

DONCEAP



Educational Sessions 2018

Empower your employees with the tools needed to maximize, motivate and drive individuals and organizations forward.

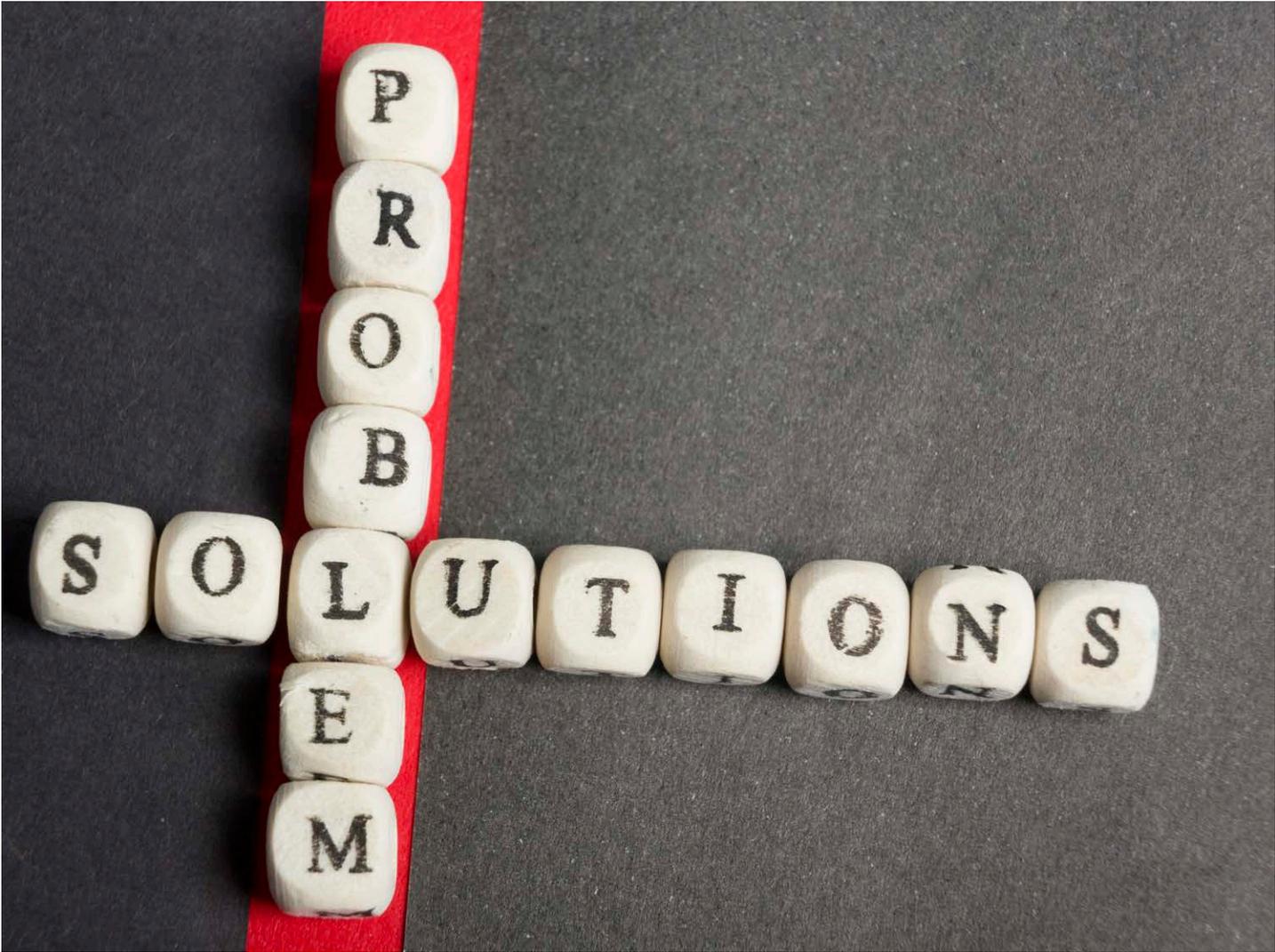


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THE SEMINARS AND WEBINARS ("EVENTS") ARE PROVIDED ON AN 'AS IS' BASIS FOR EDUCATIONAL AND INFORMATIONAL PURPOSES ONLY. EVENTS ARE NOT A SUBSTITUTE FOR LEGAL, FINANCIAL, MEDICAL OR OTHER PROFESSIONAL ADVICE, SERVICES OR TREATMENT. WHERE THE PARTICIPANT DEEMS NECESSARY, THE PARTICIPANT SHOULD SEEK ADVICE FROM THE APPROPRIATE PROFESSIONAL. LIFECARE EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. PARTICIPANTS ASSUMES ANY AND ALL RISK AND LIABILITY ARISING OUT OF OR RESULTING FROM ATTENDANCE AT THE EVENT OR RELIANCE ON THE INFORMATION AVAILABLE THROUGH THE EVENT AND AGREES TO HOLD LIFECARE HARMLESS FROM ANY CLAIMS AND LIABILITIES IN CONNECTION WITH THE EVENT. THE INFORMATION THIS PUBLICATION IS SUBJECT TO CHANGE.

About These Programs

DONCEAP offers a broad spectrum of engaging programs for your employees. We continue to add new and varied topics to stay current with everyday issues and remain committed to helping you better meet your employees' evolving needs.

Each program is developed by subject matter experts. They offer a creative and compelling learning experience and are facilitated by an experienced trainer. They include practical tips and strategies on important issues including managing stress, balancing work and family life, emotional intelligence, health and wellness, household budgeting, team building, leadership skills, parenting issues and caring for elders, to keep employees engaged.

We offer flexibility:

- Each seminar is tailored to meet your specific needs, and can be adapted to your specific time requirements and circumstances.
- We can conduct on-site workshops that offer a personal, interactive learning experience.
- We offer live webinars to reach large audiences. These can be scheduled during non-traditional work hours.
- Our keynote speakers are available to educate or motivate for conferences, meetings, special events and retreats.
- Podcasts can be a fast and easy platform to deliver information and tips on any of our topics.

For Best Results

- **Provide your expectations, demographics and goals when you make your request.** This information will help us select the most appropriate trainer for your event.
- **Contact a coordinator in advance for events with more than 100 attendees.** On-site keynotes have special presentation requirements and charges.
- **Choose Live Webinars when looking to reach large groups and multiple sites with anonymity.** Your employees can attend from anywhere.
- **Keep class size to 50 or less for on-site employee seminars.**

Cancellations: We understand that unexpected events occur and will work with you to reschedule. If you need to cancel an event, please contact DONCEAP at least five business days in advance to avoid being charged a contracted event unit.

Video Recording or Broadcasting: Please inform DONCEAP and the trainer if you plan to video record or broadcast your seminar or webinar. DONCEAP Licensing Guidelines and additional charges are applicable.

