



2013-14 flex

LAS POSITAS COLLEGE
CLASSIFIED FLEX DAY
Wednesday, April 16, 2014

*try all in SSA
Booms*

WELLNESS@ WORK!

| Activity | Time | Confirmation / Comments |
|---------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Check-In / Breakfast / Shirt Design Contest | 8 – 8:45 am | SHWC contributing \$75 for breakfast; Janice working on shirt handout and chatzkie |
| A More Resilient You | 9 – 10 am | EAP facilitator tentatively confirmed |
| Minute to Win It | 10:15 – 11:30 am | Cost OK, time OK, need mic, projector and screen – Ernesto-Renee to find large w/ capability or Plan B; JT working on contract |
| Lunch / AP Orientation | 11:45 am – 12:30 pm | Bill working on pre-order menu; Cafeteria reserved; EAP facilitator tentatively confirmed |
| Dealing With Difficult Behavior | 12:45 – 1:45 pm | EAP facilitator tentatively confirmed |
| Wellness 101 | 2 – 2:15 | Frances would like to discuss the Friday wellness activities |
| Wellness/Nutrition | 2:15 – 3:30 pm | Sophie Rheinheimer confirmed |
| Off Campus Activity | 4 pm to whenever! | Cindy working on activities and confirmation |





Check Your Tech-Etiquette

How's your cell phone etiquette? Ninety percent of people surveyed by Intel insisted serious improvement is needed in people's technology manners. Rule #1 is to be aware of your use of technology when you are around others. Be with them, not the technology. Nearly all cell phone etiquette tips flow from this adage. We learn to keep elbows off the table growing up. Is it time to begin to instill text, chat, and snap manners? For a list of technology social issues and etiquette advice, try <http://www.emilypost.com/technology>.

Source: www.etiquettedaily.com (search "Intel Study")

Can Newlyweds Predict the Future?

Newlyweds may know at a gut level whether they'll be happily married in the future. Researchers surveyed 135 couples to discover their "gut level" responses to questions that revealed their underlying feelings about each other. In many cases these views differed from the more glowing view and beliefs they shared with others. Research sought to discover which beliefs better predicted marital happiness. Gut-level belief won out as being a better predictor of future marital happiness. The message is: trust your gut. Consider relationship counseling early when it may be more effective if your gut tells you issues are on the horizon.

Source: <http://news.fsu.edu> (search: "newlyweds")

Cyber Security and You

The data breach of 40 million consumer credit cards at Target Corporation highlights the growing problem of cybercrime.

Cybercriminals don't use manual guesses to discover your log-in info and password. They use computer programs. Trustwave, a company that consults on cyber security, says the most commonly stolen passwords are the ones that are easily guessed. Hackers also recently stole 2 million website log-in credentials from various social media sites. Most stolen records had really easy passwords, like 123456. Are you using a simple, easy-to-crack password? Don't!

Source: Trustwave.com

Sure-Fire New Year's Resolution Tip

One university study found 60 percent of people attempt New Year's resolutions, but only 8 percent achieve their goal. The most powerful strategy to help ensure success is using fear of confrontation by others if you don't succeed. You're hardwired to respond to pain and fear and avoid these threats to a greater degree than you are motivated by a pleasurable vision of success. Both are useful, but together they supercharge motivation. The proof of this assertion lies in any resistance you may feel this minute just thinking about it. If failure is not an option, here's the way to go: Identify 10 to 20 people (not family members) you know who won't let you off the hook. Commit to the goal in writing and distribute a copy to each person, being sure to include a completion date. Now you're motivated!

Getting Along with Your Coworker

Does a fresh start in 2014 with a coworker with whom you were in conflict in 2013 sound like a good idea? Repairing the relationship may improve your mood, bring workplace fun back, and prevent you from going home feeling tired and tense. Being straightforward and admitting it's your fault is the most powerful fix-up strategy, along with expressing the desire to start over. Before rejecting this idea, realize most conflicts are fueled by both parties. Admitting fault can "reboot" your relationship. You may get an almost immediate reciprocation with instant relief—you will both feel as though you're freed from a cloud of tension. When you do this, you'll need to be sincere and not allude to your coworker's contribution to the problem. Implementing this idea may have you looking forward to a better year.



