



# **Anthem Employee Assistance Program Workshop Offerings**





### **Introduction**

Anthem EAP is dedicated to offering services that help employees and their families with personal and work-related issues. The workshops in this catalog promote the services available through Anthem EAP. They provide education, resources and techniques to help fix many personal and work-related issues.

### **Additional information**

This catalog is a list of available trainings and descriptions of each topic. We are always developing new training topics. To request and schedule a training, or if you do not see a training listed, please contact either Tina Banton at 1-804-662-1422/[tina.banton@anthem.com](mailto:tina.banton@anthem.com) or Lynn Vogel at 1-804-354-4197/[lynn.vogel@anthem.com](mailto:lynn.vogel@anthem.com).

### **Training Logistics**

- Most trainings are 60-90 minutes long. If more time is needed, your EAP Account Manager will talk with you beforehand. We will be glad to provide many timeframes to meet the needs of your workforce.
- Trainings can be scheduled on site to meet your specific needs. Experienced trainers provide all trainings.
- We ask for a 48-hour cancellation notice for all on-site trainings.
- Please consider rescheduling if anticipated attendance is less than five people.

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## EAP core topics

### Employee orientation

**A brief overview of Anthem EAP services.** This seminar helps employees learn when and how to use the EAP, such as why people call, how the process works, confidentiality, cost and other features.

### Manager/supervisor orientation

**An in-depth review of Anthem EAP services.** This seminar emphasizes how a manager or supervisor can and should access services when dealing with challenging employee performance and behavior.

## EAP risk management

### Addressing substance abuse at work

This presentation covers the impact of substance abuse and addiction in the workplace and the company. It provides resources and referral information available through Anthem EAP. For managers and supervisors, the presentation will cover your responsibilities. This includes your duty to act and resources to help employees who may struggle with addiction.

### Domestic violence awareness for individuals

This seminar will review warning signs for domestic violence. Recommended actions employees should take and the resources available to support and assist someone who may be impacted by domestic violence are also reviewed.

### Domestic violence awareness for managers

Recognize the personal and business impact of domestic violence and understand your role and responsibilities when domestic violence surfaces in the workplace. We will review how to respond to and support employees, as well as identify available resources and ways you can increase domestic violence awareness.

### Drug-free workplace — employee workshop

An in-depth review of Anthem EAP services. This includes an emphasis on how your manager or supervisor should use these services when dealing with challenging employee performance and behaviors.

### Drug-free workplace — manager/supervisor workshop

This seminar offers an in-depth look at the legal, psychological and workplace effects of alcohol, illegal drugs and prescription medications abuse. You'll learn the risks, rules and consequences for the employee, the employer, and the manager or supervisor.

### Respectful workplace — employee workshop

This seminar covers what makes a respectful workplace. You'll learn how the issues of a diverse workforce affect the modern workplace.

### Respectful workplace — manager/supervisor workshop

This seminar covers what makes a respectful workplace. You'll learn how the issues of a diverse workforce affect the modern workplace.

### Workplace violence prevention — employee workshop

This seminar will look at the social, legal, behavioral and psychological aspects of violent workplace behaviors.

### Workplace violence prevention — manager/supervisor workshop

This seminar will look at the social, legal, behavioral and psychological aspects of violent workplace behaviors. Learn how to identify and stop these behaviors. Discuss documentation, reporting and constructive confrontation.

## Family

### Advance directives

It is often hard to talk about the future with aging parents and other older relatives. This seminar will guide you through the important discussions about your relatives' health concerns, emotional issues, and financial and legal issues. Learn about housing options and support services at home and in their communities.

### Bullying

In this class, you'll learn what bullying is by looking at up-to-date information about bullying. We will discuss how to know if your child is a bully or being bullied. You'll learn family risks that can affect bullying. We will also cover cyberbullying.

### Caregiving

Nearly one out of three Americans provides care for an older family member. This class will cover the issues of self-care, how to assess family needs and how to keep balance in your life. We will also talk about common emotions that caregivers may have and special situations of caregiving.

### Children and divorce

This class will discuss many issues affecting children and divorce, including how to tell your children, comfort them and deal with self-blame. We will look at their basic needs at this time, how to achieve continuity while living in multiple homes and helping children communicate.



### **Children and stress**

Stress impacts young children. How can we help them have a happier and more balanced childhood? This workshop outlines the causes and signs of stress; when, as a parent, you should be alarmed; and what red flags to look for in your children. We will discuss the signs of stress in children and skills that will help children day to day.