What to Do Right Now

Make a Request

Contact DONCEAP to begin the scheduling and coordination process. *(Please allow a minimum of four weeks' notice to ensure enough time to organize an effective and engaging event.)*

Request Form

I. Seminars

II. Visibility

Today's Date _____

Command Name _____

Contact Name _____

Phone # _____ Email _____

Seminar Webinar

I. Seminars

Please fill out the information below regarding your seminar requests. Four weeks advance notice is preferable.

Return completed form with the subject heading "Seminar Event" to: Maria.Geraghty@foh.hhs.gov.

Please provide at least five business days in advance if rescheduling or cancelling an event.

Seminar Event Location Details:

Street Address _____

City _____ State _____ Zip Code _____

Expected # of attendees _____ (suggested maximum 50 participants)

In order to provide this seminar, the room must be equipped with a projector and computer.

Please check the box for the equipment that is not available.

Projector

Computer

Comments _____

Requested Topics: (choose from DONCEAP's Educational Sessions guide)

1) Topic _____

Date Options _____ Time Options _____

2) Topic _____

Date Options _____ Time Options _____

3) Topic _____

Date Options _____ Time Options _____

II. Visibility (health fairs, benefits fairs, visibility day, etc)

Please fill out the information below regarding representation at visibility events. Four weeks advance notice is preferable.

Return completed form to **DONCEAP**. Please use the subject heading "Visibility Event".

Visibility Event Location Details:

Street Address _____

City _____ State _____ Zip Code _____

Expected # of attendees _____ Date of Event _____ Time of Event _____ am pm

Comments _____



Emotional Intelligence

This seminar identifies the four components of emotional awareness and will cover how the range of emotions affect our relationships. This presentation will help you focus on target areas in order to improve relationships.

EQ: Making it Work for You

This class focuses on what emotions are and how understanding them can help make or break situations. This seminar dives into the world of emotional intelligence and is meant to follow the Emotional Intelligence class, although that's not a prerequisite.

Team Building

The ability to understand and communicate effectively in teams is an important part of success. We will explore how teams can work together effectively and learn to apply team concepts and strategies in practical ways.

Diversity in the Workplace

This seminar discusses diversity in the workplace and strategies to prevent behaviors that interfere with the ability to work with people who are different. You will learn how perceptions, assumptions and biases develop and how they impact our responses.

Career Development Strategies

This seminar discusses building a career development plan. Participants will learn to identify their true passions, incorporate them into a career action plan and strategies for implementation.

Coping with Serious Illness in the Workplace

This seminar is designed to assist those who are coping with the chronic or life-threatening illness of a coworker, friend or family member. We will discuss common responses, changes that can be expected, supportive resources and practical strategies to help.

The Power of Persuasion: How to Influence Others

We all need to talk people into, or out of, doing things. We will cover best practices, tips, examples and ways to be able to shift your style to the audience you're addressing.

Stress Management for High Burnout Professions

This seminar gives Managers tools to assess and address their, and their employees', needs in high-stress, high-trauma work environments. We will explore research, including the seven signs that correlate with burnout.

Managing Work and Life



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This seminar provides strategies to successfully manage your work and personal responsibilities. We will discuss causes of work-life stress, assessing goals and priorities, and managing personal and professional responsibilities.

Building a Team Brand

To get real change and to become a successful team, you need all team members' knowledge, skills and abilities to come together. This class includes the Marshmallow Challenge exercise.

Career Transitions

This seminar looks at aspects of job changes, including emotions, self-evaluation, networking and resourcing opportunities. Participants will gain the tools to build a bright, satisfying future.

Professional Use of Texting

With technology at our fingertips we have to be very careful to use texting appropriately in the workplace. This seminar is designed to help participants use texting in a professional way.

Concentration

Ever driven to work but not remembered the trip? If so, you can benefit from this session. We will look at statistics and discuss the importance of concentration, and ways to improve it.

Delegation

This seminar will define delegation, determine what it is not, explore the barriers to delegating and the benefits as well as when to delegate.

Working with Millennials

During this seminar we will look at tips and tools for working with millennials. We will talk about misconceptions and discuss what contributions and traits millennials bring to the workplace.

Understanding and Communicating with a Multigenerational Workforce

There are five diverse generations working side-by-side in today's workplace. This program will help you communicate with all co-workers, regardless of age. We will identify generational differences, how to eliminate stereotypes and custom-fit your communication style.

Overcoming Procrastination

Want to overcome procrastination? This seminar discusses how we procrastinate, reasons for, and the impact of, procrastination and radical tips to overcome it.

Non-verbal Communication: Identifying, Understanding and Using Body Language

In this session you'll learn to create trust and transparency in relationships by sending non-verbal signals. This seminar covers how to read other people and respond with non-verbal cues that demonstrate that you understand.

Crossroads and Intersections: Boundaries in the Workplace

Failure to "read the signals" can result in poor utilization of team members and external relationships. This workshop examines the tools necessary to find, receive and send signals effectively.

Building Better Relationships through Effective Communication

Good communication skills are essential in creating and maintaining productive relationships. We will discuss the barriers to effective communication and how to be a good communicator.

Dealing with the Elephant in the Room

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In this communications development seminar you will learn the skills to talk to anyone about anything. We identify uncomfortable issues and realities you may face, and learn to confront them with tact, empathy and clarity.

Giving Constructive Feedback

The goal of this seminar is to teach participants how to give constructive feedback. We will learn an effective feedback model, review why it's important and how to avoid value judgments.

The Science of Goal Setting

This seminar examines goal setting as a brain function. We will look at how the brain works and create an awareness of the mental process, making it easier for us to create new habits in relation to goal setting.

Assertive Communication

This seminar will define assertive communication and discuss good vs. poor communication along with tips and obstacles. We will also review how to determine the purpose, focus and process of assertive communication.

The Art of Negotiation

This seminar will explain why we need to negotiate, characteristics of successful negotiators, do's and don'ts of negotiation, how to flex communication styles and assertive communication.

Networking for the Network Challenged

This session discusses why networking is the key to your career success. You will learn how to assess and expand your network, begin a structured networking plan and develop long-term relationships.

Bullying and Violence in the Workplace

Workforce environments are experiencing increased bullying and violence, which deteriorates productivity. We will discuss the warning signs and strategies to cope with bullying in the workplace.

Effective Presentation & Public Speaking Skills

In this seminar we will discuss how to plan for presentations, build confidence, keep an audience engaged, use humor, manage adversity and learn about verbal and body language.

Professional Writing & Email Etiquette

This program identifies the do's and don'ts of email, offers suggestions for writing emails in a way that captures the attention of the recipient and gives them all the pertinent information.

Business Etiquette

Business etiquette is a practical and profitable skill. This seminar provides strategies for building productive relationships, increasing workplace courtesy and addressing common etiquette challenges.

Is Leadership Your Next Step?

Advancing to a leadership role may seem like a daunting task, but it's easier with a plan. This seminar will provide key elements of leadership, along with tips and skills you can use to develop a leadership plan.

Women's Leadership
Competence and Confidence

In this program we'll explore the key attributes that women need to increase their confidence, their "promotability" and explore gender and the role it plays in the workplace.

