

BOCES EAP WORKSHOPS

The EAP offers its participating school districts, agencies and libraries, informational and educational workshops throughout the year. These workshops are coordinated through a collaborative effort between both the EAP Local Committee and the EAP staff, and are presented on both a local and regional level.



LOCAL WORKSHOPS



On the local level, the program makes available to its participating members a variety of workshops addressing pertinent issues concerning the employee's personal and professional needs. These workshops are conducted by the EAP staff throughout the year on an as-needed basis. The following is a listing of workshops presently being offered by the EAP to its participating members:

Coping With Change

Laura Grossman, EAP Program Supervisor
Dominick Locicero, EAP Assistant Coordinator
(2 hours)

The objective of this workshop is:

- o Defining change and understanding the change process
- o Identifying the various styles of dealing with change



- o Understanding the implications of coping styles on the individual and the workplace
- o Effective coping strategies to deal with change

A minimum of 10 participants are required and a maximum of 50 participants for this workshop.

Burnout Prevention

Neva Hacker, EAP Assistant Coordinator
(2 hours)

This workshop will focus on job burnout, its definition, and the factors that contribute to it. Focus will be on characteristics of the job that contribute to burnout as well as the individual's personal coping styles. Learn the signs and symptoms of burnout and strategies to manage and reduce its impact on the individual.



**The Meyers-Briggs Type Indicator – (MBTI)
Building Self-Awareness**
Laura Grossman, EAP Program Supervisor
Dominick Locicero, EAP Assistant Coordinator
(3 hours)

The Meyers-Briggs Type Indicator is a tool to give you insight into your personal style and preferences, to assist in understanding the unique gifts that each of us brings to our personal and professional interactions.



The objectives of this workshop are to gain self-awareness by exploring your personal style to assist in:

- Appreciating the diversity within yourself and others
- Enhancing communication
- Gaining insight into your coping styles
- Optimizing team effectiveness

There is a requirement of a minimum of 10 participants and a maximum of 26 participants for this workshop.

**The Meyers-Briggs Type Indicator – (MBTI)
Review Workshop**
Laura Grossman, EAP Program Supervisor
Dominick Locicero, EAP Assistant Coordinator
(1 hour)

The objective of this workshop is to assist in reviewing the four dimensions:



- Energy
- Perception
- Judgment
- Orientation

to prepare for subsequent MBTI workshops.

There is a requirement of a minimum of 10 participants and a maximum of 26 participants for this workshop

The Meyers-Briggs Type Indicator – (MBTI) Teambuilding

**Laura Grossman, EAP Program Supervisor
Dominick Locicero, EAP Assistant Coordinator
(3 ½ - 4 hours – depending on group size)**

Psychological type is a key to unlocking an understanding of your style, as well as potential obstacles to working together to accomplish a goal and/or task. The objectives of this workshop are to optimize team effectiveness by:



- Appreciating the diversity within the team
- Assessing strengths and obstacles of your specific team
- Enhancing effective communication
- Understanding type theory and its relationship to teambuilding

There is a requirement of a minimum of 10 participants and a maximum of 30 participants for this workshop.

The Meyers-Briggs Type Indicator – (MBTI) Teambuilding Part 2

**Laura Grossman, EAP Program Supervisor
Dominick Locicero, EAP Assistant Coordinator
(4 hours)**



The objectives of this advanced teambuilding workshop are to optimize team effectiveness by:

- Identifying your own strengths, contributions to the team, and areas for development
- Appreciating the workplace contributions of people with other type preferences
- Improving communication, teamwork, problem solving and decision making, and dealing with change

There is a requirement of a minimum of 10 participants and a maximum of 30 participants for this workshop. Participants must have attended the Meyers-Briggs Type Indicator (MBTI) – Building Self-awareness and MBTI – Teambuilding workshops prior to attending this workshop.

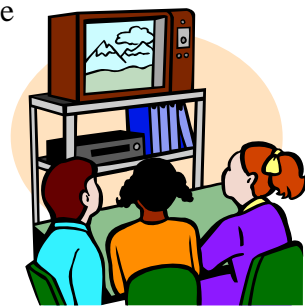


Support Skills for New Teachers
Neva Hacker, EAP Assistant Coordinator
Jean Moloney, EAP Assistant Coordinator
(1 hour)

Are you a new teacher feeling overwhelmed, frightened and without direction? Well you're not alone – most new teachers experience this, and more. Come share in a confidential and supportive atmosphere your concerns and problems. We'll try to help you find answers and learn new strategies for coping with pressure.

