Title: Power of Positive Thinking: Cultivating Optimism  
Date: January 24th  
Time: 2pm-3pm  
Facilitator: Health Advocates  
Description:  
This session explores ways to cultivate an authentic optimism that enhances resiliency and helps individuals and groups navigate change. Participants will gain a better understanding of what optimism is and is not, and, ultimately, how to put it to work in their life to influence co-workers and others to become more optimistic. The overall goal is to enhance self-assurance through the power of optimism and learn specific techniques for maintaining the awareness of the power of a positive approach to work and life.

Title: Building Trust  
Date: January 31st  
Time: 9:30am-11am  
Facilitator: Brenda Bailey-Hughes, Dustin Reece  
Description:  
Trust is a fundamental aspect of any productive relationship. In business, trust has been proven to decrease turnover, increase innovation, and improve team performance. When trust is compromised, relationships and productivity can suffer. This online course shows how professionals of all kinds can build trust with colleagues across their organization. Kelley School of Business senior lecturer Brenda Bailey-Hughes explains how to prove you are trustworthy, even in challenging situations like remote teams, and integrate trust-building habits into your daily routine. She also explains how to practice trust – trusting yourself and others – and rebuild trust when it has been lost. The course features live-action scenarios and practical strategies for boosting trust that will help you apply the concepts to your most important relationships.

Title: Women and Retirement  
Date: February 5th  
Time: 10am-11am  
Facilitator: Angela Horvat  
Description:  
This presentation will take a look at the unique financial opportunities and challenges face women in today’s workforce, and what it all means with regard to your retirement.

Title: Understanding My Conflict Style  
Date: February 7th  
Time: 10am-11:30am  
Facilitator: Dustin Reece  
Description:
The purpose of this workshop is to orient you to the different conflict modes, and to help you identify your conflict style. You will also learn how to utilize the mode that is most appropriate for conflict situations you encounter. Using the Thomas-Kilmann Conflict Mode Instrument, you will acquire skills to increase effectiveness and strengthen relationships.

Title: Avoiding Burnout  
Date: February 19th  
Time: 10am-11am  
Facilitator: Health Advocates  
Description:  
Burnout happens when an individual tries to work too hard or do too much. It can lead to cognitive distortion of the importance of an issue. The final Stage of the stress response is burnout, which is a concern for employers who want to maintain employees’ productivity at work. This workshop is designed to teach employees about the physiological and emotional dangers of stress and burnout, as well as help them develop effective coping techniques.

Title: Good Practices for Managing Bad News  
Date: February 21st  
Time: 10am-11:30am  
Facilitator: Fr. Randy Roche, SJ  
Description:  
Fr. Randy Roche, SJ, Director of the Center for Ignatian Spirituality, will provide input and guide an interactive session on how we can manage the distress of continually disturbing information while we go about work and daily life.

Title: Lead with Emotional Intelligence  
Date: February 28th  
Time: 2pm-3:30pm  
Facilitator: Britt Andreatta, Dustin Reece  
Description:  
Emotions are all around us in the office and it’s important for leaders to understand how to harness them to cultivate productivity and positive relationships. In this online course, Britt Andreatta shares how to boost your emotional quotient (EQ) to better lead teams, work with peers, and manage up. Learn what emotional intelligence is and how it factors in at work and discover concrete techniques for raising your own EQ. This includes perceiving yourself accurately, exercising emotional self-control, understanding and managing your triggers, and developing empathy. Then, turn those lessons around to build your awareness of others and become a more inspiring -and effective- leader.

Title: Working Through Stressful and Changing Times  
Date: March 5th  
Time: 10am-11am  
Facilitator: Health Advocates  
Description:  
Change is all around us, and without it we would be stagnant as individuals and organizations. We all respond differently to what we call “change,” so how can we make it work for us? The
workshop examines what change means for employees and organizations, and how they can get on the same page when discussing and understanding its attributes, benefits and pitfalls. For most people, adjusting their perception and viewpoint can help them adapt more successfully to changing roles and environments.

Title: Saving-Budgeting-Investing  
Date: March 7th  
Time: 2pm-3pm  
Facilitator: Angela Horvat  
Description:  
This workshop provides a framework for how saving, budgeting and investing are essential for a healthy financial future.

Title: Unsocial Media: Dealing With the “Unculture” of Our Times  
Date: March 21st  
Time: 2pm-3pm  
Facilitator: Fr. Randy Roche, SJ  
Description:  
An interactive session with Fr. Randy Roche, SJ, director of the Center for Ignatian Spirituality. An opportunity for participants to deal with underlying anxiety and irritation that diminishes our proper care for self and others.

Title: Time Management  
Date: April 4th  
Time: 10am-11am  
Facilitator: Health Advocates  
Description:  
Time management can be very difficult, due to the many obstacles and distractions that occur in our everyday lives. This workshop illustrates how people struggle to effectively manage their time and addresses common things they do every day without realizing how time consuming they can be. It also stresses the importance of organization when trying to manage time more efficiently. This session includes a test that helps participants gauge how effectively they use their time and provides ways to improve time management skills. Procrastination is also addressed, as it can affect productivity and work assignments.

Title: Having Difficult Conversations  
Date: April 16th  
Time: 10am-11:30am  
Facilitator: Marlene Chism, Dustin Reece  
Description:  
Conflict is inevitable – in work and in life. Managers must address performance issues, and colleagues with competing priorities must figure out how to work together. These situations call for having difficult conversations. In this online course, Marlene Chism explains how to have difficult conversations, build your communication skills, and improve your relationships, teamwork, and business performance. She explains how to identify underlying differences in
work styles, goals, and power dynamics and change the way you view conflict. She provides a model to move the conversation in a positive direction and to determine next steps. Plus, learn how to check for resistance with a single useful phrase.

**Title: Get Ready to Retire**  
**Date:** April 30th  
**Time:** 10am-11am  
**Facilitator:** Angela Horvat  
**Description:**  
This workshop outlines critical decision points as retirement approaches and is geared towards an audience ideally within five years of retirement. It will introduce the five key areas of retirement: lifestyle, investments, healthcare, legacy and income, and help participants make educated decisions about each of these areas.

**Title: Cultivating A Growth Mindset**  
**Date:** May 2nd  
**Time:** 10am-11:30am  
**Facilitator:** Gemma Leigh Roberts  
**Description:**  
Mindset is a choice. People with a growth mindset—who choose to believe that talent and ability can grow—experience better performance, focus and success. You have the power to change your mindset. The key is learning how to make the shift. This online course shows you how. Executive coach Gemma Leigh Roberts introduces real-life examples of individuals and organizations who have successfully adopted a growth mindset, as well as the latest research from the fields of performance psychology. She boils down the lessons into practical advice you can apply to reach your own potential. Plus, get tips to stay motivated and help you navigate change successfully.