The Positive Effects of Self-Esteem on Performance

This seminar will outline a way to rewire our brains to be more optimistic and increase self-confidence. We will also discuss ways to build self-esteem and how to control our negative thoughts.

Planning, Prioritizing and Organizing Your Time

Time management and organizational skills are critical to successfully balancing work, life, and family. You will learn strategies and tips for organizing and managing your time that will make a critical difference in the quality of your work and life.

Staying Strong and Resilient

We all face difficult times in our careers and in our personal lives. Participants will learn how to forge ahead in spite of adversity, strategies for staying strong and resilient, maintaining a positive outlook and reducing stress.

Dealing with Conflict in the Workplace

This seminar provides tips for managing and resolving conflict at work. Topics covered include understanding causes of conflict, improving communication skills and resolving conflict.

Collaborative Customer Service

The goals of this seminar are to understand the challenges of delivering great customer service. We will discuss stress management, action plans and evaluations.

Teleworking with Success

Working remotely offers both benefits and unique challenges. This session will offer communication strategies for staying connected and visible and teach self-management techniques to enhance efficiency, productivity and manage distractions.



Creating a Positive Work Environment

What does a positive work environment look like and how can we achieve it? You will discover how teamwork, finding meaning in your work, accepting responsibility and humor can all lead to a more positive work environment.

Unconscious Bias

This program will define unconscious bias, give us a framework in which to understand it, and identify ways to overcome these biases.

Sexual Identity in the Workplace

The goal of this class is to present information and frame the issues around sexual identity in the workplace to work toward creating a good environment for all.

Fostering Inclusion in the Workplace

In this seminar you will learn to identify activities, attitudes and assumptions that exclude co-workers. We will explore ways to include others that will enrich the office as well as personal lives.

Understanding Personality Types

This seminar discusses different personality types and how they can impact our behavior. Participants will learn to use type preference to enhance interpersonal communication.

Managing Strong Emotions

This class focuses on managing and controlling ourselves when all of our buttons are pushed. We need strategies to say and do the right thing and we'll discuss techniques to ensure you'll keep your cool.

Coping with Change in Uncertain Times

Adapting to change can be difficult. This session will help you understand how change affects you, reduce stress associated with change and offer strategies to successfully adapt.

Managing Work and Life While Working Nontraditional Hours

This seminar helps those who work nontraditional schedules manage the challenges of both work and personal responsibilities. The session will address how to recognize the challenges of shift work, manage your personal and work life, and child and adult care options.

Additional Topics

Contact DONCEAP for detailed descriptions of any of the below topics:

- Campus to Career
- Coping with Job Changes/Loss
- Ethics and Values
- Non-verbal Communication: Part 2
- Understanding Quality Improvement
- Call Center Stress Management
- Surviving Mergers and Acquisitions
- Health and Well Being in the Workplace
- Dual-Career Relationships: Strategies for Couples Who Work
- Managing Work and Life While Working Nontraditional Hours
- Handling a Death in the Workplace
- Sexual Harassment
- Investing Your Experience: Planning the Next Stage of Your Career and Life



Professional Development for Managers

Effective Meeting Management

This seminar teaches the skills required to conduct a successful meeting. We will address preparation and goal setting, creating an agenda, developing strong leadership/facilitator skills, overcoming obstacles, managing follow-ups and assessing outcomes.

Coaching for Peak Performance

Coaching is a skill that, if used effectively, unlocks the potential and maximizes the performance of employees. This seminar offers a managerial road map for helping employees overcome barriers or hurdles and improve performance.

Managing Change

This seminar teaches managers to understand the impact of change on both the individual and the organization. It highlights the manager's role in helping the team deal with natural resistance, strengthening team commitment and maintaining productivity and growth during periods of upheaval.

Managing Stress in the Workplace: Helping Others Deal with Stress

Stress in the workplace can be counterproductive. This program offers strategies for effectively managing stress, helping others deal with stress and both managerial and organizational strategies for dealing with stress.

Effective Interviewing Skills

In this seminar you will learn skills for conducting successful interviews and creating a systematic hiring process. We will review job descriptions, finding the right candidate, the interview process, laws and regulations and evaluating and comparing candidates.

Motivate, Recognize & Energize Employees

This seminar will teach techniques to motivate employees and managers. Learn how motivation and recognition lead to increased productivity, including non-materialistic ways to make your employees feel valued.

Substance Abuse for Managers

There are several aspects of substance abuse that managers need to understand in order to know how to deal with workplace issues, legally, sensitively and fairly. Your EAP is the ultimate resource but often a manager is the gatekeeper for making sure that employees who need help get help.

Managing Teleworkers

This workshop addresses the unique challenges that managers of teleworkers face. We will discuss reservations of allowing work from home arrangements, the realities of today's workplace, the characteristics of tele-managers, potential benefits, and good candidates.



Managing the Pregnant Employee

Managing the pregnant employee means balancing concerns of the employee, pregnancy and ADA laws and reasonable accommodations. Discussion will include supporting your entire team through the employee's transitions during maternity leave and her return.

Maintaining a Safe Work Environment

A safe work environment is created by defining unacceptable behavior and establishing consequences for such behavior. Workplaces are safer when employees know how to handle disruptive situations and effectively document incidents.

Effective Presentation Skills for Leaders

Everyone can learn how to become a more powerful speaker. This class will take a look at some effective, proven orators and how the power of words empowers individuals to accomplish things they never thought possible.

You're Promoted! The New Manager

For participants that were recently given a promotion, we discuss the importance of influencing and inspiring others. You will learn what it takes to be an effective manager along with when and how to delegate certain tasks.

Conflict Management for Managers

60-80% of all workplace conflicts come from strained relationships between employees and managers. Learn the skill of resolving conflict in the most amicable way to benefit individual and team productivity.

Recognizing the Troubled Employee

Learn ways to create confidential, safe and respectful environments. In this seminar we will discuss the role that chronic stress, tragedy and trauma can play on someone. You will learn what to look out for if someone is in trouble, and suggestions for how to help them.

Change Management for Leaders

This training is designed to familiarize leaders with the elements of change and understand the importance of their role in the process. We will provide an overview of each element and define each as it relates to the leaders' role in change management.

Managing Stress for Managers

This seminar will equip managers with tools to identify stressors, the physical symptoms of stress and the bad habits that are present when stress goes unchecked. Managers will learn how to create a healthy lifestyle that ultimately benefits work and home.

Managing Strong Emotions: Managers

Preventing outbursts has become one of our most important tasks. Learn how to read your employees so you can keep strong emotions under control. Additionally, learning how to teach appropriate strategies will be outlined in this class.



Health & Wellness

Body Image

If your body image is something you find yourself struggling with then this seminar will guide you through tips and tools to overcome your issues and help you learn to love yourself for exactly who you are.

Life in Today's Uncertain Times

The uncertainty of today poses many challenges. We will look at the dynamics of this environment and provide tools for managing emotions, talking with coworkers about sensitive issues, taking care of ourselves and increasing resiliency.

