



EMPLOYEE ASSISTANCE PROGRAM

# Access the care and resources you need.

## LIFE CAN BE HARD.

Finding quality, personalized mental health care doesn't have to be. Your Perspectives Employee Assistance Program provides support, counseling and resources to address the stressors that impact your health, in and out of the workplace.

*And it's provided at no cost to you.*



### Mental and Emotional Health

Scheduled counseling and in-the-moment support to improve your life and relationships.



### Tools for Tough Times

Help with issues such as stress, depression, grief, anxiety, substance abuse, relationships, divorce, life changes, trauma, PTSD and more.



### Caring for Others

Services and resources to navigate family dynamics, parenting, childcare, adoption, senior services, eldercare, military and veterans, disability care and even pet care.



### Financial and Legal

Advice and tools to help with money matters and changes in your financial situation. Legal education and access to legal and financial info and forms.



### Work-Life Resources

Anytime access to skill-building courses, assessments, forms, calculators, quizzes, videos, articles and more to feel your best at work, home and in your community.

# EMPLOYEE ASSISTANCE PROGRAM

*Empowering your well-being and success.*

## Options that put you in control

- 1 Call or text 800.456.6327**  
Schedule an appointment with a counselor or contact us for in-the-moment support.
- 2 Use the "Live Chat" feature**  
on your Perspectives Online Portal to instant message with a counselor  
7am-9pm CST Monday-Friday.
- 3 Download the Perspectives App**  
Search 'Perspectives Ltd' in the iOS or Google Play Store. Download for free.
- 4 Log in to your WorkLife Online Portal**  
for access to online resources and information. Visit [perspectivesltd.com/login](https://perspectivesltd.com/login)

Access Code \_\_\_\_\_

Password           **Perspectives**          

**Take care of your mental health and well-being.**

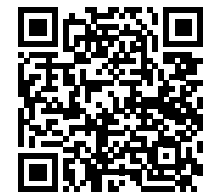
*You don't have to do it alone.*

[perspectivesltd.com](https://perspectivesltd.com)

800.456.6327



*Easily access your Perspectives' services and resources.*



**Confidential assistance for you and your family 24/7**



## EMPLOYEE ASSISTANCE PROGRAM (EAP)

# Supportive Counseling Service

*Perspectives offers confidential, professional services at no cost to you. The EAP includes 24/7 text and telephone counseling, Live Chat, and virtual and in-person appointments at a time and place that's best for you!*

### ADDITIONAL SERVICES

#### PERSPECTIVES ONLINE

- Find over 100 legal forms with a click of a button
- Increase your financial literacy through perks & features of financial services
- Health risk assessments

#### LEGAL AND FINANCIAL

- 30-minute consultation with a Network Attorney
- 30-minute consultation with a Network Mediator
- 60-minute consultation with a Fraud Resolution Specialist

#### WORKLIFE BENEFITS

- Child and elder care pre-screened resources
- Convenience services to make your life easier
- 60-minute consultation with a Nutritionist



Log in to your WorkLife Portal at [perspectivesltd.com/login](https://perspectivesltd.com/login)

ACCESS CODE: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

800.456.6327 | [perspectivesltd.com](https://perspectivesltd.com)



# Legal and Financial Services



## LEGAL BENEFITS

- One 30-minute consultation per separate legal matter | Network Attorney
- Retaining attorney at 25% discount



## MEDIATION

- One 30-minute consultation (per legal matter) | Network Mediators for divorce, contracts, and consumer disputes
- Retaining mediator at 25% discount



## CORE IDENTITY THEFT

- 60-minute consultation | Fraud Resolution Specialist™ (FRS)
- "Emergency Response Kit"
- Professional coaching to dispute fraudulent debts



## 24-HOUR EMERGENCY SERVICES

- Access to legal providers in the event of being jailed or arrested



## FINANCIAL BENEFITS

- One 30-minute consultation (per financial matter) | Money Coach
- Additional tax services beyond initial consultation at 25% discount

*Call or Text 800.456.6327 or Visit [perspectivesltd.com/login](https://perspectivesltd.com/login)*



# WorkLife Program

800.456.6327

[perspectivesltd.com](http://perspectivesltd.com)

Username:

Password: perspectives

## CHILDCARE

### Childcare Consultation & Referrals:

- Before/After School Care
- Childcare Centers
- Family Day Care
- Nannies & In-home Care
- Summer Camps

### Information & Support:

- Adolescence & Child Development
- Adoption
- New Parents
- Pregnancy
- Special Needs

- Special Education Consultant
- Lactation Specialist

## ELDERCARE

### Consultation & Referrals:

- Assisted Living Facilities
- Caregiver Support
- Community Services
- Home Health Care
- Hospice Providers
- Nursing Homes
- Respite Care Providers
- Transportation Services

## CONVENIENCE SERVICES

### Information & Referrals:

- Community Education Classes
- Fitness Programs & Trainers
- Home Cleaning
- Home Repair Services
- Moving Services
- Organizer Services
- Pet Care
- Relocation Information
- Yoga Classes

