Meetings

Meetings take up a lot of time so it is critical that they are time well spent. An effective meeting serves to define responsibilities, motivate, teach and generate decisions. Participants will learn how to be a strong meeting participant, meeting facilitator and public speaker.

Conflict Resolution in the Workplace: An Overview

When you're faced with conflicts at work, do you know when to step in, when to stay out, and how best to communicate? This session reviews basic tips to resolve conflicts at work and how to handle common challenging reactions.

Please note that topics and terms are subject to change without notice. In addition, not all topics are available in all locations.

Communication Skills:

Communication Skills: Business Basics

Who are the people that are most successful in business? In part, they are the ones that are effective in all areas of communication. Participants will learn tips and strategies for handling email, telephone, meetings, and public speaking.

Assertive Speaking and Active Listening

The goal of the communication process is mutual understanding, which is no small feat. Participants will learn how to maximize interactions with others through listening actively and expressing messages assertively – no matter what the situation.

Communication Skills: Giving Effective Feedback

Giving feedback is a challenging yet critical task. This seminar reviews the elements of effective feedback and gives participants the opportunity to practice and discuss the techniques.

He Said, She Said: Gender & Communication

Women and men can walk away from the same conversation with different impressions of what was said. Participants in this session will examine typical masculine and feminine communication styles.

Time Management:

Juggling Act: Overview of Work/Life Balance

Employees need to balance the demands of work, family, friends, personal interests, community activities and, of course, self. Often the burden becomes too great, leading to job burnout and overall life stress. Participants will learn how to manage their time to maximize professional and personal fulfillment.

It's About Time: Tips for Time Management

The effective use of time is critical to getting the job done. This session provides the techniques for minimizing wasted time and maximizing effort. Participants will assess where their time goes, and learn how to set realistic goals.

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Health and Wellness:

Feeling Your Best: Elements of Health and Wellness

Optimal health is a matter of proper nutrition, regular exercise and effective stress management. This seminar provides everyday tips for healthy living.

Assess Your Stress: Tips for Stress Management

Stress is detrimental to productivity and personal health. This Brown Bag highlights the sources of stress and teaches practical solutions for maintaining composure in stressful situations. *(Can be delivered in a 2-hour format, which counts as 2 free or paid Brown Bag hours.)*

Preventing Burnout in the Helping Professions

Burnout is a state of emotional and physical exhaustion caused by excessive and prolonged stress. Learn tips to prevent burnout so that you manage the stress, the stress doesn't manage you.

Healthy Eating: Making Smarter Choices

With so many food choices and so little time, it can often be challenging to eat healthfully. This session covers the basics of nutrition, reading food labels, and tips for healthful eating, snacking, and shopping.

Attitude is Everything: Creating a Positive Attitude

Picture a rose bush in full bloom. What did you envision first: the roses or the thorns? Positive thinking is a choice. This session offers tips to make the choice toward success. Learning from adversity, fears and mistakes will be addressed.

The Art of Forgiveness

Forgiving someone (as well yourself) can be one of the most difficult challenges we face. Participants will learn how to confront and let go of grievances. Tips for offering effective apologies and learning from mistakes will also be covered.

NEW!

Keeping Your Cool When Things Get Hot: Tips to Control Anger

Anger is a normal, usually healthy, human emotion. But when it gets out of control, it can lead to problems. This Brown Bag reviews basic tips for mitigating anger in the moment – and for expressing anger in an effective way.

Cheers Not Tears: Dealing with Holiday Stress

The holidays should be a time of celebration and enjoyment but often can be stressful. Family relationships and finances can become strained. This Brown Bag discusses useful tips for keeping it all in perspective so the holidays are a time of joy.

Career Management:

Managing Your Career: Being Your Best at Work

When employees effectively manage their careers, they can access new opportunities and perform at their best—while supporting their organization's goals. This seminar covers goals, personal style, visibility, networking and mentoring.

Goal-Setting: How To Set and Achieve Your Goals at Work

We all have dreams and goals. We all know people who soar from one project to another, achieving their personal and professional goals. How do they do it? Participants will learn how to write solid goal statements as well as tips for executing a plan.

Confidence: Being Your Best at Work and Beyond

A strong sense of self-worth equips us to be successful in all areas of life. This Brown Bag provides participants with tips to enhance confidence inside and outside the workplace such as effective public speaking and positive thinking.

Motivating Yourself and Others

Is money the main motivator for employees? What does motivation look like in daily practice? Participants will assess personal motivators and learn concrete steps to motivate others. *(Most appropriate for managers, supervisors, mentors and project leaders.)*

Essential Presentation Skills

Most of us fear it, some of us enjoy it. No matter how you feel about public speaking, this session provides tips to enhance your presentation skills so that you can connect with your audience and deliver effective speeches.