The Truth About Dieting

We will discuss why diets don't work and, more importantly, what does work. When to eat, what to eat, how much to eat and more will be covered in this seminar to leave you with a good idea of how to maintain a healthy weight the right way!

Emotional Eating

This seminar will define what emotional eating is and identify reasons behind it. We will explore eating behavior, examine the relationship between mood and cravings, identify the steps needed for improvement, best practices and resources.

Eating for High Energy

This program offers tips for using food and natural resources to energize you, explores the benefits of healthy eating choices, and identifies best foods. We will explore power snacks and calories, determine the benefits of exercise and offer great meal suggestions.

The Path to Inner Peace

This workshop can show you the way to inner peace. We will examine how to let go of things that work counter, examine how one's past may help, how to come to acceptance and explore best practices for maintaining inner peace.

Building Self-Confidence

Self-confidence is a great personal resource that allows us to face any situation and ultimately reach our goals. We will discuss how to believe in oneself, overcome complacency and offer ideas on how to boost self-confidence.

Nutrition Navigator

This seminar will help you plan healthy meals and introduce some of the nutrition basics on your journey to a healthier you! Highlights include: the power of food diaries, the importance of breakfast, healthy lunches to bring to work and quick dinners.



Living a Healthy Life

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This seminar provides tips on how to maintain a healthy lifestyle by reducing stress, better managing responsibilities and getting proper nutrition and exercise. We will discuss the benefits of a healthy lifestyle, the importance of a good night's sleep, the power of positive thinking and more.

How to Speak to Your Physician

With the many changes taking place in healthcare today, this seminar gives patients a set of specific tools to assist before, during and after a physician visit in order to maximize the time spent together.

Getting YOU Help

This workshop will help you to stop and look at how you're doing, evaluate your emotional and physical well-being and assist you in getting the help you may need.

Exercise 101

Can't seem to find time to fit in exercise? This workshop looks at the benefits of fitness and exercise, strategies to incorporate exercise into your busy lifestyle and how to enjoy exercise.

Alcohol and Substance Abuse

This class will address how to identify if someone has a problem, the difference between substance abuse and dependence, how drugs affect the body, problems that arise and how to get help.

Grief, Dying and Death

Losing someone close to us can be very confusing, as we don't have a lot of experience with it. This is a session where people can share, explore and educate themselves on ways of coping.

Mindful Meditation

In this session participants will explore what mindful meditation is and isn't, identify the benefits, discuss data that supports mindful meditation and have an opportunity to experience it.

Relaxation 101

In this meditation workshop, we will use guided imagery and breathing to learn how it makes you even more productive during the day and sleep better at night.

Getting Organized

If you need help getting organized, this program is for you. We'll explore the benefits of being organized, the downside of lax organization and your own organizational quotient.

Letting Go of Worry and Anxiety

This seminar is designed to help participants cope with anxiety by understanding how it affects them, how to reduce it and signs of anxiety disorders.

Workday Workouts

This program explores the benefits of exercise, the role of attitude and goals on success, the components of a well-rounded workout, eating well and workouts that can be done at work.

Stress Management

This seminar covers common causes of stress, how to recognize your stress signals and successful strategies for managing stress when it occurs.

Women's Health 101

This workshop will focus on women's health issues. We will discuss the leading causes of death and disease in women, the risk factors and educate on how to prevent and manage major health conditions.



Nutrition 101

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In this seminar you will learn about food and nutritional requirements and the importance of eating for a healthy life. We will go over the benefits of good nutrition, components of a healthy meal and tips for healthy eating and meal planning.

Men's Health 101

This workshop will focus on disease specific to men and offer preventative steps to decrease risk and manage major health conditions. We will discuss the risk factors, routine screenings and how to find the right doctor.

Healthy Meal Planning: Understanding Portion Control and Food Labels

Learn how to feed your family healthy foods on a budget, how to identify healthy foods and how to incorporate them into your meals. We will discuss portion control and instruct on how to read and understand food labels.

Lightening Your Life with Laughter

This informative and enjoyable workshop shares techniques that use humor and laughter for proven stress reduction. The seminar will discuss the power of positive thinking, the therapeutic benefits of humor and the practices of laughter therapy.

Compassion Fatigue

For many of us our day to day jobs are not only physically exhausting but mentally exhausting. This workshop will discuss signs and symptoms of compassion fatigue, differences between compassion fatigue and burnout and real-life strategies to help.

Overcoming Burnout

If you're feeling overwhelmed by the pressures of everyday life, then this workshop will help bring your life back into balance. Learn to identify the symptoms of burnout and strategies for coping with and avoiding it.

Smoke Free!

This seminar will discuss the dangers of smoking and the benefits of stopping, what to expect when becoming a non-smoker, developing a personal action plan, helping you manage weight gain and other possible consequences of quitting.

Your Healthy Heart

In this seminar we will touch on the various terms and important factors you need to know to improve your heart health. We will also discuss the risk factors and measurements of a healthy heart as well as understand how to recognize heart attacks and strokes.

Get Smart about Brain Health: 10 Steps to Taking Better Care of Your Memory and Your Mind

Maintaining good brain health and memory fitness can make a big difference as we try to remember names and faces, recall important information or retain facts. You will learn to maintain a healthy brain and boost brain power.

Reclaiming Your Health: The Guide to Recovery

Many people struggle to regain a healthy lifestyle after a life threatening disease, addiction, or a physical and/or mental disability. Overcome the "symptom management mode", gain back energy and be productive.



Techniques for Stress Reduction

This workshop will teach relaxation exercises that reduce tension and stress. We will better understand stress and how it affects the body, learn the benefits of relaxation practices and introduce stress management techniques.

Staying Focused During Times of Change

This class will explore the value of mindfulness and focus during times of change. We look at how the brain works, the importance of regulating emotions and steps and tools for improving focus.

Stick with It

What dreams and goals do you harbor that seem out of reach? In this program participants will learn tips and insights about making those dreams a reality. We will discuss using plans, identifying obstacles, their accompanying myths and more.

Eating Right on the Run

We all make excuses for eating junk or fast food. We'll review strategies for quick, inexpensive meals that are good choices. Learn the basics of eating healthy within your financial means.

Healthy Aging

The way our society looks at age has changed due to longer lifespans and conditions never experienced before. In this program we will discuss age as a state of mind and ways to plan ahead to make the transitions successful.

Happiness: How to be Happy in Life

During this seminar we will decipher what the pursuit of happiness means and explore how it leads to increased productivity. We will also take a look at recent trends in happiness as a way of life and reveal techniques that create "happy days."

Conquering Fear and Anxiety

Fears and anxieties are often based upon personal experiences or beliefs. In this workshop we will learn how to talk through our thoughts and that our fears and anxieties are manageable and controllable.

Benefits of a Good Night's Sleep

Sleep is an essential part of our daily lives and wellbeing. In this seminar you will learn the physical and mental benefits of a good night's sleep, ways to improve your sleep environment and techniques for relaxation and dealing with insomnia.

