Missouri S & T EAP Program

2014 Lunch and Learn Series, Time: 12:00 – 1:00 PM

Instructor Led Training

**Work-Life Balance**- Are you tired of the status quo? Do you feel like you are stretched too thin? Are you always busy but find yourself not accomplishing much of anything? This seminar will help you find out what balance means to you. We will spend time in guided introspection activities; complete an internal and external scan and personal and career values assessments to determine what a fulfilled life may look like for you. We will also have a goal setting exercise, complete with an action plan and time management tips. This seminar will help you understand that work life balance isn’t about doing everything but about making time for doing the things you love and finding balance in the things you have to do.

**Civility in the Workplace**- Civility isn’t just manners. This seminar focuses on how behavior affects the work environment. We will discuss how civility relates to professionalism, communication, and business etiquette. This seminar will equip you with the tools needed to help deal with incivility and conflict. You will also learn strategies to make a positive impact on your work environment.

**Resiliency**- Everyone reacts differently to stressors, pressure, trauma, and defeat. We all experience negative events at some point in our life. What truly matters is our ability to bounce back from these situations. You need resiliency in order to move past the negative and to create a new norm when needed. You need resiliency in both your professional and personal life. This seminar will provide you with a coping strategy to help you build resiliency. Dr. Ginsberg’s 7 C’s of Resilience are used: Competence, Confidence, Connection, Character, Contribution, Coping, and Control.

**Emotional Intelligence**- Emotional Intelligence is an awareness of your and other’s emotions and the ability to self-monitor. Research shows that there is a great correlation between higher emotional intelligence and success in the workplace. Within this seminar you will take a quick Emotional Intelligence test, compute your Emotional Intelligence quotient and learn strategies to increase your emotional intelligence.

**Success at work**- Success at work can be defined in multiple ways. This seminar will help you define what success at work means to you, as related to your department and the university’s mission and values. This seminar will provide an overview to help you understand how soft skills, professionalism, networking, technical skills, and professional development can add to your success at work.
**Personal and Professional Development** - Work can be more fulfilling when you see your job as a part of your career plan. This seminar will help you correlate your work experiences and accomplishments to your aspirations, find your skill gaps, and create your own path to career success. There are pre-seminar activities to complete that focus on reflecting on your personal history, professional accomplishments. After completing this seminar you can also follow up with a personalized consult about your plan. The Iceberg Theory of Success will be discussed. Join me and learn the value in professional development!

**Teamwork and Trust** - Success on projects in the workplace often requires a team effort. It is difficult to work as a team if members don’t understand the concept of a team. This seminar defines team, the different types of teams (interdependent vs. independent), the teambuilding process, how to build trust within the team, and characteristics of a successful team.