### **Elder care 101**

It's common for one family member to be the only caregiver for an older relative. But this can cause frustration and make you tired — both physically and emotionally. This seminar will teach you how to create a family approach to caregiving. We will discuss how your family can work together as caregivers. Learn ways to fix problems and handle fights with siblings, other family members and older relatives.

### **Handling a family crisis**

If you are going through a family crisis, or just want to be ready, this class will cover how to handle expectations and guilt. We will also discuss how to cope with money struggles and what to expect during times of change. This class can also be geared toward managers supporting employees going through a family crisis.

### **Internet information for parents**

This class will look at the realities of the Internet as well as the benefits. We will talk about the importance of learning the language of the Internet and how to identify concerns and risks. Learn ways to increase safety online with instant messaging, social networking and chat rooms. A list of resources and monitoring software will be provided.

### **Parenting 101**

This hands-on course details the trials and tribulations of parenting. Discuss basic parenting values and how they apply to real-life situations. Topics include: discipline, eating, sleeping, academics and values.

### **Single parenting**

This workshop covers the difficulties of raising children alone. Learn techniques for caring for your child's needs while still having time for you and your needs. We will discuss how to enjoy life, even if it is different than expected.

### **Surviving and thriving through divorce**

This seminar provides helpful and practical information for those going through a divorce or separation. You'll get an overview of the divorce process, legal information, coping skills, and surviving the emotional toll of divorce or separation.

### **The sandwich generation**

Most employees today will have to take care of an older relative while they are still taking care of their own families. This is known as the "sandwich generation." This class will talk about how to collect information, communicate with compassion, be proactive and respectful, and cope with the issues that the sandwich generation must face.

### **Work-life balance**

The conflicting demands of work and home can cause stress. It can zap the time and energy we need to get everything done. Find answers to help you become more satisfied with both home and work life. Competing demands will be identified. A review of central life goals will contribute to an understanding of how to reach better work-life balance.

## **Parenting your teen**

### **Parenting your teen: at-risk behavior**

This session addresses the realities of today — the good news and bad news. Discuss essential facts of at-risk behavior and have the chance to talk about your fears. Learn what we really need to know, what to do and what not to do.

### **Parenting your teen: career and life goals**

In this module, we will discuss career and life goals for your teens. You'll look at your teen's personal values, interests and work skills. And you'll learn how to help your teen discover his or her true passions.

### **Parenting your teen: communicating**

Feel like you and your teen are talking different languages? In this seminar, we will discuss how to create a comfortable climate for parent/teen communication and go over the basic rules, do's, don'ts and best practices. You'll have the tools to communicate better with your teen.

### **Parenting your teen: finances**

Learning about money at a young age is very important. As a parent, you can teach your teen about finances by knowing how your money values impact your teen. Learn how to teach them financial goals and develop autonomy with money.

### **Parenting your teen: friends and family**

This class helps you understand the difference between the teen/family and teen/friend relationship. We will discuss communication breakdowns, rewards and the importance of communication, as well as best practices and advice for families of teens.

### **Parenting your teen: giving back**

Researchers say that people who offer love, caring and support to others have better mental and physical health, less chronic pain, less depression and a better overall sense of well-being than those who are less selfless. The goal of this seminar is to help you create a sense of giving back in your teen.

### **Parenting your teen: managing conflict and problem solving**

Conflict between parents and teens is a fact of life. In this seminar, you'll explore ways to help your teen fix conflicts and set up rules for acceptable behavior. The goal is for your teen to become a mature young adult who is capable of making good choices independently and can take charge of his/her life in proper, self-sufficient ways.

### **Parenting your teen: relationships**

Teen years are when peer relationships intensify, teacher and work relationships grow more important and parental relationships are routinely challenged. This module will define relationships, go over best strategies and talk about conflict-resolution techniques to share with your teen.

### **Parenting your teen: sibling rivalry**

Many parents suffer with sibling rivalry in their households. In this seminar we will discuss how to lessen tensions between siblings, and even both parents. We will examine what habits may encourage rivalry.

### **Parenting your teen: social issues**

To understand teen social issues you have to learn what is important to your teen and what is important to you. Learn best practices for "The Biggies" and get important takeaways and resources to deal with your teen.

### **Parenting your teen: success in school**

In this seminar, you will learn what healthy habits are important to school success. We will discuss how to help teens deal with teachers and classes and how to get organized. Learn to know when your teen is overinvolved or underinvolved, how to deal with peer pressure and how to handle discipline.