Be Positive

Today scientists understand how attitude can impact our behavior, experiences and relationships. In this program we will discuss our ability to benefit from the power of positive thinking by making changes in our thought process and perspective.

Patient Safety

We are all patients of the health care system at one time or another and it's critical for our safety and care that we are well informed. This class will discuss patient rights and the potential problems that can arise in hospitals or under a physician's care.

Mental Health

Mental health problems are more common than we think. This class focuses on people who are in need of information on mental health and illness, including an overview of mental illness, stats, stigma, treatment and resources.

All You Need to Know About Cholesterol

In this program participants will explore the role cholesterol plays in nutrition, the numbers that indicate good levels, the types of fats that contribute to them and diet suggestions.

Dealing with Mental Illness

Mental illness can affect your life and those around you. Whether it is you, a friend or loved one that is dealing with mental illness, there are things you can do to help make way for better living.

Holiday Survival Guide

This session will examine sources of holiday stress and learn strategies for coping and managing emotions, time, relationships and finances. We will share ideas for organizing holiday tasks, managing holiday demands and look at the role of holiday traditions.

Juggling Act: The Five Bucket Principle

Are you struggling to find a balance? Learn practical strategies for an integrated approach to find balance in the five key areas of life: health, career, spirituality, finances, and relationships.

Additional Topics

Contact DONCEAP for detailed descriptions of any of the below topics:

- Breast Cancer Awareness
- Diabetes
- What Is Anger?
- Eating Disorders
- Helping Your Child Get Active
- From Negative Being to Positive You
- Forgiveness
- Depression
- Dealing with Mental Illness
- Benefitting from Ergonomics
- Loneliness
- Menopause 101
- Suicide Prevention
- Navigate Life Transitions
- Healthy Tips for Business Travel
- Promote Family Health
- Thinking Traps
- Relationships 101
- Overeating vs. Binge Eating
- Disrupting Negative Thoughts



Buying Your First Home

In this seminar we will explain the process of buying a house and the preparation necessary for such a major and long-term investment. We will cover terminology and provide you with resources so you can make informed decisions when buying a home.

The Importance of Having a Will

You work hard and should make sure that your money and other assets end up where you want them to once you are gone. This seminar will help you understand the basic principles and important components of a will, in addition to alternative options.

Preventing Identity Theft

This seminar provides information on identity theft. We will discuss how identity theft occurs, how to prevent identity theft, immediate steps for victims and helpful resources.

College Financial Planning

As college tuition costs skyrocket parents need to plan and to save. This seminar provides information to help you plan for the future and manage the cost of your child's college education, including savings and investment strategies and vehicles, college financial planning tips and options for financial aid.

Overcoming Debt

Carrying too much debt today can jeopardize your financial future. This seminar will address the difference between good debt and bad debt, the impact of interest charges, managing your spending habits and creating good saving habits.

Mind Over Money

This seminar will help you understand why you spend, why you save and what money means to you. The "neuroscience of money" is explored and you will learn how to leverage your money value system to reach your financial goals.

Financial Boot Camp **(3 hours)**

This comprehensive seminar gives participants the knowledge and tools to begin relieving financial stressors created by uncertainty and confusion. Participants will leave with their own personal financial priorities to make smart decisions for a lifetime.

Living off Your Paycheck

This seminar will go over goal setting and how your money beliefs can affect the way you save and spend. Other topics include how to reduce debt, the difference between "meat vs. gravy" and how to increase your wealth.

Building Good Credit and Improving Your Credit Score

Your credit report and your credit score are incredibly important factors which influence how you borrow. This seminar will review each of these factors individually and how you can monitor and improve your credit records.

Tax Tips

This seminar will help you understand the secrets of reducing taxable income, how to break down the federal tax reporting system and remove the mystery of the tax return. You will learn how to use deductions and exemptions and the four strategies to save tax dollars.



The graphic features a blue sky background with a hand dropping a coin into a piggy bank. The text "Retirement and Estate Planning" is prominently displayed in white. A yellow banner in the top right corner reads "TOP PERFORMER".

Retirement and Estate Planning

This seminar will provide you with strategies for creating a successful retirement and estate plan. The information will help you to assess your current financial situation, set retirement goals and provide helpful resources for investment.

**Its does not provide specific financial or investment advise.*

Holiday Budgeting

We may have our budget under control during the year, but at the holidays it can get blown out of control. You will learn how to rein in spending at the holidays and re-examine your expectations of the holidays to stay out of debt.

Intro to Social Security Retirement Income

Social security plays a big role in retirement planning. During this seminar you will learn strategies that will help you to maximize your benefits, the types of benefits and how to calculate them, as well as other important factors to consider.

Moving Your Adult Kids to Financial and Emotional Independence

This seminar will provide helpful ideas for parents to empower their young adult children to move toward financial and emotional independence. We will explain the term "adultolesence" and offer tips to get them going, emotionally and financially.

Teaching Children about Money

Surveys repeatedly show that most teenagers do not understand basic financial concepts. This seminar will cover how to teach children about money. We will discuss parental attitudes about allowances and working, how to set goals and more.

Planning Your Financial Future

To prepare for your future you need to have financial resources to fall back while simultaneously building wealth. This seminar will discuss typical road blocks to saving, how to deal with them and the importance of investing.

**Its does not provide specific financial or investment advise.*

Managing Your Money in Tough Times

This seminar will discuss how times today have changed both the rules and how we need to react in order to survive financially.

The Basics of Investment

Understanding investment basics helps ensure your money will be there when you need it. The seminar will differentiate between saving and investing, identify the principles of investing and explain how to assess your financial health.

**Its does not provide specific financial or investment advise.*

Budgeting Basics

Learn about the basics of budgeting and how to better manage your money. This program discusses determining financial priorities, how to reduce expenses, recognizing debt trouble and strategies for saving.

**Its does not provide specific financial or investment advise.*



Prenatal & Adoption

Prenatal Planning: Preparing for Upcoming Changes

Are you planning to start a family? This seminar will help you discover what you need to know to prepare. We will discuss birthing options, health and wellness issues, financial planning, time management strategies and baby product and equipment safety.

Transitioning to Parenthood

A new baby brings excitement, challenges and lots of change. This seminar is for new and expectant parents to help set expectations and explore strategies to cope with the new demands of parenthood.

Overview of the Adoption Process

This seminar will provide you with important information necessary to navigate the adoption process. We will review the types of adoption, adoption agencies, the home study, costs and legal issues and offer helpful resources.

The Benefits of Breastfeeding (*web only*)

The decision to breastfeed your baby is a personal one. This seminar will provide basic information and facts to help you make an educated decision. We will discuss the benefits for both the mother and the baby, facts and myths and offer helpful resources.

Choosing Quality Child Care for Your Child

Before you begin your search for child care you need this basic information. This seminar will assess your needs, help you explore your options, evaluate child care providers and go through the selection process.



