



ORIENTATIONS

Employee Orientation: *We Care, Just Call*

This orientation provides an overview of services and focuses on the nature of the DONCEAP as a voluntary, confidential, and free benefit to employees. Also available on-demand at [DONCEAP.foh.psc.gov](https://donceap.foh.psc.gov).

Supervisor Orientation: *A Supervisor's 24/7 Resource*

This orientation provides an overview of services and focuses on the nature of the DONCEAP as a voluntary, confidential, and free benefit to employees. It also underscores the DONCEAP as a consultative resource and offers practical tips for dealing with employees when they are experiencing problems in the workplace. Also available on-demand at [DONCEAP.foh.psc.gov](https://donceap.foh.psc.gov).

PRESENTATIONS FOR EMPLOYEES

Anger Happens

Anger can lead to behaviors we regret, and it can also affect our health. This presentation focuses on understanding what happens to us when anger is triggered, and ways to address our strong reactions.

The Art of Parenting

Parenting children these days is no small feat. In this presentation parents of children of all ages can learn practical tips for setting and enforcing limits; communicating with kids; identifying when children need professional help; and other essential elements of effective parenting.

Balancing Work and Personal Life

A hectic, unbalanced lifestyle can prevent enjoyment of personal relationships; interfere with productivity at work; and harm our health. This presentation helps participants assess how their numerous roles can be managed to create an integrated life.

Burnout and Stress Management

When someone experiences stress, or when stress lasts too long, it can be harmful; burnout is one possible outcome. This presentation addresses ways to prevent burnout.

Civility in the Workplace

Civility is a timely concern, and a civil workplace can help mitigate stress and increase collaboration. This presentation highlights the ways each of us can contribute to building and maintaining workplace civility.

Contending with Change

The presentation aims to help participants understand the effects of change; assess their own attitudes about change; and learn practical techniques for dealing with change.

Coping with Downsizing and Job Loss

This presentation identifies common stress symptoms experienced during downsizing and job loss and offers strategies for addressing those symptoms.

Dealing with Challenging Interactions

Life continually presents us with interpersonal challenges in the form of different behavioral styles. Assertiveness is not always the norm; aggressive, passive, and passive-aggressive styles can be particularly difficult to address. This presentation suggests ways to deal with various interpersonal approaches, and tips to manage reactions to those styles.



PRESENTATIONS FOR EMPLOYEES (continued)

Dealing with Conflict

This presentation offers general information about the sources and symptoms of conflict so participants may identify their own conflict management style and learn practical ways to navigate conflict.

Dealing with Difference

This presentation heightens awareness of the impact of difference; helps participants distinguish between categorizing and stereotyping; and offers tips for self-awareness when encountering someone we see as different from us.

Depression: *What It Is and How to Help*

The focus of this presentation is to educate participants about the warning signs and dangers of depression, and how it can be treated.

Domestic Violence: *Effects on the Workplace*

Domestic violence affects the individual employee, and also has an impact on the workplace. This presentation identifies those potential effects, and suggests approaches that colleagues and agencies can take to address the issue.

Dynamics of Addiction

Addiction is a topic often associated with substance abuse, but many behaviors can also become addictive, including shopping, working, and computer use, to name a few. This presentation looks at a range of addictive behaviors; the differences between a habit and an addiction; and the steps in changing behavior.

Effective Communication

This presentation reviews the tools of active listening, validating, and positive assertiveness to promote better communication. The focus also includes understanding what happens when communication is sensitive or conflictual, and how examining our own behaviors can help advance the conversation.

Elder Care

Caring for an aging loved one presents difficult challenges. This presentation focuses on raising awareness about elder care and caregiving resources, and offering practical tips and insight.

Navigating Loss

Changes, both positive and negative, can create a sense of loss. This presentation addresses different types of losses; our responses to them; and what we can do to care for ourselves and others when experiencing a loss.

Relationships **NEW!**

With much attention paid to the quality of our relationships, this presentation reviews the qualities of both healthy and unhealthy relationships, and discusses the importance of both communication and boundaries in forging a healthy relationship.

Resilience: *The Road to Resilience*

In this climate of uncertainty, the rallying cry is “be resilient.” This presentation addresses factors that contribute to that particular ability to adapt and bounce back when faced with adversity. Strategies for building resilience, which are critical when encountering life’s roadblocks and detours, are reviewed.



PRESENTATIONS FOR EMPLOYEES (continued)

Resilience and Stress: *Everyday Challenges* NEW!

Resilience is a key factor when facing the stressors of everyday life. This presentation covers the social, emotional, and physical components of resilience. With an understanding of these elements and an awareness of the stress response, many options emerge for cultivating and restoring resilience.

Retirement: *Into the Unknown*

This presentation expands awareness of retirement as a major life transition and helps prospective retirees plan for its emotional repercussions. **NOTE:** This is not a presentation on retirement rules or benefits.

Stress and Trauma Exposure: *Strategies for Coping*

Individuals who work with victims and survivors of traumatic events may experience strong reactions as a result of hearing about or helping those who've been affected by trauma. This presentation offers information about strategies to prevent and manage the effects of "secondary trauma."

Stress Management: *A Brief Review*

This presentation reviews the physical, emotional, and behavioral signs of stress, and explains how beliefs contribute to stress. Also discussed are suggestions and resources for managing stress.

Stress Management: *Practical Tools for Stress Management*

In addition to recognizing the signs of stress, this presentation outlines practical tips to manage stress. Participants are given the chance to practice several techniques within the session.

Substance Abuse: *Increasing Awareness*

This presentation provides participants with an introductory awareness of the effects of substance abuse on the workplace, and how colleagues can approach the situation when concerned about a peer.

Suicide Awareness

This presentation acquaints participants with statistics about suicide and identifies risk factors and suicide prevention resources.

Take a Moment: *The Value of Mindfulness* NEW!

The word mindfulness is often tossed about as a way to manage stress. This presentation explores the benefits of mindfulness while suggesting ways to pay attention and be present in the moments of everyday life. The use of mindfulness meditation will also be discussed.

Time Management

This presentation reviews strategies for time management from planning to prioritizing; from limit-setting to delegating; and from overcoming procrastination to asking for help.

Transitions in the Workplace for Employees

This presentation focuses on change in the workplace and the disruption it can cause, and how an understanding of the transition process may reduce the stress that change can bring.

Ups and Downs of the Holiday Season

During the holidays, expectations about the "way it should be" and reality often collide. This presentation explores how to cope with the pressures of the holiday season, and offers strategies to reduce stress.



PRESENTATIONS FOR SUPERVISORS

The Benefits of Being a Balanced Boss NEW!

In today's world, supervisors are busy managing their staffs and managing up, which leaves little time for ensuring their own equilibrium. This presentation makes a case for moving toward a better balance, and strategies and helpful resources will be discussed.

Multigenerational Workforce

This presentation educates supervisors about the elements of effective leadership of the various groups that make up today's workforce. Included is a general review of the generations; how they respond to workplace situations; and suggestions for leaders in managing the different groups.

Substance Abuse: *The Supervisor's Role*

This presentation aims to increase participants' awareness of substance abuse warning signs and to review how the DONCEAP can assist supervisors when helping an employee with a potential substance abuse problem.

NOTE: These presentations are intended to introduce the DONCEAP to a broad audience. They may not be used as workforce training, and employee attendance cannot be mandatory.

Department of the Navy
Civilian Employee Assistance Program
844-DONCEAP | TTY: 888-262-7848
INTERNATIONAL: 001-866-829-0270
DONCEAP.foh.psc.gov