



Training Programs

These topics can be modified to suit your audience and organizational needs. Looking for management training? We offer a tailored version of every workshop “For Leaders.”

General Educational Programs

Compassion Fatigue in Health Care

Coping with the cumulative effects of caring for others

Diversity in the Workplace

Capitalize on the strength of variety among colleagues, communicating and working effectively across differences

Fostering a Respectful Workplace

Understand the “bottom line” of respect and ensure that everyone feels valued in your office

Managing Stress with Resiliency

Learn coping skills to overcome stress and burnout

Managing Workplace Conflict

Turn natural conflict into an opportunity to improve your workplace culture

Managing Your Time and Tasks

Make the most of your limited time, work more efficiently, and meet or beat deadlines

Navigating Change in the Workplace

Adapt to changes or new challenges to excel in your professional role

Professional Boundaries

Identify and implement appropriate boundaries with clients and colleagues

Professional Communication Skills

Facilitate positive teamwork and great customer service through clear communication and effective listening

Sexual Harassment: Prevention and Response

Prevent workplace sexual harassment before it happens; intervene effectively if it does

Substance Abuse and the Workplace

Learn to recognize signs of alcohol or drug abuse in the workplace, and how to respond

The Impact of Attitude in the Workplace

Ways to promote a constructive attitude, and encourage others to do the same

Walking The Talk: Creating a Culture of Accountability

Understand the principle of accountability to ensure that responsibilities are met

Work-Life Rhythm

Strategies to manage the demands of work and personal life for long term success

Special for Leaders

Difficult Conversations at Work

Best practices for discussing sensitive topics and giving important feedback

Motivation and Coaching

How great management brings out great work performance

Skills for New Supervisors

Skills training for those new to management roles

DER Training

DOT CFR rules compliance: Know your responsibilities, resources, and policy for alcohol and drug testing

Reasonable Suspicion/Cause Training (DOT and non-DOT)

Identify your role and duties as a supervisor when someone is impaired on the job

Leadership Bootcamps

Please call for more information

Leadership Institute Certificate Training

Please call for more information

1-800-769- 9819 for TTY: dial 7.1.1 • TRS then dial 800.769.9819 • www.affiliatedeap.com