Child Care & Parenting

Children and Stress

Stress impacts children as young as seven years old. This workshop outlines the causes and signs of stress. We will discuss the techniques that will help children on an everyday basis.

Parenting

This course details the trials and tribulations of parenting. Basic parenting philosophies are discussed as well as how they apply to real-life situations. Topics include discipline, eating, sleeping, academics and values.

Communicating With Young Children

This class specifically covers how to communicate with young children. We will explore the importance of good communication, what to expect at various stages and what kinds of communication techniques work best with younger children.

Healthy Kids

Healthy kids lead to healthy adults. We will discuss the research behind living a healthy life, practicing preventative health for kids and the impact this can have on their mind and body as they grow. The areas of discussion include nutrition, exercise, immunizations and sleep.

Co-Parenting

For parents who are going through a separation or divorce it can create a completely new set of challenges. In this class participants will learn the challenges and strategies to co-parent successfully and learn how to focus on what is best for their children.

Parenting Your Teen

This seminar will offer effective parenting tips and strategies for the difficult teen years. We will help you to understand physical changes, how to communicate effectively, manage conflicts, deal with teen social issues and promote awareness of at-risk behaviors.

Summer Care and Camp Options

Identifying quality summer care for children requires information to discern the best option. This seminar will help you assess your summer care needs, review summer care costs and give an overview of summer options for children and teens.

Parenting Your Toddler/Preschooler

As parents you will learn about effective parenting strategies and typical developmental milestones and transitions. This seminar will cover positive parenting strategies, transitions, developing social skills, healthy habits and learning at home.

Raising Well-Balanced Children

This workshop will provide practical tips to help parents foster a healthy, positive foundation in their children. We will discuss self-esteem, emotional, physical and social issues, personal discipline, body image and gender differences and challenges.

Single Parenting

Single parents who attend this seminar will learn tips, strategies and general information to help them survive and thrive. We will discuss spending quality time with children, establishing healthy communication skills, teaching healthy expression of emotions and more.

Encouraging Effective Homework and Study Habits in Elementary School

This seminar provides parents with tips on how to promote effective study and homework habits in the primary grades. The session will go over the role of parents, helping your child with homework, tutoring options, working with your child's teachers and encouraging learning outside of school.

Children's Nutrition 101

Childhood obesity is one of the largest issues facing a parent today. You will learn the basics of nutritional requirements for your growing children, tips for healthy eating, health risks of obesity in children, how to recognize when weight is a problem and how to build children's self-esteem.

Communicating and Resolving Conflict with Your Teen

This seminar will provide you with practical communication tips to improve your connection with your teen and techniques for resolving conflicts. Effective communication makes time together more enjoyable, discipline effective and conflict resolution successful.

Preparing Your Child to Say NO to Drugs, Alcohol and Tobacco

Parents are the first line of defense when it comes to their children's use of tobacco, alcohol or drugs. In this seminar parents will learn what they need to know to educate their children on the risks of tobacco, alcohol and drugs and help their children say NO!

Successful Stepfamilies

This seminar assists stepfamilies in creating a loving and supportive family environment. We will discuss how to prepare for a successful transition, create family unity and the importance of communication.

Helping Children Cope with War and Terrorism

This seminar provides information on how children may react during times of war and incidents of terrorism and how parents can provide comfort and support.

Keeping Children Safe in an Uncertain World

Most parents realize the importance of discussing safety with their children, yet many don't know where to begin. Tips on protecting children from abduction, abuse and school violence are presented.

Adolescents at Risk

Parents will learn about the factors that contribute to at-risk behavior in adolescents and discover hands-on parenting approaches for prevention. The seminar will discuss proactive, positive parenting, coping tips for at-risk issues and offer helpful resources for further assistance.

Talking with Children about Violence: Keeping Them Safe

This seminar provides parents with information on keeping children safe from violence. The session will cover the prevalence of violence, talking to children about violence, safety strategies and preventive skills and recognizing reactions to violence.

A graphic for a seminar titled "Bullying: How to Protect Your Child". The background is a red locker with a hand holding a white note that says "You're ugly!". A yellow banner in the top right corner says "TOP PERFORMER".

Bullying
How to Protect Your Child

TOP PERFORMER

This seminar provides information on recognizing the signs of bullying and how to prevent or cope with it. We will cover types of bullying, talking with children about bullying, signs your child may be being bullied and what to do if you suspect your child is bullying others.

Positive Parenting during the School-Aged Years

This seminar provides basic parenting strategies for school-aged children. The session will cover healthy habits, effective communication, promoting positive academic performance and transitions.

Parenting and Technology: The Internet, Texting and Social Networks

Parents will learn critical tips that protect and guide their children online. In this seminar we will identify concerns and risks, teach strategies to increase safety online, discuss instant messaging, texting, social networking, and chat rooms and identify resources and monitoring software.

Moving Your Adult Kids to Financial and Emotional Independence

This seminar will discuss historical changes and statistics, common emotions of parents and children and tips to get them going emotionally and financially.

Handling a Family Crisis

For those who may be going through a family crisis or simply want to prepare, this class will cover managing expectations and guilt. Learn how to cope with financial challenges and what to expect during transition times. Managers can also learn to support employees going through a family crisis.



Raising Children in a Diverse World

Teaching children about diversity and tolerance is a critical part of parenting today. This program covers helping children to be proud of their heritage, introducing children to other cultures, religions and races, answering tough questions, protecting them from discrimination and how to be a good role model.

Communicating with Young Children

This class specifically covers how to communicate with young children. We will explore the importance of good communication, what to expect at various stages and what kinds of communication techniques work best with younger children.

Divorce and Separation: The Effects on Children

This seminar offers parents tips on how to help their children cope with a divorce or separation. You will learn how to explain separation/divorce to your child, the emotional impact it can have, various age groups, establishing custody agreements and more.

Parenting Your Teen: Relationships

Adolescence is a time when peer relationships and teacher/work relationships grow in significance while parental and sibling relationships are routinely challenged. This program will define relationships, review the best strategies and discuss conflict resolution techniques.

Additional Topics

Contact DONCEAP for detailed descriptions of any of the below topics:

- Evaluating and Selecting Before- and After-School Care Programs
- Is In-Home Child Care Right for Your Family?
- How to Reduce Child Care Costs
- Helping Your Child get Active
- Child Safety: Infant to Preschool Years
- Teens & Success in School
- Parenting Your Teen: Understanding Important Health Issues
- Parenting Your Teen: Tips for Parents of Teen Drivers
- Working Parents: How to Achieve Balance
- Keeping Children Safe in an Uncertain World
- The Sandwich Generation
- Dealing with Changes for Families Relocating



Special Needs

Autism Overview

Autism is an issue that impacts many families. This class is designed to provide an overview of the signs and symptoms as well as offer some guidance on how to cope with the challenges of raising an autistic child. There is opportunity for discussion and a review of resources and how to get help and support.

Does Your Child Have a Learning Disability?

