

NEW IN JANUARY 2015!

Employee Assistance Program

SKILL BUILDERS



FEATURES INCLUDE:

- To Access:
 - Go to: www.lifesolutionsforyou.com
 - Enter your Company Code
 - Click on the Green arrow to go to the *WorkLife* portal
 - Locate the “Centers” box on the right
 - Find “Skill Builder Center”, as the first topic and click on the hyperlink.
- Flexibility—Take Skill Builders when you want. They’re always available on the website.
- Interactivity—Quizzes will enhance your understanding of the subject.
- Results—Skill Builders give you practical tips on managing your workplace and your world.
- Accomplishment—Download a certificate of completion following your session.

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

We also have a full library of informative articles and resources that cover a wide variety of work-life topics. Log on to the *LifeSolutions* website to get started.

TOLL-FREE: 1-800-647-3327
WEBSITE: www.lifesolutionsforyou.com

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