Enhancing the Learning Climate – It Takes All Types
Laura Grossman, EAP Program Supervisor
Dominick Locicero, EAP Assistant Coordinator
(90 minutes)

This workshop provides an introduction to personality type theory, the Meyers-Briggs Type Indicator (MBTI) and its application in the classroom and/or any training environment. Through a dynamic and energizing format, participants will learn how applying type theory in a teaching and learning environment can assist in enhancing effective communication, appreciating diversity and allowing each person to draw on their individual strengths as they learn.



There is a requirement of a minimum of 10 participants and a maximum of 30 participants for this workshop.

Library Page Supervisor Training
Laura Grossman, EAP Program Supervisor
Neva Hacker, EAP Assistant Coordinator
Dominick Locicero, EAP Assistant Coordinator
Jean Moloney, EAP Assistant Coordinator
(3 hours)



The objective of this workshop is to provide a training tool for library page supervisors to optimize the library pages' effectiveness in the workplace by:

- Increasing awareness of effective communication strategies
- Gaining insight into personal coping styles
- Increasing awareness of personal safety strategies

There is a requirement of a minimum of 8 participants and a maximum of 30 participants for this workshop.

Awkward Moments
Neva Hacker, EAP Assistant Coordinator
(2 hours)



Working in the library in the 21st century creates new challenges. The library culture has changed, as well as societal behaviors and expectations. This workshop will focus on interactions that occur in many departments of the library. Participants will examine some of the behaviors that result in “awkward moments”, and explore some intervention strategies that will assist in improved communication with library patrons.

***S*T*R**E**S**S* Management**

**Neva Hacker, EAP Assistant Coordinator
Mary Ellen Roman, Assistant Coordinator
(2 hours)**

Learn what stress is and how it affects your mind and body. This workshop will help identify common stressors and their symptoms. Practical techniques for managing stress will be demonstrated.

***S*T*R**E**S**S* Management II**

**Neva Hacker, EAP Assistant Coordinator
Mary Ellen Roman, Assistant Coordinator
(2 hours)**

Review of basic concepts relating to stress, and its effect on mind and body. Through some simple lifestyle changes in our behavior and in our thinking, we can learn how to reduce stress and begin to use stress as a motivator to create positive life changes. (It is strongly recommended that Part II be scheduled no later than 6 months after Part I to maximize understanding.)

Achieving Simple Happiness

**Mary Ellen Romano, EAP Assistant Coordinator
(90 minutes)**



Discouragement, adversity and disappointment can affect our attitude and diminish our sense of peace and overall well-being. This workshop will explore how our thoughts play a major role in our mindset, and strategies to guard against a destructive cycle of negativity.



Needs Assessment

Laura Grossman, EAP Program Supervisor
Dominick Locicero, EAP Assistant Coordinator
(1 hour)

This workshop provides a forum for agency, district, and library staff members to begin a process of exploration and identification of issues and/or concerns impacting on the workplace. A wide variety of issues are addressed in this workshop, such as co-worker interactions, adjustment to change in the workplace, grief and loss. Strategies to address the identified issues are developed through the group process.



Dealing with Difficult People

Dominick Locicero, EAP Assistant Coordinator
Jean Moloney, EAP Assistant Coordinator
(90 minutes)

The workshop will assist the participants in focusing on:

- Defining what a difficult person is and does to negatively effect interactions.
- Exploring personal reactions to difficult people.
- Linking our present day reactions to our past beliefs.
- Exploring strategies for effective interactions and resolutions.



These goals will be accomplished through lecture, audience participation and role-play.

Dealing With Difficult People – Part 2

Dominick Locicero, EAP Assistant Coordinator
(90 minutes)

This workshop will focus on exploring strategies to address specific situations/interactions related to dealing with difficult people. This will be accomplished through group process and role-play. Participants must have attended the Dealing with Difficult People – Part 1 workshop prior to attending this workshop.

