

2011

WORK-LIFE CALENDAR

Imagine it DONE. Imagine it BETTER.

	Monthly Theme	Monthly Webinar* Title <small>*For clients with Advantage Complete or Enhanced Web</small>	Webinar Description <small>Join us for these introductory webinars on work-life topics</small>
Jan	GET IT TOGETHER <i>Getting organized</i>	Everything in its Place January 18 th at 12 pm, 2 pm and 4 pm EST	When we're unorganized, we waste precious time and create chaos in our lives. This session will identify roadblocks to organization, and provide techniques to get organized, and simplify your life.
Feb	NOBODY LIKES A BULLY <i>Handling bullies at every age</i>	Bullying: Confronting Hostility in the Workplace February 15 th at 12 pm, 2 pm and 4 pm EST	Dealing with different personalities at work is a reality; dealing with a bully is a more difficult matter. Learn how to identify hostility in the workplace and how to deal with the bully who is creating it.
Mar	DOWNSHIFTING <i>Reducing technology overload</i>	Less is More March 15 th at 12 pm, 2 pm and 4 pm EST	Was life simpler with no cell phone, no email, no Facebook? Ask yourself, "Do I really need this?" Evaluate the quality of your life when it comes to technology, apps, and social media.
Apr	INSOURCING <i>Developing internal talent</i>	Developing Job Skills April 19 th at 12 pm, 2 pm and 4 pm EST	Strong work teams are vital to success and productivity in the workplace. Learn the aspects of successful teams, such as building trust, clarifying goals, self-assessment, problem solving, appropriate roles, and effective communication.
May	MAY CAUSE DROWSINESS <i>The importance of sleep</i>	Let's Sleep on It May 17 th at 12 pm, 2 pm and 4 pm EST	As our busy days get longer, sleep suffers. Participants will learn the importance of sleep in maintaining optimal health. This session will offer strategies and techniques to foster a great sleep environment.
Jun	FACING THE LOSSES OF AGING <i>The realization of aging</i>	Adjusting to the Process of Aging June 21 st at 12 pm, 2 pm and 4 pm EST	Explore the impact of the natural aging process. Identify the physical changes and emotional adjustments that happen as our bodies age. Learn positive choices to help achieve healthy aging.
Jul	LITTLE STEPS—BIG IMPACT <i>Attainable ways to go green</i>	Trash Talk July 19 th at 12 pm, 2 pm and 4 pm EST	Learn how those seemingly small things really do make a difference in the future of our planet.
Aug	PART OF THE EQUATION <i>Parental involvement in education</i>	Parents Taking Action August 16 th at 12 pm, 2 pm and 4 pm EST	Parents play a crucial role in helping children succeed in school. Explore the factors that contribute to school achievement and develop strategies to help children become responsible and engaged learners.
Sep	FEAR OR FICTION <i>Separating rumor from reality</i>	Information Overload: Navigating Through the Chaos September 20 th at 12 pm, 2 pm and 4 pm EST	Information is everywhere. How do you sift through it all and pay attention to the important stuff while discarding the "TMI – too much information?" Learn how to achieve greater control of the information you need and want, thereby helping reduce the noise and increase your understanding.
Oct	CO-WORKER CO-EXISTENCE <i>Embracing differences in the workplace</i>	The ABCs of Working With the XYZs October 18 th at 12 pm, 2 pm and 4 pm EST	Today's workforce is comprised of generations with different values and priorities. Learn to identify the characteristics and key motivational factors of each generation to foster successful work groups.
Nov	HOME ADDITION <i>Managing an addition to the household</i>	High-Impact Parenting November 15 th at 12 pm, 2 pm and 4 pm EST	This seminar explores active and energetic parenting and discusses principles of respect, discipline, and communication between adult and child family members.
Dec	ANSWERS TO LIFE'S GREATEST QUESTIONS <i>Honing your research skills</i>	Tune-Up Your Search Engine December 20 th at 12 pm, 2 pm and 4 pm EST	The Internet can help you find anything, but how does one search through the vast wealth of information out there? Learn effective ways to find the information you need.



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