You will learn basic information about learning disabilities and resources for additional support. We will discuss common symptoms of a learning disability, testing and diagnosis, individualized education plans, educational resources and support groups and your legal rights.

Parenting a Child with ADD/ADHD

This seminar provides a general overview of ADD/ADHD, including testing and diagnosis. The session will also go over treatment options for ADD/ADHD as well as strategies for success.

Caring for Your Child with Special Needs

This seminar is designed to assist you in navigating the resources available for children with special needs. We will discuss financial and legal challenges, testing and evaluation, understanding special education laws, support groups and more.

Caring for Your Older Child/Adult Dependent with Special Needs

This session will discuss caring for an older child or an adult with special needs. We will cover your child's rights concerning education and employment, protecting and providing for your special needs child, legal and financial issues and effective parenting and family management.

The Importance of Self-Care for Parents

This self-care refresher is designed to help you so you can be a positive support to everyone in your family. This session covers basic wellness, time management, getting support from professionals and finding child care resources to give you needed time for rejuvenation.

Parenting Your Child with Special Needs: Financial Planning

Learn strategies and tips for creating a successful financial plan and preparing for the future by having financial resources in place and understanding resources available to you. We will help you to assess your current financial situation so you can make the right decisions for your family.



Education

Navigating the College Financial Aid Process

This seminar helps parents understand college financial aid options. The session is designed to give you an overview of the financial aid system, financial aid forms, student aid application tips and offer helpful resources.

How to Choose the Right College or University

Choosing the best college may be one of your child's most important decisions. To make it easier, this seminar gives you the information you will need to help your child find, evaluate and choose the college that best fits his or her needs.

Preparing for and Applying to College

This seminar will cover critical information on preparing your child for college, including academic planning, the college search, the admissions process and how to make the right decision.

Nontraditional School Options

This seminar provides information on nontraditional educational programs and options. We will discuss assessing your child's academic needs, educational options, the admissions process and balancing school, work and life.

Preparing your Child and Family for College

This seminar will help you prepare to make the transition to college a productive experience for the entire family. We will discuss how to balance independence and guidance, health and wellness practices, preparing for emotions, communication and new relationships.

Teens & Success in School

Parents will learn which healthy habits are important to school success, how to help teens deal with teachers and academics and how to help teens get organized. Understand the signs for when your teen is over or under involved, how to deal with peer pressure and handle discipline.

Pursuing a Graduate Degree or a Continuing Education Program

This session is designed to help you choose the right graduate or continuing education program and guide you through the application and admissions processes. It will also offer useful information on financial planning and managing work-life responsibilities.



House & Home

Planning Your Retirement Lifestyle

This seminar will help you plan for and enjoy a successful retirement. Participants will learn how to assess their passions, preferences and both their and their partner's expectations. The session is designed to change the way you think about "traditional" retirement planning.

Green Tips for the Home

Learn the ecological and economic benefits of going green. This workshop provides concrete methods to make our homes greener, saving both money and the environment.

Pet Care & Ownership

This seminar is designed to help participants find reliable and affordable pet care services and will cover pet care options, evaluating pet care providers and trainers and preparing for your absence.

Navigate Life Transitions

Changes in our personal and professional lives often include major life transitions such as moving, marriage, birth of a child, death and divorce. We will review strategies to make these transitions easier.

Emergency Preparedness

This seminar is intended to help you prepare yourselves, your family and your home in case of an emergency. We will discuss how to identify potential disasters, create a supply kit, family emergency and evacuation plans, how to cope with the aftermath and insurance options.

Home Improvement

Finding a competent and reliable contractor is the first step to a successful home improvement project. Learn how to find the right professionals, check references, keep records and handle unforeseen problems.

Additional Topics

Contact DONCEAP for detailed descriptions of any of the below topics:

- Overview of Divorce Issues
- Coping with Deployment
- Wedding Planning



Caregiving: Putting YOU into the Care Equation

This seminar addresses the challenge of caregiving and offers guidance for achieving a healthy balance as you juggle multiple responsibilities. The session is designed to help you better identify priorities, achieve objectives and offer ideas and encouragement to help you deal with your own stress.

The Sandwich Generation

Finding balance when juggling caregiving responsibilities, for both children and aging parents, is an enormous challenge. You will learn practical strategies, solutions and time management techniques to help you balance competing demands of caring for older adults while raising children.

Home Safety for Alzheimer's Disease and Related Dementia

In this seminar we'll look at proactive steps to create a dementia-friendly home that eases caregiver stress and promotes more positive outcomes. This seminar aims to help you look at the home in a new light, understand dementia & age related changes and strategies for home safety.

Advance Directives

It is often difficult to discuss the future with aging parents and other older relatives. This seminar will guide you through the important discussions concerning your relatives health concerns, emotional issues, financial and legal issues, as well as housing options and support services.

Caregiving Technology: Gadgets, Apps, and More to Help You in Caregiving Role *(web only)*

Whether it's a GPS shoe for tracking wandering parents with dementia, programmed caps for prescription bottles or touchscreen tablets for staying connected, caregiving technology is exploding. We'll look at the latest technology for safety, health and peace of mind for caregivers.

Caregiving: Are You Ready?

This seminar provides essential information, support and encouragement to caregivers of adult loved ones. It offers practical tips and advice on assessing your needs, discussing care arrangements and assisting with activities of daily living.

Caregiver: Legal & Financial Issues

This seminar will cover critical legal and financial issues involved in caring for an older loved one. We will discuss locating and organizing important documents, executing or updating important legal documents, finding an elder care attorney and planning for your own future.

Overview of Medicare and Medicaid

This seminar provides a basic understanding of health insurance and government programs associated with adult care. We will give an overview of Medicare and Medicaid, explain eligibility for benefits and cover Medigap insurance.

Caring for a Loved One with Alzheimer's Disease

This seminar explores care options for people with Alzheimer's disease and other forms of dementia. We will cover the signs, symptoms and stages of Alzheimer's disease, day-to-day caregiving techniques, financial assistance and insurance and resources for caregivers.

Long-Distance Caregiving

This seminar provides information on how to assess the needs of an older loved one who does not live nearby. The session will enable you to understand care options, determine whether relocation is appropriate and know how to discuss care options and critical issues with your loved one.



Senior Care Overview

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This seminar provides information about the various adult care options available. The session is designed to help you understand adult care, assess your loved one's needs, communicate with loved ones about changing care needs and identify care options and resources.

Professional Care Management

This seminar provides information about Professional Care Management. We will review what a Professional Care Manager (PCM) is, the services provided by a PCM, fees for PCM services and how to evaluate PCMs.

Communicating with Your Older Loved One

This seminar provides you with useful tips and ideas on how to communicate with older adults about important decisions such as: health, housing, finances and legal issues. The session will go over starting the conversation, effective communication, dealing with denial, and how to have critical conversations.