### **Parenting your teen: teens and sports**

Teens have lots of sources of entertainment that keep them inactive, such as video games, television and other media devices. Obesity rates among teens are rising at a shocking rate. Joining a sports team is a great answer — but when is it too much? In this class, we will discuss the importance of giving our teens balance and perspective for the activities they choose.

### **Parenting your teen: test anxiety**

Test anxiety, or worry, is a reality for many teens. It keeps them from reaching their full potential. This seminar will give you tools to find out whether your teen has test jitters or test anxiety. You will also learn how to help your teen manage the worry with helpful exercises.

### **Parenting your teen: tips for parents of teenage drivers**

In this seminar we will review facts about teen driving. You'll learn the major causes of accidents and how to stop them from happening. We'll help you understand the factors to know if your teen is ready to drive. And we'll discuss proven ways for you to manage and guide your teen through this new freedom.

### **Parenting your teen: understanding important health issues**

This candid seminar will help you understand the physical changes boys and girls go through during puberty — and how to handle these changes. We will discuss the importance of supporting your teen's mental and physical health.

## **In the workplace**

### **Assertive communication**

This class on communication will cover good vs. poor communication, as well as understanding what assertive communication is. We will review a communication model to determine the purpose, focus and process of assertive communication. Tips and obstacles to good communication will be reviewed.

### **Bullying and violence in the workplace**

Workforce environments are experiencing increased bullying and violence. Regardless of the contributing factors — stress due to downsizing, sandwich generation issues and/or financial strains — bullying and violence deteriorates productivity. This class will cover the warning signs and strategies for both employees and employers to cope with

bullying and violence in the workplace. (May be delivered as separate one-hour sessions or one two-hour session.)

### **Business etiquette**

Good manners and business etiquette have always been based on common sense and thoughtfulness. Social skills can help us build more productive relationships and project a positive image. This class will include an interactive discussion on the do's and don'ts of business etiquette, including email etiquette.

### **Collaborative customer service**

Understand the challenges of delivering great customer service through useful, professional communication. We will talk about stress management related to working in customer service and final comments, action plans and evaluations.

### **Communication 101**

How we communicate and present ourselves to others affects how we are perceived and the results we achieve. Everyone has a presence — a personal style. In this highly interactive seminar, you'll learn basic ways to communicate effectively. This includes two-way communication and identifying nonverbal signals.

### **Communication skills for the workplace**

Communication is perhaps the most important skill you can learn in order to be effective in the workplace. This skill can be developed with practice. Learn how to find out the goal of a conversation; what to do before, during and after; and how to identify barriers and best practices.

### **Conflict management for employees**

No one likes or feels comfortable with conflict. We all know it exists and we need a better way of handling it. We will teach a quick, easy way to self-assess what our style is when dealing with conflict and what style we might want to grow into. We will also encourage discussion and role playing for using these best practices in real life.

### **Conflict management for managers**

Managers need a special skill set to handle conflict between employees. This class covers why conflict can be good, as well as the best ways for managers to handle it. In this interactive seminar, managers will role-play various common disagreements and leave with tools for how to reduce the number of unnecessary conflicts and solve the necessary ones in a quick, efficient manner.

### **Creating positive work environments**

Topics covered in this seminar are: building trust, positive communication, setting expectations and needs, creative ideas for recognition and rewards, building team work, finding meaning in your work, accepting responsibility and humor in the workplace.

### **Dealing with difficult people**

We all have different ways to define a “difficult person.” Some people test the lives of many others. And then there are types who just get under our skin or “push our buttons.” We have two choices: learn how to effectively deal with difficult people or remove the chance of interacting with them. In this class, you'll learn how to deal with the difficult person.

### **Dealing with the elephant in the room**

Learn the skills to talk to anyone about anything. Participants begin by identifying the uncomfortable issues and realities they face at work and at home. Then they learn how to confront such issues with tact, empathy and clarity. Dealing with the elephant in the room increases productivity and improves relationships by addressing problems, conflicts or misunderstandings proactively.

### **Diversity in the workplace**

This class is not meant to fulfill a diversity requirement — it is meant to be an honest and open talk about how harmful and unacceptable some demeaning behaviors are to groups that are different from the majority. The goal is not to change people's beliefs on diversity, but to change their behavior and reactions to situations.