## LEGAL

### Consultation & Referrals:

- Bankruptcy
- Child Custody & Support
- Consumer Issues
- Elder Law
- Estate Planning
- Immigration
- Landlord Tenant Disputes
- Real Estate Concerns
- Restraining Orders
- Separation & Divorce
- Wills & Trusts

## NUTRITION

### Resources & Referrals:

- Child Friendly Meals
- Diabetes
- Food Allergies
- Gastrointestinal Problems
- Healthy Eating
- High Blood Pressure
- High Cholesterol
- Lactation
- Weight Management

- Registered Dietitian

## HEALTH

### Resources & Referrals:

- Complementary Medical Providers
- Health Coaches
- Health Spas
- Meditation Programs
- Mindfulness Programs
- Sleep Programs
- Smoking Cessation Programs
- Support Groups for Chronic Illness
- Twelve Step Programs

## WORK

### Resources & Referrals:

- Career Exploration
- Interest Testing
- Job Performance Concerns
- Job Search Strategies
- Resume Review
- Volunteer Work

- Career Coach

## FINANCIAL

### Consultation & Referrals:

- Budgeting
- Credit Problems
- Debt Management
- Financial Wellbeing
- Financial Aid
- Homebuying Information
- Insurance Planning
- Retirement Planning
- Tax Resources

INTRODUCING



# Wellness Coaching

**A confidential and meaningful tool in your journey to your best self.**

*Your Perspectives Assistance Program now offers Wellness Coaching. This service provides additional support for your employees or students and their family members who are looking for support in their wellness journey. From stress management to life balance, to physical health goals, coaching can provide the support, accountability, and strategies people need to achieve well-being.*



## What is included in the Perspectives Wellness Coaching Plan?

- All employees, students, and their family members receive four 30-minute phone sessions per calendar year on the topic they choose.
- All coaches have completed training from a National Board for Health and Wellness Coaching approved training program and/or have certification through the International Coaching Federation (ICF).

### What is Coaching?

Individualized sessions with certified coaching professionals to help you tap into your goals and motivations. The ongoing support and accountability increase the likelihood of lasting positive change.

### Who benefits from Wellness Coaching?

Coaching services are for people who have a general sense of satisfaction in their day-to-day but are hoping to enhance their lives by targeting specific goals, such as: health and wellness, career, work/life balance, financial fitness, etc.

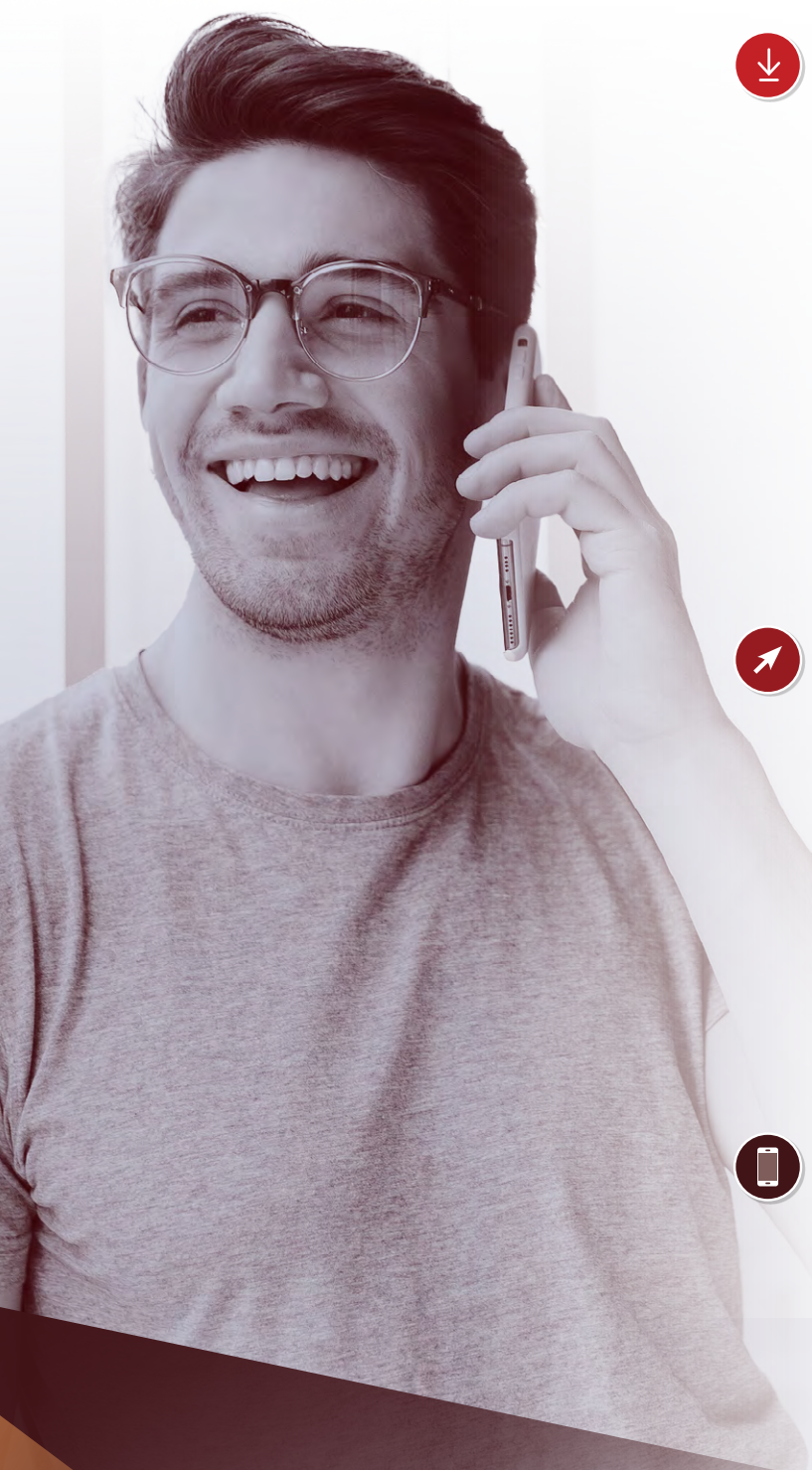
### How does a Wellness Coach help you achieve your goals?