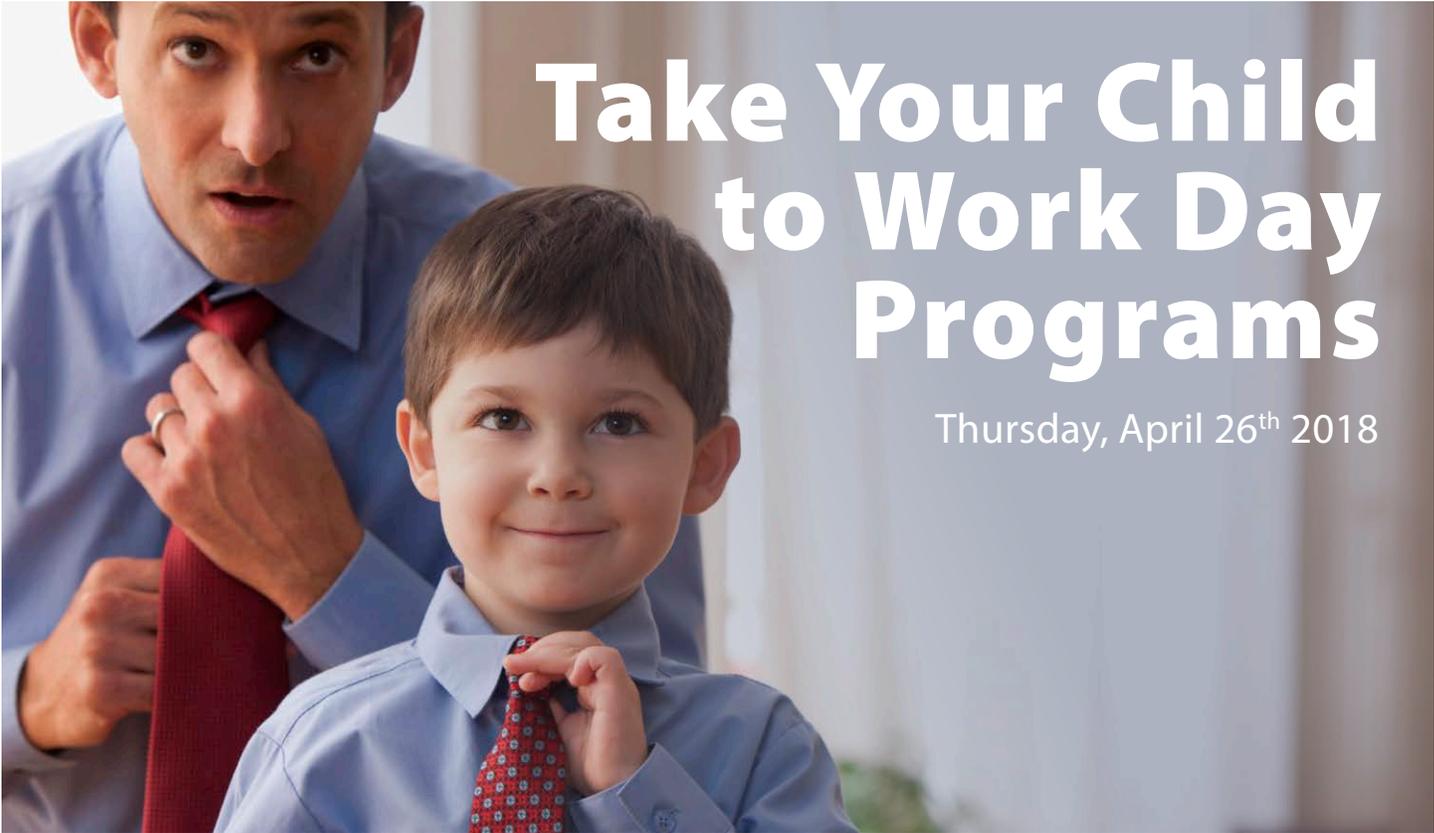
Long Term Care Insurance: Everything You Need to Know

At least 70 percent of people over 65 will require some long-term care services at some point. This seminar discusses long-term care insurance coverage and benefit choices, designing coverage to meet your needs and state partnership long-term care insurance programs.

Additional Topics

Contact DONCEAP for detailed descriptions of any of the below topics:

- Senior Driving Challenges: How to Keep Older Loved Ones Safe, Mobile, and Independent (*web only*)
- Caregiver Emergency Preparedness (*web only*)
- Care Transitions: Tips on Making a Smooth Move from Hospital to Home (*web only*)
- Saying Goodbye: Life After Caregiving
- Caregiving: The Importance of Family Meetings
- Caregiving: Making Healthy Food Choices for You and Your Family
- Caregiving: Tips for Living a Healthy Life
- Communicating with Your Older Loved One
- Caregiving: A Focus on Home Safety and Independence
- The Effects of the Aging Process
- Preventing Elder Abuse
- Home Design for the Older Adults
- Exploring Housing Alternatives for Older Adults
- Hospice Care



Take Your Child to Work Day Programs

Thursday, April 26th 2018

Our Take Your Child to Work Day programs are designed to empower children with information, skills and experiences to pilot their lives. Each themed program brings together engaging educational content, group participation, and a fun and creative activity. Plus, each program wraps-up with a discussion about what lessons the children learned while participating.

Flexible Program Format

- **Short Program:** a one-hour session
- **Half-Day Program:** choose between four hours of a themed event or four one-hour sessions
- **Full-Day Program:** six one-hour sessions

Easy to Follow Guidelines

- **Children ages six and up.** Programs tailored for school-age children.
- **Maximum 30 children per class.** Maintains optimal 1:7 adult-to-child ratio.
- **30-day advance registration.** Ensures room size and setup details prior to event date.

Book Your Event for Thursday, April 26th, or any other day that suits you.

Contact DONCEAP to start planning now!

Make this Day Memorable! Plan a Special Event for Your Employees' Kids

Custom, age appropriate and interactive seminars for children in one hour, half day or full day formats. Presenters tailor seminars to the developmental abilities of participants on topics which will help them be happy and productive at home, school and future careers.

- **BFF – Best Friends Forever**
An exploration of the synergy and health of good friendships
- **Laugh It Off**
Stress management with humor
- **It's Not "All about Me"**
Perspective building event
- **Leadership**
What is it and what does it take to be a good leader
- **Creating Your Path**
Exploring interests, making connections and building a future
- **Two Heads Are Better Than One**
Collaborative problem solving
- **Good Manners Will Get You Everywhere**
Business etiquette for children
- **What Am I Going to Be?**
Career preparation and exploration
- **Healthy Living for Kids**
How to make good nutrition, sleep and life choices
- **Who Am I?**
Every child is more than gender, grades and peer assessment
- **Kids and Money**
Financial literacy
- **Why Can't We All Get Along?**
Dealing with difficult relationships and working together
- **Teaming Up**
How to work best as a team when time and resources are limited
- **If It's To Be, It's Up To Me**
Accountability and exploration of school and professional careers
- **Imagination Is More Important Than Knowledge**
An exploration of the importance of creativity in problem solving
- **Communication Sensations**
Activities will reveal communication and leadership strengths that each participant possesses and must develop

24 hours a day, 7 days a week

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