

Workshops for Managers and Supervisors

These workshops are designed to help enhance, improve, and develop skills for management and supervisory employees. These training topics can also be offered as a series for managers/supervisors through the training available to you within your comprehensive EAP.

Workshops are available to EAN all client companies. Please contact us to schedule a training date.

EAN Supervisory Training: This workshop offers the basics for new and experienced managers in how your Employee Assistance Program can be a useful management tool. The workshop covers resources provided by EAN, how to identify performance issues, how to address issues with employees and how to make a management referral to EAN. The workshop also addresses dealing with substance use issues in the workplace and how to maintain a drug free workplace.

Communication Skills for Managers: Good communication skills are the key to being a good manager. This workshop helps managers practice listening skills and assertive communication with employees along with identifying ways to manage stress under difficult situations. Supervisors will leave this workshop with an understanding of healthy skills to practice in daily communication with employees.

Constructive Confrontation Skills for Managers: Confronting performance problems isn't fun for managers or employees, however not confronting them can lead to larger problems. This workshop helps managers understand the process for addressing a problem in the work environment effectively and learning ways to avoid the common traps that even the most experienced managers can fall into.

Creating a Respectful Work Environment: Harassment Prevention training is usually full of lists including what you can and can't talk about at work, legal definitions and the do's and don'ts for employees. The problem is that this approach hasn't prevented harassment in the modern-day workplace. This training provides the definitions and information that managers and employees need while also focusing on the basics of how to create a work environment in which the culture does not allow harassment to thrive and employees on all levels speak out to stop harassment from happening.

Emotional Intelligence in the Workplace: Learn why emotional intelligence is a better predictor of success and happiness in your professional and personal life than IQ. You will learn what emotional intelligence is, why it is important and gain skills for cultivating it.

Making Generational Differences Work: Today's workforce can have as many as four different generations working together, each with their own distinctive style and ways of viewing work-related issues. This workshop helps managers understand the outlook and experiences of different generations to improve respect, communication and relationships in the multi-generational workplace.

Managing High Risk Situations: Potential risk of violence, suicide and substance abuse are all concerns that managers hope to never have to deal with. But when you do, there is help available. In this workshop, we will review ways to respond in high risk situations and how to access resources.

Managing Successful Change and Transition: In today's world, that old saying, "the only thing constant is change" is truer than ever. Rapid and major changes occur both in our personal lives and in the organizations where we work. Understanding the change process, employee responses to change and strategies for managing those responses to change is the focus of this workshop.

Supporting Transgender Employees –A guide for Managers of Transgender Employees: As a workplace think about the culture you want to promote. Is it one that is inclusive of diversity, one where people respond with compassion and empathy, and one where employees treat others with dignity and respect? This workshop focuses on understanding basic terminology and definitions, the business rational for companies who support transgender employees, the steps of the gender transition process, and provides information about resources for both organizations and their employees. This workshop also highlights scenarios to promote interactive discussion and consideration about how to respond to concerns that may arise in the workplace.

Team Building through Effective Leadership: Effective teams don't just happen; they require healthy and strong leadership. This workshop helps leaders to define team and to consider the important elements to building an effective team. The goal of this training is to provide managers with information to create and build their team in any work environment.

Valuing Diversity – Moving from Awareness to Action: The face of America is changing, and the pace of that change is increasing each year. Studies have shown that companies with managers that are actively aware of the issues of diversity are more productive and profitable than those that are not. This workshop is 1/2 workshops offered by EAN and provides participants with a look at changing demographics, discusses why appreciating diversity is now an essential work skill, and provides the groundwork for moving from awareness to action.

From Knowledge to Action - Moving Towards Cultural Competency: This workshop is 2/2 workshops offered by EAN and provides information to help managers and leadership increase their understanding of cultural competency and enhance communication techniques when speaking to people of diverse backgrounds. Participants will learn the stages of cultural competency, how to challenge micro-aggressions and stereotypes, and ways to foster diversity within both their personal and professional lives.

Valuing Diversity – Supporting Employees with Military Backgrounds: It is estimated that by 2016, two -million-plus Americans will have left the military and returned to civilian life and to civilian employment. This creates opportunity for employers to utilize the skills and attributes to those returning to the workforce from the military. It also creates some challenges when people from different backgrounds work together. This workshop is designed to help managers and supervisors create a work environment that shows an employer's commitment to valuing employees with military backgrounds and that helps all employees thrive.

Violence Prevention in the Workplace: An ounce of prevention is worth far more than a pound of cure when it refers to the threat of violence in the workplace. The employer who has a plan in place for handling highly sensitive situations is far less likely to be the target of threats or actual violence. This workshop aims to assist managers in recognizing and responding immediately and appropriately to potential violence from within and outside the workplace. This workshop can be a beginning step to help a company develop a workable violence prevention plan and/or threat assessment team or it can be a re-fresher for an organization that already has violence prevention plan in place.

Violence Prevention in the Healthcare Setting: Healthcare has unique concerns and needs when it comes to preventing violence in the workplace. The workshop aims to assist managers in a healthcare setting to recognize and respond to unique concerns that can perpetuate violence in their work environment. This workshop can be a beginning step to help managers in a healthcare setting develop a workable violence prevention plan and/or threat assessment team or it can be a refresher for managers who already have a violence prevention plan in place.



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