1. Refine or build on your current plans.
2. Provide strategies, encouragement, and support when you encounter roadblocks in your wellness journey.
3. Get the ball rolling when you know you want a change but are feeling stuck.

*You may decide you want a coach vs. a counselor before you reach out to Perspectives or a masters-level clinician may recommend coaching during your initial assessment.*

HOW TO ACCESS

# Perspectives Wellness Coaching



## Perspectives App

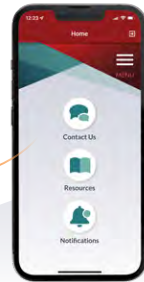
- [Download App](#)
- Enter your access code:

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- Click on Menu
- Select 'Schedule Coaching'



Scan to  
download



## WorkLife Website

- Visit [www.perspectivesltd.com/login](http://www.perspectivesltd.com/login)
- Enter your Access Code and Password:

Access Code:

Password:

- Choose 'Resources & Self-Help' dropdown
- Under Resources select 'Schedule Wellness Coaching'



## Call/Text 800.456.6327

- Ask about Perspectives Wellness Coaching

To schedule wellness coaching use company code:

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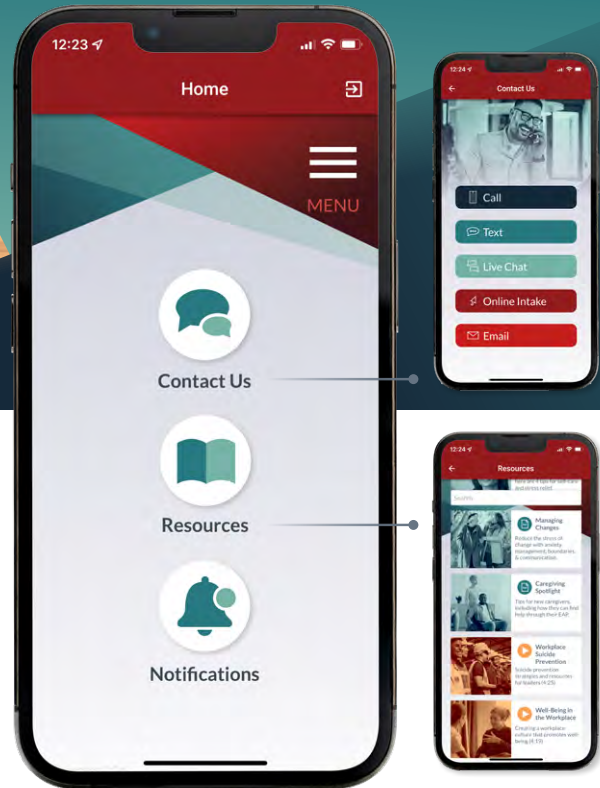
800.456.6327



[perspectivesltd.com](http://perspectivesltd.com)



# DOWNLOAD THE **NEW** PERSPECTIVES LTD APP TODAY.



**Easy, confidential and secure access  
to the care and resources you need.  
Anytime. Anywhere. Anyway.**

## Get started in 3 easy steps:

- 1. Search** 'Perspectives Ltd' in the iOS or Google Play Store
- 2. Download** the app for free
- 3. Enter** your unique access code  
*(contact your HR/benefits department for your code)*

Access Code:



Scan to  
download

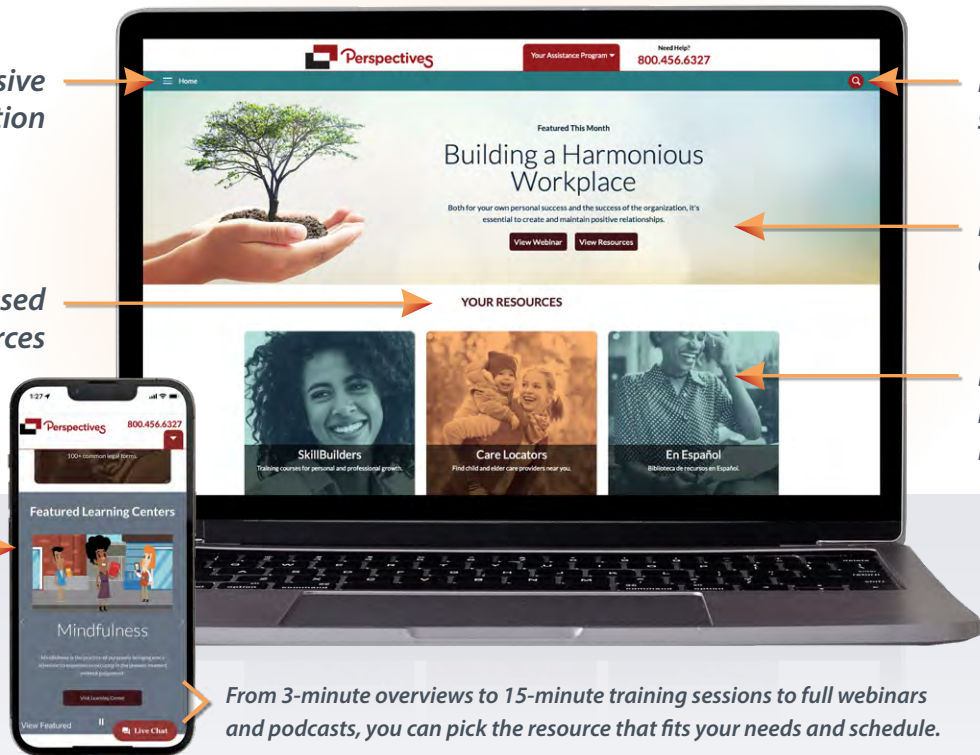


800.456.6327 | [perspectivesltd.com](https://perspectivesltd.com)



# VISIT YOUR WorkLife portal today!

Anytime access to skill-building courses, assessments, forms, calculators, quizzes, videos, articles and more to feel your best at work, home and in your community.



*Comprehensive navigation*

*Powerful search*

*New features every month*

*Most used resources*

*Biblioteca de recursos en Español*

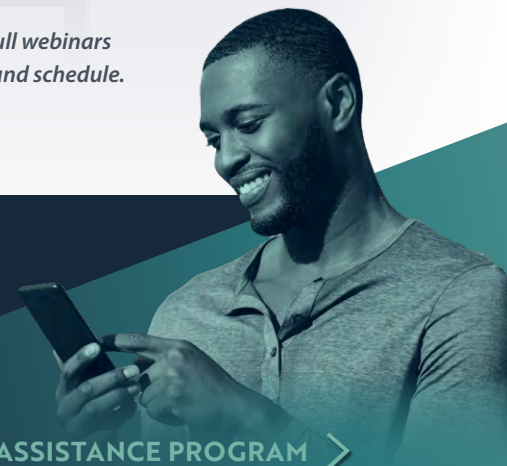
**NEW**  
*Learning Center*

*From 3-minute overviews to 15-minute training sessions to full webinars and podcasts, you can pick the resource that fits your needs and schedule.*

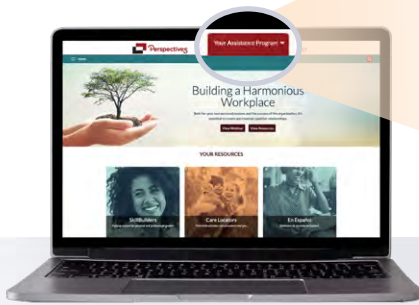
AN  
**EASY-TO-NAVIGATE  
EXPERIENCE**

[Watch the orientation video](#)

YOUR ASSISTANCE PROGRAM >



# YOUR ASSISTANCE PROGRAM



**NEW** 5-minute  
orientation video

**NUEVA** orientación  
en Español

Easy instructions for  
downloading our  
**NEW** mobile app

## LOG IN TO YOUR WORKLIFE ONLINE PORTAL

Go to [perspectivesltd.com/login](https://perspectivesltd.com/login)

Username:

Password: Perspectives

# 2023 WorkLife Monthly Webinars

Each webinar will be available starting on the 1st day of each month, with answers to client questions added to webinar pages throughout the month. Archived webinars are available through the 'Webinar' dropdown on the WorkLife Online Portal. If requested by the employer or supervisor, participants can earn a completion certificate after watching each webinar.

