

Table of Contents

Click on the topic headings to go to that section of the guide

| Health and Wellness Trainings Frequently Asked Questions | |
|--|----|
| Navigating Uncertain Times | 7 |
| All Employee Trainings | |
| Coping and Supporting Others Through Grief | 8 |
| Conquering Workplace Stress | 8 |
| Creating Calm: Relaxing Your Mind and Body | 8 |
| Cultivating Civility in Your Work Environment | 9 |
| Growing Your Personal and Professional Resilience | 9 |
| Improving Your Personal and Work Life with Better Sleep | 9 |
| Managing Anxiety and Worry During Uncertain Times | 9 |
| Moving Forward: Transitioning to the Next Normal New | 9 |
| Navigating Teleworking During Uncertain Times | |
| Positively Maneuvering Change in the Workplace | |
| Quick Stress Busters and Hacks | |
| Techniques to Restore Well-Being and Improve Health | |
| Your Employee Assistance Program <i>Revised</i> | 10 |
| Leader Trainings | |
| A Leader's Orientation to the Employee Assistance Program <i>Revised</i> | |
| Cultivating Workplace Civility for Leaders | |
| Helping Employees Cope with Change During the Pandemic | |
| Helping Your Employees Manage Workplace Stress During COVID-19 | |
| Identifying and Addressing Performance Concerns | 12 |
| Managing and Supporting Remote Employees During Uncertain Times | |
| Mental Health and Suicide Prevention Awareness for Leaders | 12 |
| Mental Health, Substance Use and Suicide Prevention Awareness for Leaders. | 12 |
| Emotional Well-Being | 13 |
| Coping and Supporting Others Through Grief | 14 |
| Creating Calm: Relaxing Your Mind and Body | 14 |
| Developing a Positive Mindset New | |
| Mental Health and Suicide Prevention Awareness | |
| Mental Health, Substance Use and Suicide Prevention Awareness | |
| Preparing Yourself Emotionally for Retirement | |
| Quick Stress Busters and Hacks | |
| Successfully Navigating Challenging and Difficult Relationships | |
| Tackling Life's Challenges with Resilience and Grit | 16 |
| Techniques to Restore Well-Being and Improve Health | |
| The Art of Mindfulness | |

| Healthy Living | 17 |
|--|----|
| Combating Caregiver Burnout | 18 |
| How to Thrive this Holiday Season | 18 |
| Improving Your Personal and Work-Life with Better Sleep | 18 |
| The Mind-Body Connection: Healthy Aging and the Brain | 18 |
| Tobacco Cessation: Setting the Stage to Quit | 19 |
| Using Self-Coaching to Achieve Your Health and Wellness Goals. | 19 |
| Well-Being for a Healthier Body and Mind | 19 |
| Your Employee Assistance Program <i>Revised</i> | 19 |
| Leadership | 20 |
| Many of Magellan's EAP customer training programs may be appropriate for general Human Resources continuing education credits. As an example, you may be able to submit a leadership training program by self-reporting it as general HR credits for recertification of your HR Certification Institute (HRCI) credential. | |
| A Leader's Guide to a Drug-Free Workplace | 21 |
| A Leader's Guide to Understanding the Impact and Prevention of Workplace Violence | 21 |
| A Leader's Orientation to Your Employee Assistance Program <i>Revised</i> | |
| Cultivating Workplace Civility for Leaders | 21 |
| Department of Transportation (DOT) Drug and Alcohol Guidelines for Leaders | 22 |
| Helping Employees Positively Maneuver Workplace Change | 22 |
| Helping Your Employees Manage Workplace Stress | 22 |
| Identifying and Addressing Performance Concerns | 22 |
| Leaders: Understanding and Responding to Workplace Bullying <i>New</i> | 23 |
| Leading During Times of Downsizing and Job Loss <i>Revised</i> | 23 |
| Leadership Strategies for Resolving Workplace Conflict | 23 |
| Making the Transition from Individual Contributor to Leader <i>Revised</i> | 23 |
| Mental Health and Suicide Prevention Awareness for Leaders | 24 |
| Mental Health, Substance Use and Suicide Prevention Awareness for Leaders | 24 |
| Supporting New Parent Employees' Transition to Working Parent | 24 |
| Team Building Strategies for Leaders | 24 |
| The Manager's Guide to Supervising Remote Employees | 25 |
| Working Well | 26 |
| A Guide to Teleworking for the Remote Employee | 27 |
| Becoming a Successful Team Player | 27 |
| Bringing out the Best in Others | 27 |
| Communicating Effectively in the Workplace—Part One | 27 |
| Communicating Effectively in the Workplace—Part Two | 28 |
| Conquering Workplace Stress | 28 |
| Cultivating Civility in Your Work Environment | 28 |
| Daily Stress Balance and Work-Life Survival Guide | |
| Department of Transportation (DOT) Drug and Alcohol Guidelines for Employees* | 29 |
| Drug-Free Workplace | 29 |
| Goal Setting to Ignite Workplace Success | 29 |
| Growing Your Personal and Professional Resilience | 29 |

| Managing Compassion Fatigue in the Helping Role | . 30 |
|---|------|
| Maximizing Your Day: Basics of Effective Time Management | . 30 |
| Navigating Workforce Reductions and Job Loss <i>Revised</i> | . 30 |
| Overcoming Stress and Burnout New | . 30 |
| Positively Maneuvering Change in the Workplace | . 30 |
| Strategies for Resolving Workplace Conflict | . 31 |
| Thriving in a Multigenerational Workforce | . 31 |
| Understanding and Responding to Workplace Bullying | . 31 |
| Using Emotional Intelligence for Workplace Success | . 31 |
| Workplace Violence: Impact and Prevention | . 31 |