### **Dynamics of change management**

Change is stressful. Learning how to manage and deal with change is key to your well-being in this ever-changing world. In this seminar, you will learn ways to cope with change and learn how to take charge of the things that can be controlled. We will discuss core concepts related to stress and the emotional and physical responses to change, along with effective stress management strategies.

### **Effective interviewing skills**

In this interactive seminar, you will learn and practice important skills for successful interviews and create an organized hiring process.

### **Effective presentation and public speaking skills**

Excellent presentation skills are essential for success. In this seminar, you'll learn how to plan for successful presentations, build confidence, practice verbal skills and body language, and build rapport with an audience to keep them engaged. We will also talk about how to use humor in presentations and how to deal with adversity.

### **Emotional intelligence**

The #1 issue in corporate America is communication. It is also the #1 reason why relationships fail. This interactive seminar will help you rethink your place in, and commitment to, your life. When dealing with life's most unthinkable atrocities, conflicts or communication breakdowns, the buck stops with you. With greater emotional intelligence,

you can meet life every step of the way. Learn to navigate tricky waters that lead to more productive and fulfilling lives, professionally and personally. Make a plan of action to become a better parent, partner, colleague and leader. Start here, start now, with this dynamic, hands-on, humor-filled seminar.

### **Ethics and values in the workplace**

What a changing world we live in! What are the core values and ethics of our business world? How do we live by them and why are they important? This workshop addresses the philosophical aspects of ethics and values. Learn hands-on, practical approaches to apply them to personal and professional life. We will also address how to show others that you are a person of ethics and values.

### **Fostering inclusion in the workplace**

Inclusive work environments are productive environments. This seminar discusses how employees and managers can create an inclusive workplace. You will learn to identify activities, attitudes and assumptions that exclude co-workers. Then you will explore ways to include others that enrich the office and personal lives.

### **Handling a death in the workplace**

There are many ways people handle grief and death. The challenge is to be able to handle all of the personal coping behaviors and not be judgmental during times of high emotion at the workplace. Participants delve into handling awkward, uncomfortable interactions at work, while acknowledging variable relationships between co-workers.

### **Health and well-being in the workplace**

Discover how to enhance your health, well-being and productivity by relieving stress with simple relaxation techniques. Explore ergonomics and learn how to prevent on-the-job injuries from lifting, repetitive stress (such as carpal tunnel syndrome) and computer-related injuries (headache, eyestrain and back pain). The discussion will include work-life balance, how to establish priorities, and the importance of healthy eating and regular exercise.

### **How to take the edge off giving feedback**

This course teaches you how to give helpful feedback. It sounds easier than it is. Some techniques to be reviewed include: the reasons to give someone feedback, why we avoid it, learning an effective feedback model and how to avoid value judgments.

### **Interacting with ill employees**

Having a seriously ill employee in the workplace can be hard for both the employee and the employer. There can be awkward conversations and awkward times for both parties. This class is meant for managers and supervisors to ease the stress of these interactions by teaching real strategies, as well as do's and don'ts.

### **Interacting with ill co-workers**

Having a seriously ill employee in the workplace can be hard for both the employee and their co-workers. The situation can cause stress and awkward conversations. This class is meant to ease the stress of these interactions by teaching real strategies, as well as do's and don'ts.

### **Leadership 101**

Leadership is an important skill that every professional needs to be successful in today's work environment. In this interactive workshop, we will discuss essential skills to improve your leadership abilities. This includes motivating employees and strategies to strengthen your communication skills. Through discussion and role-playing, we will explore the five components of an emotionally intelligent leader.

### **Making meetings effective**

We often have to spend more time in meetings than we would like. Whether you are attending or running a meeting, we will review how to make them efficient and productive – before, during and after.

### **Making the most of a multi-generational workforce**

This is an exciting topic and is the new "diversity" topic of today. For the first time in history, four generations may work together. This class will help you understand why each generation has certain identifiable characteristics and how to best work with each generation.





### **Managing multiple priorities at work**

This seminar gives you tools for making decisions about multiple priorities, whether they are another person's priorities or your own. We will discuss the challenges of managing multiple priorities at work and learn some new approaches to help manage them.

### **Managing strong emotions — employees**

Strong emotions are inevitable. This class goes beyond identifying emotions to managing and controlling ourselves when all of our buttons have been pushed. We need real strategies to say and do the right thing. Discussed will be new, state-of-the-art techniques that will ensure you will keep your cool.

### **Managing strong emotions — managers**

Preventing outbursts has become one of our most important tasks. Learn how to read your employees to keep strong emotions under control. Additionally, learning how to teach appropriate strategies will be outlined in this class.