	WEBINAR THEME	DESCRIPTION
January	<b>The Struggle Is Real: Strategies for Time Management</b>	Meet your deadlines, be on time for meetings and stop procrastinating! Most of us can become overwhelmed when we have a lot to do—responsibilities at work, planning our kid’s birthday party, and remembering all the details of daily life. This webinar will discuss realistic strategies for more effective time management. Some of the things we’ll review include managing email clutter, the roots of procrastination, and keeping yourself motivated.
February	<b>Navigating Red Tape After the Death of a Loved One</b>	The passing of a loved one is already traumatic for those left behind. However, learning the basics of dealing with the administrative side of death can make the journey a lot easier. In this webinar, you will learn the first steps needed to get through the standard paperwork, dealing with banks and funeral homes, filing the death certificate, and other key aspects of handling your loved one’s estate.
March	<b>The Sandwich Generation: Multi-Generational Caregiving</b>	Are you taking care of your children and your parents? Many middle-aged people find themselves stuck caring for both ends of the age spectrum—helping both their children and their parents navigate finances, social lives, and changes in capacity for independence. This kind of caretaking can cause burnout and exhaustion. This webinar will review the phenomenon of the sandwich generation and how we can better manage the needs of our changing families. We’ll discuss ways to have productive conversations with aging parents about their needs, ways to troubleshoot burnout as a caregiver and how to keep your own family running smoothly.
April	<b>Making Time for Everything: Dual Careers and Family Life</b>	Two busy partners can make for a stressful household. Managing the unromantic tasks of daily life and household management can be difficult. Making time for the things that really matter—connecting, having fun, playing, and resting—can be quite challenging. In this webinar, we will discuss ways to better manage your household and make time for what matters most. We will discuss the realities of busy, working partners and making the most of the time and energy we have.
May	<b>The Science of Happiness</b>	Learn how to bring more happiness to your personal and professional life. Research supports that happy people feel better, do better, and live better. While this is great news, it still begs the question, why? And more importantly, how? During this webinar, we will explore the history and research behind this concept of happiness, how it relates to the various facets of your life, and what intentional activities you can do to increase your life satisfaction and fulfillment. There are many pathways to happiness, so let’s get your journey started!
June	<b>PTSD: Let’s Get the Facts</b>	You’ve heard about it. What is it, what are its causes, and how is it treated? This webinar will explore and discuss Post Traumatic Stress Syndrome. We will discuss the definition, common myths vs. facts, symptoms, relationship, self-care, and treatment.



# 2023 WorkLife Monthly Webinars

*Continued from page 1*

	WEBINAR THEME	DESCRIPTION
July	<b>Planning for Retirement: It's More Than Just the Numbers</b>	The advertising you see about retirement all seem to emphasize money. While money is very important, it's not the only thing. Join us for a broad look at what you can do now for a satisfying retirement. We'll explore the new world of semi-retirement, emotional issues around leaving work, the money of course, and more.
August	<b>Engaging Empathy in the Workplace</b>	Often a sad employee is perceived to be a bad employee, yet everyone will suffer a setback at some point in their career due to a change in personal or family health, the death of a loved one, a financial loss, or a change in family caregiving. To show empathy and support, coworkers must try to understand the feelings of the person who is experiencing a setback. This can be accomplished through training, listening, connecting, and providing kindness to one another. This webinar will provide a greater understanding of best practices in providing empathy to coworkers and managers while maintaining a professional relationship.
September	<b>Involvement and Engagement</b>	Learn how small acts of kindness and a state of flow can change your life. Do you ever ask yourself, "What can I do today to change my life for the better?" Thankfully, research supports that there is something we can do about it, and it's quite easy. In this webinar, we will explore two actionable concepts, acts of kindness and flow, that you will enjoy adding to your daily/weekly routine and that will help you live a happier, positive, purposeful life!
October	<b>Master Your Spending</b>	This webinar teaches you to master the emotional side of money and regain their financial dignity. Topics discussed include: Why traditional budgets fail and what you need instead, the two key things you need to do BEFORE making a plan, to have productive money discussions with your significant other, keys to outsmart emotional spending before it happens, how to create a personalized plan that works for YOU. The webinar will provide a Spending Plan worksheet to apply the principles learned to your finances immediately.
November	<b>Supporting a Loved One with Substance Misuse</b>	Having a loved one with addiction can be heartbreaking, frustrating, and terrifying. Choosing how to support them can be confusing—the right choice is not always obvious. In this webinar, we will discuss recognizing signs of addiction and review choices of how to support your loved one. We will also review concepts such as enabling and codependency. You will walk away from this webinar with a clearer idea of how to support both yourself and your loved one.
December	<b>Relaxation Rx</b>	Most of us feel too busy to even think about taking time out to relax. But the reality is that regular relaxation is crucial. If we don't stop regularly to "refuel," we risk emotional and physical burnout. Even a small investment of 5-10 minutes a day can have a huge return. This webinar will include demonstrations of relaxation techniques that provide immediate as well as long-term benefits. We'll also learn how to detect burnout "triggers" and discover ways to regain a sense of balance and motivation. You will leave feeling recharged and better able to tackle daily demands.

