



For training to be truly effective, it cannot be applied as a band-aid or used as a cure all. Effective training addresses and reinforces an organization's goals, mission and values.

When a client contacts Continuum EAP interested in training, we first ask about the company's organizational goals and how training fits into those goals. This approach allows us to target topics that most effectively address those goals.

Continuum's goal is to provide solutions that effectively address your training and development objectives. Contact us at eespecialist@4continuum.com and let us help you reach your organizational goals.



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Targeted to Your ▶ **Goals:** **Continuum EAP's** **Training Offerings**



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Leadership Programs

Continuum's leadership programs are designed for managers and supervisors. These programs are offered regularly at **Continuum** as the Leadership Academy series.

- Behavior-Based Selection and Interviewing
- Branding: Beyond the Logo
- Building Effective Teams
- Coaching, Motivating and Keeping Your Best People
- Distance Management: Out of Sight, Not Out of Mind
- Drug Testing Training for Supervisors
- Effective Goal Setting for Supervisors
- Improving Workplace Morale
- Leading Effective Meetings
- Leading Through Change
- Managing the Multi-Generational Workforce
- Managing for Innovation
- Performance Management
- Presentation Skills
- Preventing Workplace Harassment
- Professionalism: Creating a Culture of Respect
- Recruiting in Today's Economy
- Social Media in the Workplace: Managing the Tweeters, Bloggers and Facebookers
- Workplace Bullying: You thought you had left it on the playground

Employee Programs

Continuum's Employee programs are suitable for supervisors and non-supervisors alike. Many of these programs are presented as all-staff training presentations.

- Alcohol/Drug Testing Education
- Being and Effective Team Member
- Branding: Beyond the Logo
- Business Writing
- Communication Skills for Work and Life:
 - Communicating in a High-Tech World
 - Cross-Cultural Communication
 - Dealing With Difficult People
 - Listening and Being Heard
 - Successfully Managing Conflict
- Internal Customer Service
- More Than a Smile: Providing Exceptional Customer Service
- Out of Your Shell: Strategies for Success in an Extraverted World
- Presentation Skills
- Preventing Workplace Harassment
- Problem-Solving for the Workplace
- Professionalism: Contributing to a Culture of Respect
- SMART Goal Setting
- Stress Management Skills: Thriving, Not Just Surviving
- Time Management: Making the Most of Your Day
- Understanding the Multi-Generational Workforce
- Achieving Work/Life Balance
- Workplace Bullying: They're taking more than your lunch money now
- Workplace Humor: Looking Forward to Monday

Wellness Lunch & Learn Presentations

These short wellness related topics are fun interactive presentations that give valuable information about personal wellness.

- Wellness Coaching: A companion on the journey to a better you.
- Emotional Fitness
- More Than Melancholy: Understanding Mood Disorders
- Stress Management: It Starts in Your Head
- Work Time, Family Time...ME TIME!

Continuum's training programs can be presented in a variety of lengths and formats including webinars. Call and speak to an EAP consultant to discuss your employee and management development goals and how **Continuum** can help you achieve them.

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