### **Managing teleworkers — for managers**

This class reviews the unique challenges that managers of teleworkers face. We will discuss worries about allowing work from home; realities of today's workplace; the characteristics of good telemanagers and good candidates; potential benefits to managers; and challenges.

### **Motivate, recognize and energize employees**

This high-energy seminar will help you create a toolkit of motivational techniques. We will cover self-care, positive psychology, resiliency, laughter and more. This workshop discusses how motivation and recognition will lead to increased productivity. We will also share nonmaterialistic ways to make your employees feel special and valued.

### **Motivation — Bringing out the best**

An inspiring look at the theories of motivation and how they help us in our everyday work. The class is geared to employees, but can be oriented as an effective manager's tool. A chance for all of us to examine what gets us going.

### **Performance management**

This is a full-day class (that can be shortened, if needed) on how to create a climate of open communication between all levels of employees in an organization. This class will delve into what the culture of your organization is versus what you want the culture to be. Discussions include: performance reviews, giving and receiving feedback as well as strengthening work relationships. Honest dialogues can be challenging and rewarding. We will introduce best ongoing strategies to not rely on a once-a-year conversation at a performance review.

### **Shifting priorities — being your best on a shift schedule**

Switching to a shift schedule can be a dramatic change for you and your family. Changing schedules pose challenges, but the benefit can be positive, too. In this class, we will show that a little planning, combined with family cooperation, goes a long way toward making the most of your new opportunity.

### **Stress management for managers**

This seminar will equip managers with tools to identify stressors, both good and bad; physical symptoms of stress; and bad habits when stress goes unchecked. You will look at all areas of life: work expectations, relationships, nutrition, exercise, sleep, and finance and time management. Learn how to create a healthy lifestyle, which ultimately benefits work and home.

### **Successful teleworking — for employees**

This seminar is for those considering or currently working from home. We will discuss what teleworking is; who is impacted; how to document your arrangement; communication arrangements; and the potential impact that telework can have on home life. We will review challenges and all-important self-care.

### **Survivor's guide to downsizing**

Companies are under economic pressure to stay competitive and survive. Downsizing or "rightsizing" is quickly happening everywhere. This workshop will help move you to action.

### **Surviving mergers and acquisitions**

In this seminar, you will learn what to expect in the midst of organizational change. Learn ways to navigate through the process. Review the five phases of dealing with change, as well as the opportunities, importance of self-care and making a commitment to the new business structure and culture.

### **Teamwork**

The ability to understand and communicate well in teams is an important part of our personal and professional success. Through talks, interactive exercises and a debriefing session, we will explore how teams can work together most successfully. Learn practical ways to put team concepts and strategies into action. We will discuss interpersonal problems, such as trust, skill identification, conflict resolution and communication issues.

### **The new résumé**

If you haven't looked for a job in the last five years, you may not know that the whole job search process is completely different. So the role of the résumé is different too. In this class, we will learn how to create the "new résumé," a suite of documents in print and online that establishes you and your "brand."

### **The science of goal setting**

This class reviews goal setting as a brain function. We will look at how the brain works to create an awareness of the mental process — making it easier for us to create new habits in relation to goal setting.

### **Workday workouts**

Explore the multi-dimensional benefits of exercise and the frequency and importance of proper form and equipment to maximize those benefits. Look at the role of attitude and goals on the success of an exercise program. Learn the components of a well-rounded workout, eating well and get sample workouts you can do at your workstation.

## **Living well**

### **Alcohol and substance abuse**

This class will address the basics of alcohol and substance abuse. We will look at how to identify if someone has a problem, the difference between substance abuse and dependence, how drugs affect the body and the basic family and social problems that arise from substance abuse and how to get help.

### **All you need to know about cholesterol**

Explore the complex role of cholesterol. Examine the role it plays in nutrition and health, as well as the numbers that indicate good cholesterol levels. Have the opportunity to discuss the various types of fats that contribute to good and

bad cholesterol numbers. Additionally, diet suggestions will be offered.

### **Alternative medicine, fact or fiction**

In this seminar, you will learn the basics of the most commonly used alternative and complementary healing arts. This includes: chiropractic, homeopathy, herbal and Chinese medicine, naturopathy, acupuncture and therapeutic massage. See how these healing arts can improve your total health and wellness.

### **Breast health awareness**

Breast health is an issue for men and women. Knowing how to recognize the signs and symptoms of potential disease is essential to receiving early treatment. This seminar will cover how to monitor your breast health, including normal changes to expect as we age, screenings, tests and when to call a doctor.