Active Listening
Mary Ellen Romano, EAP Assistant Coordinator
(90 minutes)



Active listening requires that we desire to seek first to understand rather than to be understood. This workshop will explore strategies to enhance effective communication by identifying obstacles that interfere with active listening, and developing skills to promote healthy dialogue.

Assertiveness
Neva Hacker, EAP Assistant Coordinator
(2 hours)

Assertiveness helps us get what we want without stepping on toes. Learn about the different styles of communication and behavior, how to identify them and become more assertive as a way of meeting your own needs and reducing stress.

Assertiveness II
Neva Hacker, Assistant Coordinator
(2 hours)

Review of concepts relating to assertiveness. Evaluate how assertive you are through exercises, and learn how to develop more assertive behavior. Participants are encouraged to use real life situations and apply the techniques of scripting and role-playing to develop skills.

EAP Intervention Training
Laura Grossman, EAP Program Supervisor
Neva Hacker, EAP Assistant Coordinator
Dominick Locicero, EAP Assistant Coordinator
(90 minutes)



The Employee Assistance Program offers a training to management and union personnel on the most effective methods to identify and intervene with employees who are experiencing difficulties that affect their job performance.

Supervisors and union representatives leave this training with a clear sense of their role, and an understanding of how to effectively help an employee.

Most importantly, interventions save lives and assist the individual in resuming his/her functioning as a productive employee.

The Intervention training is a guide for referring the employee who is experiencing difficulties to the EAP. This training will provide management and union representatives intervention techniques.

Managing Conflict Effectively
Mary Ellen Romano, EAP Assistant Coordinator
(2 hours)



This workshop addresses the process of managing conflict in a variety of settings – home, the workplace, and in society – as a whole. Participants will learn practical tips in their approach to dealing with difficult situations, which will ultimately promote amicable solutions.

Enhancing Self-Esteem
Mary Ellen Romano, EAP Assistant Coordinator
(90 minutes)



The objectives of this workshop are to assist in identifying where self-esteem comes from, how to get it, and pinpointing self-defeating thoughts that can erode self-esteem.

Time Management
Neva Hacker, EAP Assistant Coordinator
(2 hours)

Learn how to make time to do the things you must do and want to do! This workshop will help you address your priorities and goals and become more efficient.



Juggling Work and Family
Neva Hacker, EAP Assistant Coordinator
Mary Ellen Romano, EAP Assistant Coordinator
(2 hours)



Workshop participants will explore strategies to assist in balancing the demands of work and family, and gain insight into developing their own plan for healthy living.

“It Takes Two” –
How to Safeguard Your Relationships
Mary Ellen Romano, EAP Assistant Coordinator
(2 hours)

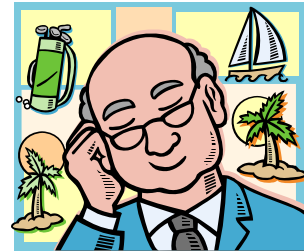
How can you enhance your relationship and enjoy a lasting love? This workshop will explore many practical tips for building a stronger relationship, including some “first aid” measures for hurting relationships.

Mid-Life Concerns
Neva Hacker, EAP Assistant Coordinator
(90 minutes)

Coping with the issues of mid-life can be stressful. This workshop will explore some of the emotional and social changes that occur, and assist in developing new coping strategies.

Pre-Retirement Planning
Neva Hacker, EAP Assistant Coordinator
(90 minutes)

This workshop explores one of life's major transitions from a social and emotional perspective. Workshop participants will examine their attitudes, beliefs and feelings to assist in making retirement decisions. Included in the workshop will be exercises to help participants define their retirement goals.



Developing Awareness of Personal Safety
Jean Moloney, EAP Assistant Coordinator
(1 hour)



The objectives of this workshop are:

- To raise awareness of our experiences and how they affect our attitude
- To review some techniques and strategies utilized to keep us personally safe

Coping with Grief and Loss
Neva Hacker, EAP Assistant Coordinator
(90 minutes)

Throughout our lives, we experience a variety of losses that hold different meaning for each one of us. Our responses are based on our past experiences and how well we are able to process them in the present. Through examining the different stages of grief and loss and the reactions we experience, we can come to a new understanding of ourselves and others.