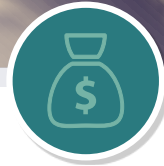


# SkillBuilders

Free online training for personal growth and professional development. Each course is self-paced, takes approximately 45 to 60 minutes to complete, and concludes with a custom completion certificate.

## Short on time?

➤ [View Training Bites.](#)



<p><b>Achieving Personal Goals</b></p>	<p>All of us need balance in our lives. We struggle to balance our careers, our families, our health, our emotions, our social lives, and our spirituality. You can probably think of instances in your life when you've spent too much time in one area, only to have another area suffer. You must find balance in your life and determine where you are and what you need.</p>
<p><b>Anger Management</b></p>	<p>Anger can be an incredibly damaging force, costing people their jobs, personal relationships, and even their lives when it gets out of hand. However, since everyone experiences anger, it is important to have constructive approaches to manage it effectively. The Anger Management course will help teach you how to identify your anger triggers and what to do when you get angry.</p>
<p><b>Applying Leadership Basics</b></p>	<p>Sound leadership involves both the leader and the people he or she leads. Everyone needs to work in harmony to accomplish a specific purpose. As an effective leader you will need to reinforce that purpose. You should establish a firm direction on how the work will be undertaken and completed.</p>

SKILLBUILDERS CONTINUED ➤



<b>Appreciating Personal Differences</b>	An organization with employees of only one personality style, like a painting with only one color, would be dull and ineffective. When you understand and recognize the value of each style, then your personality and those of your colleagues can complement each other and harmonize like the colors of a single work of art.
<b>Attention Management</b>	Attention Management is a useful skill that allows managers to connect with their employees on an emotional level and motivate them to focus on their work and how to reach their personal and company goals. Participants will gain valuable insight and strategies into what it takes to be more attentive and vigilant.
<b>Balancing Work and Family</b>	The conflict between work and family isn't new; we have been trying to manage this complex balancing act for decades. Today, more than ever, individuals are required to fulfill multiple roles in their personal and professional lives. Managing personal and family needs with career responsibilities and the other roles you fill-all within the constraints of a 24-hour day-can be a real challenge.
<b>Basics of Effective Communication</b>	Virtually everything that happens for good or ill in an organization, or even between human beings in general, is a direct result of communication. Nothing in life gets done without it. In fact, your entire being is involved in it every minute of every day.
<b>Building a Successful Team</b>	One of the most important work group concepts of the last fifteen or twenty years is that of teams. But not all teams are alike. Your own experience with teams may vary widely from that of others. You may have been on effective teams, or you may have wasted a lot of time on teams that floundered.
<b>Business Ethics</b>	A company's ethics will have an influence on all levels of business. It will influence all who interact with the company including customers, employees, suppliers, competitors, etc. All of these groups will have an effect on the way a company's ethics are developed. It is a two-way street; the influence goes both ways, which makes understanding ethics a very important part of doing business today.
<b>Business Writing</b>	Developing writing skills is still important in the business world as creating proper documents (such as proposals, reports, and agendas), giving you that extra edge in the workplace. The Business Writing course will give participants a refresher on basic writing concepts (such as spelling, grammar, and punctuation), and an overview of the most common business documents.



<b>Change Management</b>	<p>Change is a constant in many of our lives. All around us, technologies, processes, people, ideas, and methods often change, affecting the way we perform daily tasks and live our lives. Having a smooth transition when change occurs is important in any situation and you will gain some valuable skills through this course.</p>
<b>Civility in the Workplace</b>	<p>To address the growing problem of incivility in the work setting, this course introduces the concept of civility, its importance to a company, as well as its typical causes and effects. Skills needed to effectively practice civil behavior, as well as different ways organizations can systematize civility in the workplace will also be discussed. The benefits to Civility in The Workplace are countless and will pay off immensely in every aspect of your job.</p>
<b>Communication Strategies</b>	<p>For the better part of every day, we are communicating to and with others. Whether it's the speech you deliver in the boardroom, the level of attention you give your spouse when they are talking to you, or the look you give the cat, it all means something. Communication Strategies will help you understand the different methods of communication and how to make the most of each of them.</p>
<b>Conflict Intervention</b>	<p>Conflict is inevitable. It can destroy and it can create. With skilled intervention, conflict has the potential of developing better communication, more effective solutions, and greater empathy.</p>
<b>Creative Problem Solving</b>	<p>In the past few decades, psychologists and business people alike have discovered that successful problem solvers tend to use the same type of process to identify and implement the solutions to their problems. This process works for any kind of problem, large or small. Creative Problem Solving will give you an overview of the entire creative problem-solving process, as well as key problem solving tools that you can use every day.</p>
<b>Emotional Intelligence</b>	<p>Emotional intelligence describes the ability to understand one's own feelings, and that of groups, and how these emotions can influence motivation and behavior. In Emotional Intelligence you will understand how to use and manage your emotions, identify the benefits of emotional intelligence, and apply it in the workplace.</p>