### **Change or rearrange: Feng shui it!**

Sometimes the path to inner peace is in our surroundings. Learn the ancient Chinese art of feng shui. It works by removing clutter and creating easy flow in your surroundings — promoting an environment that contributes to well-being.

### **Conquering fear and anxiety**

Fears and anxieties arise from thoughts based on your own experiences or beliefs. Pretending that these thoughts don't exist or are not that bad can make them worse. In this class, you will learn how to talk through your thoughts and realize your fears and anxieties can be controlled.

### **Disaster preparedness**

When unexpected events occur such as hurricanes, sometimes we wait for disaster to strike; often, however, we have no warning. In all situations, basic preparation is the key to survival and recovery. We will talk about people and pets, as well as how you can prepare everything from documents to home protection — what to have ready to go and how to plan with your family.

### **Eating right for life**

Donuts for breakfast? Candy bar for lunch? Eating on the run? Does this sound familiar? In this seminar, you will learn the benefits of healthy eating, including the importance of making educated food choices for long-term healthy eating habits.

### **Everything you need to know about LinkedIn**

This program defines LinkedIn and explains what it does and what it's used for. The presentation gives instructions for getting on LinkedIn, and how to network and connect with the participants' interests. They will also explore types of LinkedIn services, additional networking options and how to use it for marketing.

### **Exercise 101**

Can't seem to find the time to fit exercise into your daily schedule? This workshop looks at the benefits of fitness and exercise. You'll learn how to incorporate exercise into your busy lifestyle. In addition, you will learn how to enjoy exercise at home, work and when you travel.

### **Five buckets principle**

Is it possible to meet the competing demands of job, family, friends, school and work? The answer is yes! In this fun interactive seminar, you'll learn the Five Bucket Principle of work-life balance to get the tools to prioritize what is and should be important to you. Learn how to think about the big picture without ignoring the little things that matter. We will show you how to find the time to take care of it all – including time for yourself and for fun – by identifying priorities, making choices and managing expectations.

### **From negative to positive you!**

The goal of this high-energy class is to lose a “why me?” outlook. Learn to build confidence and self-esteem with mindfulness and hard work, based on tools to build competence. We will discuss motivation techniques for lifelong change to help you at work and home.

### **Green tips for the home**

This seminar gives an overview of useful actions you can take to lower your carbon footprint while saving money. It details the rewards of using organic and natural products. Topics include increasing thermal efficiency, saving electricity, and a modern update of the Reduce, Re-use and Recycle model. The course teaches many elements of natural living. It starts you on the road to going green in your own life.

### **Healthy aging**

There is a new saying that “60” is the new “40.” The way our society looks at age is changing. It reflects longer life spans and conditions never experienced before. How we relate and interact with our surroundings makes a huge difference in how we look at the aging experience. In this class, we will talk about age as a state of mind and how it relates to our surroundings.

### **Holiday survival guide**

We all have special feelings about the holidays. For many, it's a wonderful time of celebration and family gatherings. For others, it's a time of feeling sad, lonely and overwhelmed. In this seminar, you will look at sources of holiday stress and learn strategies for dealing with your emotions, time, relationships and money. Share ideas for organizing holiday tasks, managing holiday demands and looking at the role of holiday traditions.

### **How to speak with your physician**

This an important seminar because of all the changes expected in health care. Doctors really do not have enough time to spend with every patient, so every second counts. This seminar will give you a set of specific tools to get the most out of your visits. This includes getting ready before the visit, communication during your visit and follow-up.

### **Learning about headaches**

If you or a family member suffer from headaches, you know it can disrupt your work and life. In this class, we will talk about types of headaches, what causes them and helpful ways to stop them.

### **Lightening your life with laughter**

Look at life in a way that takes some of the stress out of it. This informative and enjoyable workshop shares proven techniques of how to use laughter to lower stress. Explore the history, the practices and the beliefs of this therapy, and how to become more positive. This seminar reminds you about the wonderful energizer called “laughter” – and its many therapeutic benefits.

### **Maximizing your day**

To keep up in today's dynamic and fast-paced business environment, people are always improving their planning and prioritizing skills. Feeling overwhelmed by competing priorities, tight deadlines, meetings, emails and interruptions? This can derail professional growth, impair team performance, and lead to stress and burnout. The focus of this program is to teach practical skills, tools, and techniques to maximize your effectiveness and increase your productivity. Through interactive participation and analysis of your own life, you will learn a set of tools for effective planning and goal setting, which you can apply daily to achieve better results.

