



Time-Honored EAP Solutions Since 1977



2005 Workplace Wellness Seminars

Join us in Austin for lively training and information sharing at the free, quarterly Workplace Wellness Seminars held at 3410 Far West Blvd., Suite 250, Austin, Texas 78731. Advance registration is required. For more information and to register please contact Sari Koe at 888-327-4636 or skoe@alliancewp.com.

Healthy Approaches: Weight Loss & Exercise • Thursday, February 24 • 9 to 11 a.m.



This interactive seminar assists in identification of priorities and habits, in addition to socio-cultural, biological, emotional, and family factors that influence your health. Basic principles are presented to conduct a total assessment of your personal health. Strategies are given to deal with food and hunger, to determine your personal activity level, and to set goals. Considerations for designing a personalized exercise program are provided. This seminar will give participants many suggestions that they will be able to integrate into their lives immediately.

Supervisor Training • Thursday, February 24 • 1:30 to 3:30 p.m.



Supervisors and managers experience close and routine contact with employees and are in an excellent position to monitor individual behavior and performance. It is often a supervisor or manager who has the first chance to detect evidence of personal problems. This training is designed to assist supervisors and managers in understanding their role in integrating and achieving maximum benefit from an Employee Assistance Program.

Drug-Free Workplace • Tuesday, May 24 • 9 to 11 a.m.



Participants become informed about the multitude of aspects surrounding drug-free workplaces, including state and federal laws which govern employee testing and policy writing/implementation. Issues such as privacy and confidentiality, chain of custody procedures, legal safeguards, reintegration, and rehabilitation are defined.

Stress Management • Tuesday, May 24 • 1:30 to 3:30 p.m.



This workshop explores the sources of stress, the symptoms of stress, and several effective techniques for managing one's stress levels. Hands-on relaxation and stretching exercises will be introduced to assist the participant in building methods for relieving stress. Participants will learn to evaluate the stress they experience in their daily lives, creating action plans to adapt to stressful situations and achieve balance in their lives.

Supervisor Training • Tuesday, August 30 • 9 to 11 a.m.



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First Class Customer Service • Tuesday, August 30 • 1:30 to 3:30 p.m.



In this workshop we will discuss four different types of customers and how to accommodate and thrive with them. We will focus on *really listening* and how it is an art and the cornerstone of conflict resolution. Customer service can be an intrinsically rewarding profession. The key is to maintain your sense of enthusiasm, curiosity and to take care of the essential ingredient in the process—you!

Managing Holiday Stress • Thursday, December 1 • 9 to 11 a.m.



The holiday season can be a stressful time for many people. It is easy to become overwhelmed with the hustle and bustle of all the activities going on around us, and we often forget to take time for ourselves. This seminar helps identify strategies to take care of yourself, set realistic goals, and identify your priorities for managing a holiday season.

Workplace Communication • Thursday, December 1 • 1:30 to 3:30 p.m.



This energetic seminar discusses communication in the context of building productive workplace relationships in order to gather, process and transmit information that is essential to the well-being of the organization. Effective listening is the first step in artful communication. Workplace communication contains elements of assertiveness, diplomacy, and tact. Different strategies are explored for transmitting and receiving messages.

| Date | 9 to 11 a.m. | 1:30 to 3:30 p.m. |
|-----------------------------|--------------------------------|-------------------------------------|
| Thursday, February 24, 2005 | <i>Healthy Approaches</i> | <i>Supervisor Training</i> |
| Tuesday, May 24, 2005 | <i>Drug-Free Workplace</i> | <i>Stress Management</i> |
| Tuesday, August 30, 2005 | <i>Supervisor Training</i> | <i>First Class Customer Service</i> |
| Thursday, December 1, 2005 | <i>Managing Holiday Stress</i> | <i>Workplace Communication</i> |

*** Workplace wellness seminars are free of charge and advanced registration is required. ***

For More Information and To Register

Contact: Sari Koe at 888-327-4636 • skoe@alliancewp.com

All seminars held at: WAP, Inc. • 3410 Far West Blvd. Suite 250 • Austin, Texas 78731

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