<p><b>Goal Setting &amp; Getting Things Done</b></p>	<p>Goal Setting is one of the most basic and essential skills someone can develop. What makes a good goal? We touch on goal characteristics, time management, making a to do list, and what to do when setbacks occur. We will provide the knowledge and skills for you to complete more tasks and get things done.</p>
<p><b>Health &amp; Wellness in the Workplace</b></p>	<p>A healthy employee is a happy and productive employee, and that is a goal for every organization. Our Health and Wellness at Work course will be instrumental in creating a "Culture of Wellness" within your organization. We will touch on common issues such as smoking cessation, nutrition &amp; weight loss, and preventative care.</p>
<p><b>Improving Mindfulness</b></p>	<p>Mindfulness is a term that is frequently used but rarely defined. Practicing true mindfulness encourages living in the present while it addresses the danger of distorted thinking. Staying in tune both mentally and emotionally improves perspective to enhance personal and professional success.</p>
<p><b>Improving Self-Awareness</b></p>	<p>Self-awareness is an important part of everyday life. It transfers over to your personal, social, physical, and work life. It can help one gain a better understanding of themselves, and how to live a better, more fulfilling life. When working to deepen one's own self-awareness, it is important to fully engage yourself. One should take the time and proper steps to fully become self-aware.</p>
<p><b>Managing Stress</b></p>	<p>This training will give you a three-option method for addressing any stressful situation, as well as a toolbox of personal skills, including using routines, relaxation techniques, and a stress log system. You will also understand what lifestyle elements you can change to reduce stress.</p>
<p><b>Office Politics for Managers</b></p>	<p>Office Politics is about creating and maintaining better relationships. It is about communicating and working with your peers and colleagues in a way that is mutually beneficial. Employees who understand the positive aspects of Office Politics are better team members and end up being more successful and productive.</p>
<p><b>Recognizing and Avoiding Burnout</b></p>	<p>Burnout is the feeling that you just don't have the energy-or desire-to move forward with the enthusiasm and vigor you once had. It can sneak up on you when you least expect it. Knowing when this is happening, and having the wisdom to do something about it, are valuable skills in today's environment, where change and fast-paced living can take their toll.</p>

SKILLBUILDERS CONTINUED ►



<p><b>Social Intelligence</b></p>	<p>Increasing Social Intelligence will provide benefits throughout their professional and personal lives. It is a fantastic tool for coaching and development, as people will learn "people skills". Improving social skills through active listening, understanding body language, and being more empathic will give you the advantage in interactions. Social interactions are a two-way street, know the rules of the road!</p>
<p><b>Social Media in the Workplace</b></p>	<p>Understanding social media is about communicating the right way. We are beginning to communicate more through electronic means than face to face. Talking on a phone has been replaced more and more with texting. Social media channels are becoming the main form of communication and your participants will realize how social media and the workplace can work together.</p>
<p><b>Time Management</b></p>	<p>A clock, a watch, an hourglass-these instruments measure and mark the passing of our most valuable asset-time. Despite the title of this course, time cannot be managed. Nor can it be saved. It can only be spent. How you spend it determines the quality of your life. Your choices express your values and create your memories. It's all up to you!</p>
<p><b>Workplace Diversity</b></p>	<p>Workshop Diversity will help you understand what diversity is about, and how you can help create a more diverse world at work and at home. You will be instructed to use skills such as active listening to receive messages in a diverse population, employ effective questioning techniques, and communicate with strength.</p>



**NEW**

# Training Bites

**Online, interactive learning modules**

*From 3-minute overviews to 15-minute training sessions to full webinars and podcasts, you can pick the resource that fits your needs and schedule. Visit the Learning Centers on your assistance program portal.*



## FINANCIAL

<b>Budgeting for Life</b>	<p><b>This course will cover:</b></p> <ul style="list-style-type: none"><li>• The benefits of budgeting</li><li>• Steps in creating a budget</li><li>• Budgeting tools</li><li>• Establishing financial goals</li><li>• Sticking with your budget</li></ul>
<b>How to Start Saving for Retirement</b>	<p><b>By the end of this training, you will be familiar with:</b></p> <ul style="list-style-type: none"><li>• What a retirement savings account is</li><li>• Types of retirement accounts</li><li>• How much you should be saving</li><li>• How much you will need to retire</li></ul>
<b>Investing Basics</b>	<p><b>After completing this training, you will know:</b></p> <ul style="list-style-type: none"><li>• Are you ready to invest?</li><li>• How much risk do you want to take?</li><li>• The importance of diversification</li><li>• The main types of investments</li><li>• The importance of starting early</li></ul>