### **Menopause 101**

Even though menopause can be a very unique experience for each woman, there are also many things that are shared. Get the definitions of menopause and perimenopause and learn how they're different. Identify what you can expect, examine causes and explore potential complications. Look at tests, treatments and remedies, as well as the importance of partnering with your doctor.

### **Men's health 101**

In this class, we will look at the leading causes of illness and death for men, and how men's health is different. Learn risk factors, what screenings should be part of a man's health routine and how to find a doctor.

### **New Year's resolutions**

Even though this class is meant for January 1 — every day can be like January 1! This is a fact-filled class about resolutions which, when done properly, can truly change our lives. This seminar offers help, encouragement and guidance. The class is meant to be extremely interactive and participatory.

### **Overcoming burnout**

Feeling overwhelmed by the pressures of everyday work-life and home-life? This workshop focuses on the issues of burnout and helps bring your life back into balance. Learn to identify the symptoms of burnout and explore ideas for coping with and avoiding burnout.

### **Power of positive thinking**

Not everyone believes in the power of positive thinking, but it has been used around the world for centuries. Today, scientists understand why the attitudinal approach — positive versus negative — dramatically impacts us and our relationships with others. In this class, you'll explore your ability to benefit from the power of positive thinking by changing your thought process and perspective.

### **Relationships 101**

In a good relationship, your partner should want to see you grow and get better. This class will include interactive and lively discussion on the misconceptions of a relationship, the meaning of fulfillment, the importance of communication and the real definition of happiness.

### **Relaxation 101**

In this introductory meditation workshop, you'll use guided imagery and breathing to learn how it makes you even more productive during the day and helps you sleep better at night.

### **Remaining strong and resilient**

Have you recently changed jobs, had a change or loss in your life, or are you faced with caring for an aging relative? How do you handle challenges, problems and hardships in your life? Learn strategies for staying strong and resilient, maintaining a positive outlook and reducing stress in your life.

### **Sleep 101**

In this seminar, you will learn the physical and mental benefits of a good night's sleep, how to establish daily habits that promote sleep and ways to improve your sleep environment. We will talk about techniques for relaxation and dealing with insomnia. Special customized slides are available for Women and Sleep.

### **Stress management**

Stress is unavoidable, yet highly manageable. This seminar will help you identify stressors (good and bad), the physical symptoms of stress and the bad habits that impact health when stress goes unchecked. You'll look at all areas of life — nutrition, exercise, sleep, finance, relationships and time management. With stressors identified, you'll learn how to face the challenges of life with healthy resources and perspective.

### **Stress reduction tool bag**

How do you know you are stressed? Do you recognize the symptoms of stress? Explore the newest research, and what experts are saying about good and bad stress. Participants will gain the tools to manage stress, including mindful communication.

### **Women and depression**

Discover the depth of this illness and its effects on your life, professionally and personally. We will discuss the signs, causes and ways to cope and get help. Classes for both employees and managers are available on this topic.

### **Women's health 101**

In this class for women, we will discuss leading causes of illness and death in women. Focusing on how to prevent or manage major health conditions, you'll review scheduling of important screenings.

### **Your healthy heart**

Pay attention to your heart health. It's one of the best things you can do to improve your quality of life, longevity and overall health. In this seminar, we will talk about the different terms and factors you need to know for better heart health.





### **You can be smoke free!**

Whether the occasion is your next birthday or The Great American Smoke Out, this class has information, facts and strategies to help you become a nonsmoker. You will develop a Personal Action Plan to reach your goal.

### **Minding your money**

#### **A balanced retirement life**

This seminar will help you ask the right questions to make choices that are right for you as you approach retirement. We will cover the issues to consider for future planning. And we will help you evaluate your current road map with a focus on the positive aspects of retirement — not just the challenges.

#### **Adjustable rate mortgages**

Adjustable rate mortgages have distinct advantages and risks for homebuyers. This seminar will look at different adjustable rate mortgages to help you make educated decisions about your home financing.

#### **Advance directives**

It is often hard to talk about the future with aging parents and other older relatives. This seminar will guide you through the important discussions about your relatives' health concerns, emotional issues, and financial and legal issues. Learn about housing options and support services at home and in their communities.

#### **Estate planning**

This seminar does not offer legal advice, but does explain the documentation needed for estate planning. You will learn the terms for will planning, guardianships and trusts, and go over the pros and cons of different options.

