

Employee Assistance Program

ELEARNING COURSES



TOPICS INCLUDE:

- Accountability
- Appreciating Personality Differences
- Business Etiquette and Professionalism
- Caring for Aging Relatives
- Cultural Diversity in the Workplace
- Drug-Free Workplace Compliance
- Eating Your Way to Wellness
- Effective Communication
- Emotional Intelligence for Success
- Estate Planning: Five Essential Documents
- Maximizing Your Day: Effective Time Management
- Nobody Likes a Bully: Bullying in the Workplace
- Recognizing a Troubled Employee
- Say What You Mean the Right Way: Healthy Forms of Communication
- Self-Care: Remaining Resilient
- Sexual Harassment Prevention in the Workplace
- The Art of Conflict Resolution

Combine valuable training with the ease and flexibility of learning online with our e-learning courses. These e-learning courses provide training for success both on and off the job. Quizzes will enhance your understanding of the subject. E-learning courses presentations are fully narrated, but a closed-captioned feature is available for privacy. Download a certificate of completion following your session. We also have a full library of informative articles and resources that cover a wide variety of work-life topics. Log on to your employee assistance website to get started.

TOLL-FREE: **800-633-3353**

WEBSITE: www.mygroup.com > My Portal Login > Work-Life Services

USERNAME: **harrisburgeap4100** • PASSWORD: **guest**

