



Employee Assistance Program

PRESENTATION CATALOG

Fall 2022 – Winter 2023



PLANNING A PRESENTATION

A Guide to Presentation Credits

EAP utilizes a credit system that will allow you to flexibly manage your presentation needs. C&FS EAP offers four (4) Presentation Credits annually. Ideal capacity for presentations is 40 participants. We do require a minimum of 10 registered precipitants seven (7) days prior to the scheduled event to hold the presentation.

Presentations Platform Options

Virtual: C&FS will coordinate scheduling the presentation and is able to provide the virtual platform if needed.

In-person: When possible, C&FS EAP will coordinate in-person presentations on-site at your facilities.

We will coordinate scheduling and communicate necessary safety protocols.



Scheduling a Presentation

Once you have selected relevant presentations, you may call or e-mail your request to EAP staff. Requests for presentations should be received at **least 30 days in advance of the proposed event date.**

In addition to the presentation title or topic, please provide the following information:

- Preferred date and time (provide options when possible)
- Estimated number of participants
- If this is mandatory for employees, will the organization need EAP to collect attendance data

Rescheduling or Cancelling a Presentation

We understand that, sometimes, plans change. If you need to reschedule or cancel a presentation, please let us know within 7 days.

PRESENTATION FAQ

What to Expect at a Presentation?

If EAP is hosting the presentation on our virtual platform, EAP staff will send the registration link to the host organization. If the organization is hosting the presentation on an internal platform, we ask that you provide the link to EAP at least one week prior to the event. EAP staff or presenter will provide a very short benefit review to begin the presentation.



Is it possible to schedule more than one presentation for the same day?

Yes, depending on the presenters. Your presentation benefit is flexible. You can host more than one presentation in the same day or back to back, the same presentation multiple times, or all of your available presentations at once (at a health or development day, for example). Contact EAP if you need assistance in determining the best way to deliver your presentations.

Are all presentations one hour in length?

Most seminars are designed to be one hour. For selected seminars, if you need something longer or shorter in length, please contact us directly.

How many Presentation Credits does my organization have?

Standard EAP contracts provide four (4) presentation credits annually. If you would like to purchase additional credits, your request will be subject to our current billable rate and will be accommodated when possible. If you have any questions about your organization's credits, please reach out to an EAP representative.



COMPLIMENTARY PRESENTATIONS

Orientations and Supervisory Training do not utilize ANY Presentation Credits. These are included and FREE as part of your EAP benefit.

COMPLIMENTARY PRESENTATIONS

FREE TO ALL EAP MEMBERS

Get to Know Your EAP

Suggested length: 10-20 minutes

- Provide an in person or virtual overview of EAP benefits to your team
- Your team will have an opportunity to ask general questions about EAP benefits

Complimentary Resources

- Each month EAP will provide a complimentary programming—see the events page or your monthly email to learn more about what is happening each month
- All recorded webinars are available On Demand exclusively for EAP members.
- View On Demand webinars here: <https://eap.cfsbny.org/employees/webinars/>

Supervisory Training

Suggested length: 45 min.

This training will review the following:

- What **EAP services** are available to supervisors, employees and family members
- Discussion about providing **assistance for distressed employees**
- **Developing resilience** in your employees, team and organization
- **How to have a constructive conversation** about sensitive subjects
- Types of **EAP referrals** and

LEADERSHIP ENRICHMENT PRESENTATIONS



Whether you are welcoming new staff, encouraging professional development, or seeking to get all team members on the same page, **developing strong leaders** is an important part of your organization. * denotes virtual only

- ♦ Creative and Critical Thinking for the Manager/Team Leader
- ♦ Level Up Your Team
- ♦ Shifting from Surviving to Thriving: Caring for Ourselves and Our Team
- ♦ Building a Culture of Recognition*
- ♦ Enabling Meaningful Performance Conversations*
- ♦ Creating High Performing Teams
- ♦ Engaging Employees through Servant Leadership
- ♦ How to Lead a Remote Workforce Effectively
- ♦ Delegation 101
- ♦ Coaching for Success
- ♦ Accountable Teams
- ♦ Communication Styles and Building Team Relationships
- ♦ Leadership vs Management: What's the Difference
- ♦ Leading Change



NEW

Trauma-Informed Leadership

We know that employees enter the workforce with past experiences that shape how they navigate the present. A trauma-informed workplace can mitigate the impact that adverse experiences may have on employees' well-being and ability to perform.

Leaders can put into practice the trauma-informed principles of safety, trustworthiness, choice, collaboration, and empowerment with their staff. Being trauma-informed does not require leaders to resolve an employee's adversity. Leaders are called to be intentional about how they respond and optimize an employee's sense of psychological safety at work.

Presentation Objectives:

- 1. Recognize the impact of trauma and re-traumatization on employee wellness and performance*
- 2. Identify trauma-informed strategies to neutralize the workplace and increase employee performance and wellness*
- 3. Develop concrete next steps to integrate trauma-informed practices into their work*

This presentation is tailored for each specific organization. So please reach out for a consultation to determine what is needed to incorporate trauma-informed practices into policies, procedures, and leadership interactions using the lens of the five guiding values and principles.





ENRICHMENT PRESENTATIONS

Standard EAP contracts provide four (4) presentation credits and if the presentation requires more than one (1) credit it will be noted next to the title.