#### **Everything you need to know about your credit**

Your credit score is very important. In this seminar, if you don't have a good score, we will motivate and reassure with ways to make it better. We will explain how the FICO system works, what you should and should not do, and how you can use this information to improve your credit score.

### **Financial boot camp — your personal balance sheet and cash flow (session one of three)**

This starts you on the right track to financial fitness. Knowing what you have, what you owe and how your cash flows are the first steps in making a plan for today and tomorrow. This program will teach you how to figure out your net worth, as well as how to budget for the future you want.

### **Financial boot camp — ID theft, credit and debt (session two of three)**

You know how important your credit score is, but do you know what specific things influence whether you have a good score or a low score? This class will help you understand what really matters in the world of credit and debt. You'll receive practical tools to get out of debt, as well as improve your credit score. ID theft will be discussed as well to make sure your good financial management does not get ruined.

### **Financial boot camp — assets, investment, estates and retirement planning (session three of three)**

You work hard for your money and want to make sure you have it when you retire. What is the best way to save and how do you design your financial future? This seminar breaks down the overwhelming tasks of long-term financial planning into understandable, manageable pieces. You discuss preservation of capital, risk tolerance, insurance and how to make sure your money is distributed the way you want when you die.

#### **Holiday budgeting**

You may have your budget under control during the year, but at the holidays it can get blown out of control. This class will help you avoid waking up on January 2 thinking, "How could I have spent that much and eaten that much?" This motivational class teaches a skill set to keep the holidays in balance.

#### **Home buying, the best investment**

In this seminar, we will explain the home-buying process and how to prepare for such a major, long-term investment. We will cover the terms and give you resources so you can make smart decisions when buying a home.

### Identity theft protection

Identity theft has become a fact of life for many Americans. This class reviews how it happens, prevention and “red flags.” Learn steps to take if it happens to you. You will also get a checklist and resources to prevent, protect and recover.

### Investment basics

This class will help you understand the difference between saving and investing. Learn how to set your investment goals and the keys to investing. We will talk about how to create a mix of investments that fits your needs and a plan to get started.

### Living off your paycheck

Common sense, no-nonsense advice for making ends meet. This seminar will cover goal setting – how your money beliefs can affect the way you save and spend. We will talk about how to lower debt, the difference between “meat vs. gravy” and how to increase wealth.

### Managing money in tough times

For years you’ve heard that if you follow sound financial practices and stick to a plan with a solid foundation you will come out ahead. Financial times today have changed not only the rules, but also how we need to react. In this session, we will give you new ways to think and new actions to take so you can not only survive tough financial times, but come out even, if not ahead.

### Mind over money

This class examines your personal history with money. Discuss money and emotions, as well as healthy vs. unhealthy attitudes and best practices in dealing with money decisions.

### Money basics

In this class, we will talk about money, spending and saving. You’ll get information on different types of credit, including secured and unsecured, understanding credit scores and how to manage your bills.

### Tax tips

This class will help you understand the secrets of lowering your taxable income. Learn how to break down the federal tax reporting system and remove the mystery of the tax return. Understand how to use deductions and exemptions to lower your taxes. Discover simple changes to what you are already doing and the four strategies to save tax dollars.

## Take our daughters and sons to work day

The following programs are interactive events of one-hour, half-day or full-day formats. Presenters tailor seminars to your skill level on topics that will help you be happy and productive at home, school and in future careers.

- **BFF - best friends forever** – an exploration of the synergy and health of good friendships
- **Communication sensations** – activities will reveal communication and leadership strengths that each participant possesses and must develop
- **Creating your path** – exploring interests, making connections and building a future
- **Good manners will get you everywhere** – business etiquette for children
- **Healthy living for kids** – how to make good nutrition, sleep and life choices
- **If it’s to be, it’s up to me** – accountability and exploration of school and professional careers
- **Imagination is more important than knowledge** – an exploration of the importance of creativity in problem solving
- **It’s not “all about me”** – perspective-building event
- **Kids and money** – financial literacy
- **Laugh it off** – stress management with humor
- **Leadership** – what it is and what it takes to be a good leader
- **Teaming up** – how to work in teams
- **Two heads are better than one** – collaborative problem solving
- **What am I going to be?** – career preparation and exploration
- **Who am I?** – every child is more than gender, grades and peer assessment
- **Why can’t we all get along?** – dealing with difficult relationships and working together

## Special programs

- Keynote speaking
- Health fairs



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