E-Course Catalogue

E-Learning Course Descriptions

**COURSES FOR EMPLOYEES AND FAMILY MEMBERS:**

**Health and Well-being**

**Foundations of Effective Parenting**

**What is the right kind of parenting relationship to have with your child?** This course is about developing parenting practices that guide your child’s healthy development and provide opportunities for learning and growth. The course is about building a strong attachment and connection with your child as well as developing skills that encourage appropriate behaviour, and help you resolve parent-child conflicts.

**Taking Control of Alcohol Use**

**How much is too much?** This course is for anyone who is trying to control, cut down, or stop drinking. The course is also for the spouse, partner, child, sibling, co-worker, or employer of someone with a drinking problem...because there are many ways that concerned others can help.

**Taking Control of Anger**

**Is your anger productive...or destructive?** This course can help you manage angry feelings and/or angry behaviour. If you are concerned about the consequences of anger to your health, relationships, and/or job, the course can teach you how to cope effectively with stresses and frustration, and how to let fewer things upset you.

**Taking Control of Your Mood**

**What is low mood and what can you do about it?** Feelings of sadness are normal but sometimes they are troublesome and require additional help. This course offers self-care strategies for improving sad moods, including: eating and sleeping well; managing thinking and feelings; increasing positive experiences; getting active; and tension reduction.

**Taking Control of Stress**

**Is there more to stress management than learning to relax?** Most people feel that they are under “higher than normal” levels of stress and pressure. This course focuses on key stress management skills, including: managing thinking and feelings, time management, increasing positive experiences, getting active and relaxation.

**Taking Control of Your Money**

**How is your financial ‘health’?** There are endless choices to be made about what to do with the money you earn and as many options for saving more of it. This course can be a good start if you don’t know the basics of money management, or as a refresher if you already have some money management knowledge.

**Resilience**

**How can you turn life’s challenges into opportunities?** This course features video segments of a psychology expert and four people learning to become more resilient. The course features before-and-after testimonials, interviews with a psychologist, and step-by-step exercises.

**Resolving Conflict in Intimate Relationships**

**Are you and your partner drifting apart?** Are you feeling increasingly disconnected from your partner? Are you questioning whether you should stay in your relationship? Are you looking for ways to enhance your relationship? There is good news. The task of achieving and maintaining a happy and stable relationship is not a mystery. While there are many potential pitfalls that can derail any relationship, it is possible to avoid these pitfalls if you have a reliable roadmap to follow.

**Responsible Optimism**

**What makes positive thinking so powerful?** Thinking optimistically, rather than negatively or pessimistically, is a proven key to avoiding feelings of depression, persisting longer at challenging tasks, and facing each day with hope and excitement. This course provides users with the tools they require to change their thinking.

**Stop Smoking: Get Your Life Back!**

**Ready to quit? Not certain? Trying again?** Quitting smoking takes more than willpower. We know what it takes to become a successful ex-smoker and we’ve put that knowledge together in our smoking cessation program. Stop Smoking includes an option to obtain one-on-one coaching with our quit-smoking experts.
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Preparing for Your Retirement
What plans have you made for your new chapter in life? For most of us, retirement presents a new chapter in life—a time to shift gears and create new experiences. However, retirement presents some very real psychological and emotional challenges. With advance planning and discussion with a spouse, partner, or friend, you can make your transition to this new chapter of your life both smooth and rewarding.

COURSES FOR EMPLOYEES AND FAMILY MEMBERS:
Career and Workplace issues

Embracing Workplace Change
How do you stay productive during times of uncertainty and change? This course offers self-care strategies for coping with, and embracing, change. Skills taught include: continuous learning, collaborating with others, managing thinking, valuing mistakes, staying balanced, and taking action.

Respect in the Workplace
When does behaviour ‘cross the line’? This course helps participants learn when unwelcome or confrontational workplace situations ‘cross the line’ and qualify as instances of harassment, discrimination, bullying and/or violence. The course also helps participants understand the importance of complying with policies regarding respectful workplace conduct.

Taking Control of Job Loss and Transition
How do you take back control of your life? Job loss or transition is a difficult process for anyone. This course will help you and your family prepare for the experience by teaching skills of stress reduction, rebuilding self-esteem, getting active, reducing money worries, managing thoughts and feelings and more.

Taking Control of Your Career
Is your career everything you had hoped it would be? A satisfying career comes about as a result of strategic career moves—planned actions that you initiate based on your vision of where you want to be and how you are going to get there. This course will help you learn about your skills, values, interests, and what gives meaning to your life, from the perspective of your career.

COURSES FOR KEY PERSONS AND SUPERVISORS

Leading the Human Side of Change
How do you support employees through workplace change? For Key Persons and supervisors leading employees through change: modeling change and transition, people-centered communication, challenging inaccurate perceptions, delivering unwelcome news, supporting employees and self-care strategies.

Managing Sensitive Employee Issues
How do you talk about uncomfortable issues? Certain kinds of workplace issues give rise to work performance problems and, when talked about, have the potential to cause embarrassment or create strong emotional reactions. This course is for key persons and supervisors and provides guidance on how to talk about, and help resolve, these sensitive issues.

Supporting Respect in the Workplace
When behaviour is inappropriate, what are your responsibilities? This course helps key persons and supervisors identify incidents of violence, harassment (including bullying), and discrimination. The course also helps prepare participants to take appropriate action to deal with allegations of inappropriate conduct in accordance with policies and programs that are in place.

Fundamentals of Effective Supervision
Are you new to supervising and managing others? This course presents the fundamentals of effective supervision (communicating, leading, delegating) with special emphasis on people issues and tasks for first-time supervisors.

Values-based Leadership
What rules do you apply to resolve value dilemmas? The purpose of this course is to help key persons and supervisors resolve ethical dilemmas and help your organization achieve its highest standard of business ethics.