EMPLOYEE ENRICHMENT PRESENTATIONS



WORKPLACE SKILLS

These presentations teach **important foundational skills for employees**. Some Employee Enrichment Presentations **can be customized for managers and supervisors**, depending on your need. * denotes virtual only

- ♦ The Preferences We Have When We Face Challenges
- ♦ Business Writing Basics
- ♦ Writing Effective E-mails
- ♦ The Art of Persuasion
- ♦ Creative Problem Solving
- ♦ Goal Planning for Work and Life
- ♦ Judgement and Comparison in the Workplace
- ♦ Maximizing Productivity & Motivation in the Workplace
- ♦ Navigating Procrastination, Overwhelm and Avoidance
- ♦ Self Awareness: How Insight Can Shift Your Career (2 credits)
- ♦ LGBTQ+ 101 (2 credits)
- ♦ GRACE: Cultivating Compassion-based Interactions
- ♦ Building Trust & Credibility
- ♦ Creating a Positive Work Environment
- ♦ Adversity Quotient and the Science of Resilience
- ♦ Conflict Resolution
- ♦ Fostering a Positive, Growth Mindset
- ♦ How We Communicate Matters
- ♦ Customer Service
- ♦ Impactful Presentation Skills
- ♦ Goal Setting and Prioritization
- ♦ Effective Time Management
- ♦ Enhancing Your Emotional Intelligence
- ♦ How to Become a Better Communicator*

WELL-BEING PRESENTATIONS



Encourage a **culture of caring for oneself and your family and combatting stress**. Stress affects performance both **in and out of the workplace**. These presentations can help participants proactively decrease and manage stress and provide information on physical, nutritional, and emotional wellbeing.

- ♦ Healthy Aging and Metabolism
- ♦ Healthy Eating on the Run
- ♦ Prioritizing Your Health and Wellbeing
- ♦ Calming the Inner Critic and Achieving Realistic Goals
- ♦ Tools to Manage Stress: Strategies to Get You Back on Track
- ♦ Tai Chi
- ♦ Yoga
- ♦ Chair Yoga/Yoga at Your Desk
- ♦ Restorative Yoga
- ♦ Breath and Mindfulness for Stress Reduction
- ♦ Mindfulness and Meditation
- ♦ Preventing and Managing Secondary Trauma, Vicarious Trauma and Compassion Fatigue
- ♦ RESET Your Sleep
- ♦ The Night Shift: Shiftwork and Sleep
- ♦ Learning to Rest: Sleep Seminar
- ♦ What is Wellness and How to Make It Happen
- ♦ Moving Toward Meditation: Guided Breathing and Relaxation
- ♦ Using Your Breath to Interrupt Stress
- ♦ Mindfulness, Movement, and Meditation
- ♦ Generations in the Workplace
- ♦ Unplug: How To Create Space in a Digital Age
- ♦ Self Care
- ♦ Navigating the Emotions of Money



SAFETY PRESENTATIONS



Workplace safety is **essential for employee wellness and the success of your business**. These presentations are applicable to various industries and to individuals when they are in (and out) of the workplace. Contact EAP if you have specific safety requirements to consider.

- ♦ First Aid in the Workplace: When is an Emergency an Emergency?
- ♦ Reception Area Safety Training (2 credits)
- ♦ Site Emergency Response Team Training (SERT) (2 credits)
- ♦ Reasonable Suspicion (2 credits)
- ♦ How to Develop an Emergency Preparedness Plan for a Human Service Agency (2 credits)
- ♦ Back Injury Prevention
- ♦ Ergonomics
- ♦ Slips, Trips, and Falls
- ♦ Run, Hide, Fight: Active Shooter (2 credits)





COMMUNITY RESOURCES

Community Resource Presentations do not utilize ANY Presentation Credits. C&FS EAP knows LOCAL. We are your link to community resources in WNY.

c&fs EAP
Employee Assistance Program

Please call 716.681.3400 or e-mail contacteap@cfsbny.org with any questions or requests.

COMMUNITY RESOURCES

Contact your EAP representative to help connect you with these community resources so that they can assist with coordination.



♦ Kids Escaping Drugs

- ♦ Face 2 Face in the Workplace
- ♦ Vaping: For Parents and Community Members

♦ National Center for Missing and Exploited Children

- ♦ Internet Safety: What You Need To Know

♦ Roswell - Tobacco Cessation

- ♦ Tobacco Cessation: The Road to Success

♦ Eldercare

- ♦ Aging in Erie County: Resources for Seniors

♦ Consumer Credit Counseling

- ♦ Credit Counts: Understanding Your Credit Score
- ♦ Dollars and Sense: An Introduction to Personal Finance
- ♦ Making Sense of Student Loans

♦ Haven House

- ♦ Domestic Violence 101

♦ Raymond James Financial

- ♦ 12 Financial Resolutions
- ♦ Get the Retirement You Want
- ♦ Maximizing your Social Security Benefits
- ♦ Social Security Basics
- ♦ Healthcare Costs: The Retirement Wild Card

♦ Crisis Services

- ♦ Talk Saves Lives: An Introduction to Suicide Prevention

♦ Lauber Financial Planning

- ♦ Navigating the Emotions of Money
- ♦ Planning for Retirement
- ♦ Retirement Income: Your Income Generation

♦ Alzheimer's Association

- ♦ The Basics: Memory Loss, Dementia, and Alzheimer's
- ♦ Tips for Difficult Conversations with Your Elderly Loved Ones



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