TRAINING BITES CONTINUED ►



## HEALTH AND WELLNESS

<p><b>A Better Night's Rest</b></p>	<p><b>After completing this course, you will:</b></p> <ul style="list-style-type: none"> <li>• Be familiar with the science of sleep</li> <li>• Understand how sleep is impacted by stress</li> <li>• Establish a practical sleep strategy to improve how you rest</li> </ul>
<p><b>An Introduction to Mindfulness</b></p>	<p><b>After completion of this course, you will know:</b></p> <ul style="list-style-type: none"> <li>• What mindfulness is</li> <li>• The benefits of mindfulness</li> <li>• Several mindfulness practices</li> <li>• How to use breathing exercises</li> </ul>
<p><b>Digital Wellness</b></p>	<p><b>After completing this course, you will:</b></p> <ul style="list-style-type: none"> <li>• Understand what digital wellness is</li> <li>• Learn why digital wellness is important</li> <li>• Discover whether social media is a friend or a foe</li> <li>• Identify how much time you spend on your phone</li> <li>• Create positive digital engagement habits</li> </ul>
<p><b>Loneliness Matters</b></p>	<p><b>After reviewing this content, you will understand:</b></p> <ul style="list-style-type: none"> <li>• The differences between loneliness and isolation</li> <li>• How loneliness affects your mind and body</li> <li>• Belonging as the cure to loneliness</li> <li>• Using CONNECT strategies to combat loneliness</li> </ul>
<p><b>Relaxation and Meditation</b></p>	<p><b>After completing this course, you will:</b></p> <ul style="list-style-type: none"> <li>• Understand the differences between good and bad stress</li> <li>• Know how to manage stress through relaxation techniques</li> <li>• Learn how stress can be managed through meditation</li> <li>• Discover the benefits of releasing negative thinking patterns</li> <li>• Be familiar with the practice of mindful awareness</li> </ul>

TRAINING BITES CONTINUED ►

## PERSONAL DEVELOPMENT

<p><b>Building a Life of Gratitude</b></p>	<p><b>At the end of this training, you will know:</b></p> <ul style="list-style-type: none"> <li>• What gratitude is</li> <li>• How gratitude impacts your life</li> <li>• The scientific benefits of a gratitude practice</li> <li>• What gratitude can look like in the workplace</li> <li>• How you can build your own gratitude practice</li> </ul>
<p><b>Developing a Resilient Family</b></p>	<p><b>After completing this training, you will be familiar with:</b></p> <ul style="list-style-type: none"> <li>• What resilience is</li> <li>• How to model resilience for your family</li> <li>• Emotional agility and self-compassion</li> <li>• Growth mindset</li> <li>• Mindfulness</li> </ul>
<p><b>Goal Setting: Creating the Best Path Forward</b></p>	<p><b>After completing this course, you will understand:</b></p> <ul style="list-style-type: none"> <li>• Why goals are important</li> <li>• How to set goals</li> <li>• Why grit matters</li> <li>• How to find motivation for your goals</li> <li>• Hope Theory (pathways and agency)</li> </ul>
<p><b>Key Skills for Building Resilience</b></p>	<p><b>After completing this course, you will understand:</b></p> <ul style="list-style-type: none"> <li>• What resilience is</li> <li>• That resilience can be learned</li> <li>• The differences between negative thinking and optimistic thinking</li> <li>• The concepts of fixed and growth mindsets</li> </ul>

TRAINING BITES CONTINUED ►

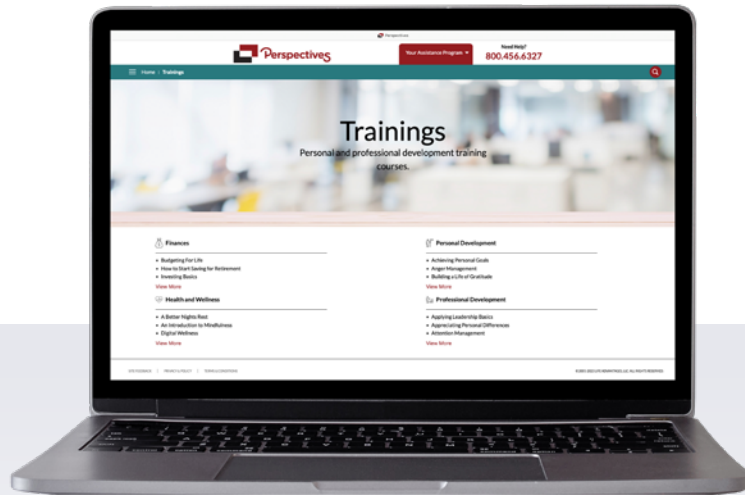


## PROFESSIONAL DEVELOPMENT

<p><b>Communicating for Success</b></p>	<p><b>Become a master of effective communication by developing the following skills:</b></p> <ul style="list-style-type: none"> <li>• Active listening</li> <li>• Minding nonverbal communication</li> <li>• Managing your emotions</li> <li>• Asserting yourself respectfully</li> </ul>
<p><b>Conflict Resolution at Work</b></p>	<p><b>After this session, you will understand:</b></p> <ul style="list-style-type: none"> <li>• What conflict is</li> <li>• What types of conflict you may encounter</li> <li>• What causes conflict to develop</li> <li>• What skills are needed to resolve conflict</li> </ul>

## NEW FEATURES

will be added each month and new topics will be covered in the training library!



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