Seminars for 2014

Seminars last approximately fifty-five minutes followed by time for questions; seminars for managers, supervisors, and HR are typically two hours. The speakers will present specific, interactive, action oriented strategies in order to increase understanding and skills. Participant Guides are provided. Topics include:

FINANCIAL SEMINARS – (presented for CONCERN:EAP by CLC Inc)

- Getting and Keeping Good Credit
- Money Basics: Spending, Borrowing, and Saving It
- Dreaming of Retirement
- Identity Theft: Prevention & Resolution
- Tips for a Tax Smart Future
- Understanding Investment Basics
- Estate Planning
- Legal Issues for Older Relatives

COMMUNICATION SEMINARS

- Conflict Resolution Skills for the Workplace
- Dealing with Difficult Behavior
- Effective Assertive Communication
- Respectful and Positive Interaction in the Workplace

WORKPLACE ISSUES SEMINARS FOR EMPLOYEES

- DOT Regulations: Alcohol & Drug Training for Employees (90 minutes to 2 hours)
- Sexual Harassment Awareness for Employees
- Substance Abuse in the Workplace: Awareness & Action for Employees
- CONCERN: EAP Orientation for Employees
- Valuing Diversity for Employees
- Workplace Violence Awareness for Employees

ELDERCARE SEMINARS

- Caring for Aging Adults
- Older Adult Options and Resources
- Difficult Discussions with Aging Parents

HEALTH & WELLNESS SEMINARS

- Exercise: Getting Started/Staying Motivated
- Rev up your Metabolism!
- In & Out of the Gym in One Hour
- Life in the Fast Lane: A Guide to Healthy Eating
- Sleep Your Way to a Better Healthier You!
- Sleep and Performance
- Alzheimer's: Know the 10 signs™ **
- Healthy Body Healthy Brain™ **

** presented for CONCERN:EAP by the Alzheimer's Association

PARENTING SEMINARS

- Parenting for Positive Behavior
- The Working Parent
- Parenting Teens

RELATIONSHIP SEMINAR

- Nurturing Your Friendships & Relationships

SELF-DEVELOPMENT SEMINARS

- Building a Positive Attitude
- Conquering Roadblocks to Success
- Emotional Intelligence – **NEW!!**
- Retirement Lifestyle Planning: Non-financial Approach
- The Road to Balance: Your Work & Personal Life

STRESS SEMINARS

- Overcoming Overwhelm: Handling Stress Well
- Relaxation Techniques for Wellness & Stress Reduction
- Understanding and Managing Stress (30 min)
- Stress and Resiliency in Tough Economic Times
- Making the Holidays Happy

RESILIENCE SEMINARS – **NEW!!**

- A More Resilient You (30 min or 1 hour)
- Enhancing Your Resilience (2 hours)

TIME MANAGEMENT SEMINARS

- Strategies for Managing Multiple Priorities
- Time Management Approaches: Planning Time in our Busy Lives

WORK & CAREER SEMINARS

- Headlines, Deadlines and Timelines: Managing Your Career Today for Tomorrow
- Prospering Through Changes at Work

SEMINARS FOR MANAGERS, SUPERVISORS &

HUMAN RESOURCES (2 HOURS IN LENGTH UNLESS NOTED)

- Improving Communication and Team Building Skills
- Motivating & Developing Employees
- Overcoming Overwhelm: Handling Stress for Managers
- DOT Regulations: Alcohol & Drug Training for Managers (2 – 3 hours)
- Managing Organizational Transitions
- Sexual Harassment Awareness for Managers & Supervisors - meets AB 1825 requirements (2 hours)
- Reduction in Force: Managing the Emotional Impact
- Substance Abuse in the Workplace: Awareness & Action for Managers
- Workplace Conflict Tools and Techniques - **UPDATED!**
- Workplace Violence Prevention for Managers(2 - 3 hrs)

Check out our self-paced online training:
<http://www.concern-eap.com>
for a variety of business & personal topics

To schedule a seminar, contact CONCERN: EAP's Training Coordinator (650-988-7420) or your Account Executive.

Required: Minimum of 10 and a maximum of 25-30 participants per training. 3 weeks advance notice for scheduling. 5 weeks advance notice for financial workshops. Minimum of 72 hours (3 business days) cancellation notice/ 5 business days cancellation notice for financial topics. No additional cost for travel time or mileage. List effective as of 1/1/14.