

# Child Family Services

## Employee Assistance Program



## PRESENTATION CATALOG

Fall 2023 – Winter 2024

# PLANNING A PRESENTATION



## Credits and Capacity

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

## Presentation Platform Options

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

**In-Person:** C+FS EAP will coordinate in-person presentations onsite at your facilities.

## Scheduling a Presentation

Once you have selected relevant presentations, you may:

- Call us at 716-681-4300
- E-mail us at [eap@cfsbny.org](mailto:eap@cfsbny.org)
- Complete this form:  
<https://forms.office.com/r/8hbZZi7bHY>

## 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.

**All of our presentations are designed to be 45-60 minutes in length.**

**Requests for presentations should be received at least 30 days in advance of the proposed event date.**

*We will coordinate scheduling and communicate necessary safety protocols.*



# COMPLIMENTARY PROGRAMMING



Complimentary Programming does not utilize **ANY** credits. These are as part of the benefit.

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## Supervisory Orientation

Suggested length: 45 mins

- What EAP services are available?
- Using EAP as a tool to support employees.
- Understanding EAP consultations.
- Basic workplace communication strategies.
- Types of EAP referrals.

## Get to Know Your EAP

Suggested length: 10–20 mins

You will be provided:

- Choice of in-person or virtual presentation
- An overview of EAP benefits to your team.

## Complimentary Resources

- Each month EAP will provide complimentary programming. Events page: <https://eap.cfsbny.org/events/>
- All recorded webinars are available on demand for EAP members.
- View On Demand webinars here: <http://eap.cfsbny.org/employees/webinars/>

# LEADERSHIP ENRICHMENT PRESENTATIONS



Strong leaders are the backbone of organizations. Prepare your leaders for success.

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C+FS EAP offers a variety of Leadership Presentations designed for new and experienced supervisors, managers, and leaders in any organization. These presentations will provide valuable information about current leadership topics and offer your group a chance to apply the concepts to your specific organization. Presentations offered cover a range of topics including, but not limited to:

- Effectively communicating with your team,
- Enhancing the onboarding experience
- Developing a culture of recognition and accountability
- Change management.
- Coaching for success

All leadership presentations utilize two (2) presentation credits.

If you are interested in scheduling any presentation, please contact us at 716-681-4300, [eap@cfsbny.org](mailto:eap@cfsbny.org) or fill out this Request for Presentation form: <https://forms.office.com/r/8hbZZi7bHY>.

We look forward to being a part of your leadership development.

# Creating a Mentally Healthy Workplace



When employees understand what contributes to their mental health – workplaces succeed!

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## Workplace Mental Wellness Workshop

2 Credits each

- How to effectively start conversations about mental wellness in the workplace
- Increased awareness of mental wellness benefits and additions to the workplace
- The importance of self-care
- Pre-consult and post-consult 3 months after workshop
- Specific content relevant to your group
- Activity that produces feedback and tangible outcomes to improve mental wellness in the workplace

## Trauma Informed Workplace:

- Intended for general audience of employees and leaders
- Provides an overview using general examples of trauma informed interactions
- Recognizing the impact of trauma and re-traumatization
- Understanding the stress response and how to identify this in self and others
- Developing next steps to integrate trauma-informed practices into your work
- Break-out group practice to identify current level of TI behaviors within the organization

## Trauma Informed Leadership:

- Intended for managers, supervisors and leaders in the organization who supervise others
- Explores how leaders implement practices that foster accountability using the TI principles
- Recognizing the impact of trauma and re-traumatization
- Understanding the stress response and how to identify this in self and others
- Identifying trauma-informed strategies to neutralize the workplace
- Developing next steps to integrate trauma-informed practices into your work
- Provides opportunity for discussion and practice using examples provided leaders

# WORKPLACE SKILLS PRESENTATIONS

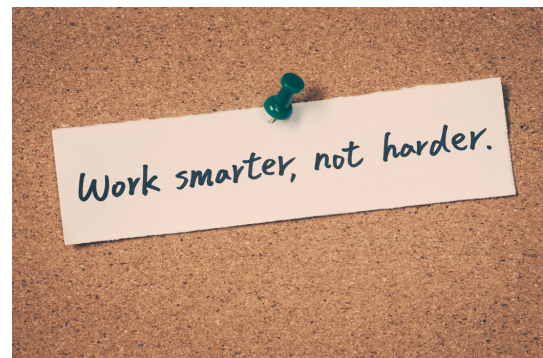


Foundational workplace skills are the key to success.

1 credit unless otherwise noted.

\* Some presentations can be customized for managers and supervisors, depending on your need.

- 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
- GRACE: Cultivating Compassion-based Interactions
- Building Trust & Credibility
- Creating a Positive Work Environment
- How We Communicate Matters
- Customer Service
- Time Management
- Emotional Intelligence
- Becoming a Better Communicator
- Managing Conflict



# WELL-BEING PRESENTATIONS



Take some time to support your teams wellness!

1 credit unless otherwise noted.

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- Healthy Aging and Metabolism
  - Healthy Eating on the Run
  - Prioritizing Your Health and Wellbeing
  - What is Wellness and How to Make Wellbeing Happen
  - Calming the Inner Critic and Achieving Realistic Goals
  - Moving Toward Meditation: Guided Breathing and Relaxation
  - Tools to Manage Stress: Strategies to Get You Back on Track in 5 Minutes or Less
  - Using Your Breath to Interrupt Stress
  - Mindfulness, Movement, and Meditation
  - Chair Yoga/Yoga at Your Desk
  - Unplug: How to Create Space in a Digital Age
  - Restorative Yoga
  - Breath and Mindfulness for Stress Reduction
  - Self-Care
  - Navigating the Emotions of Money
  - Mindfulness and Meditation
  - Preventing and Managing Secondary Trauma, Vicarious Trauma and Compassion Fatigue
  - Yoga
  - Sleep and Nutrition
  - Uncomplicating Nutrition



# SAFETY PRESENTATIONS



You can never be TOO careful. Let's talk SAFETY!

Workplace safety is essential for employee wellness and the success of your business. Contact EAP if you have specific safety requirements to consider.

All Safety Presentations are 2 credits.

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



# INDIVIDUALIZED SCREENINGS



Let's check-in with ourselves. Promote mental wellness amongst your staff.

In addition to presentations, credits can also be used to provide individualized mental health screenings for your team. A screening is a 30-minute virtual appointment with an EAP counselor. During the screening, participants will receive their results as well as have the opportunity to review what has been working and what additional supports and/or resources may be beneficial.



## Screenings offered:

- Burnout Screening
- Depression Screening
- Perceived Stress Screening
- Mental Health Check-In

# COMMUNITY RESOURCES



Connect with your community!

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## **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

## **Parachutes 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