TotalCare EAP
A division of ESI

August 2024 Newsletter

Back to School & Lifetime Learning

Many adults carry that *"back-to-school"* feeling as summer winds to a close. We're firm believers in "lifetime learning" for personal and professional self-enrichment so August is a good time to get back in gear. If you have kids, it can set a super example – you can even study together! **Log in to the Self-Help Resource Center** to take webinars and trainings, watch videos, use online calculators, and explore thousands of topics.

Here are some of the great training benefits you will find:

- **Personal & Professional Development Trainings** – Explore thousands of free online personal & professional development trainings in multiple user-friendly formats on work skills, wellness, technology, safety, and more. Try micro-learning in short bursts of 10 minutes or less, or dive deeper on key topics in eLearning of 30+ minutes. **(Click on the Training Center tile)**
- **Monthly Webinars** – Your EAP issues new webinars on personal and family related topics monthly. Upcoming Webinars are announced in the newsletter each month. **(Find the Webinar at the top of the page.)**
- **Learning Centers** – Every month, a new themed Learning Center is posted in the Self-Help Resource Center, and includes articles, webinars, courses, podcasts, books, and websites **(Scroll down to right above the bottom menu)**
- **Career & Education Resources** – Find links to resources for Career Exploration and Planning; Finding the Right College; Financial Aid and Scholarships; and Vocational, Military and Other Career Resources. **(Click on the Resources Center tile and then "Career & Education.")**
- **Financial Fitness Center** – Learn about money matters, from budgeting to investing. Explore hundreds of interactive tutorials to help you get answers to all your questions about money! **(Click on the Personal Finance & Education Center tile)**
- **Personal and Professional Coaching** – One-to-one telephonic sessions with professional coaches on a variety of topics for work and home life. (Call 800-252-4555 to talk to a Coach)

Featured Webinar for August

Did You Hear Me? Active Listening as a Key to Success

Miscommunication can lead to all sorts of problems in relationships. In this fun and fast-paced session, we'll provide you with tweaks and tips for active listening that will help you thrive at work and in your personal life.

Simply log in to **www.theEAP.com** during August to take the webinar at your convenience and explore related resources.

Back-to-School Tips for Parents

- Wrap up lingering summer assignments and plan post-school extracurricular activities.
- Set regular times for turning in at night and getting up in the morning.
- Plan schedules, lunches, and outfits the night before.
- Establish a breakfast time and routine.
- Plan safe routes to and from school.

- Make sure backpack loads are appropriate for kids.
- Watch for signs of stress as kids adapt to new routines, teachers, and challenges.
- Download the National Safety Council's **Back to School Safety Checklist**.

August Training Picks

Get in that "back-to-school" mindset after summer vacations. Choose from thousands of trainings to brush up your skills. Here are a few suggestions or search for your own themes. Simply click on **"Member Login"** at **www.theEAP.com**, sign in, and click on the comprehensive training library in the **"Training Center."**

- **How to Transform Worry Into Plans | Course ID:** SVL_014371
  Left unchecked, worries can turn into anxiety. In this 7-minute video lesson, learn to reduce anxiety by creating action plans.
- **Writing More Effective Emails | Course ID:** SVL_102627
  Learn critical tips for crafting an email that people want to read. This 7-minute video covers purpose, subject lines, and structure.
- **Safety for Heat-Related Illnesses: Employees | Course ID:** SVL_1020514
  Learn how to recognize, treat, and prevent potentially life-threatening conditions such as heat stroke and heat exhaustion in this 9-minute video.

August Observances

- **National Immunization Awareness Month**
- **8/1** – **World Lung Cancer Day**
- **8/1 - 8/7** – **World Breastfeeding Week**
- **8/4 - 8/10** – **National Farmers Market Week**
- **8/11 - 8/18** – **Safe + Sound Week**
- **8/31** – **International Overdose Awareness Day**

Accessing Your EAP Training Center

1. Go to **www.theEAP.com** and click the **Member Login** button.
2. If you've already created an account, log in with your Username/Password.
3. If it's your first time, click **REGISTER** to create your Username and Password. ***You only need to register once.***
4. Click the **Training Center** and then choose **Comprehensive Training Library**.
5. In the Search bar at the top of the screen, type the course code or search for a topic.
6. Click the course icon and click the **Play** or **Start button** to begin.

To get a certificate: View the course and take the quiz. Not all courses require a quiz, but if so, you must score at least **80%** for a certificate. To download your certificate to your computer, click the ribbon icon below the right corner of the video.

Learn More!

Scan the QR code with your device or smart phone to explore more of your employee benefits!

How to Scan a QR Code

1. Open the camera app.
2. Select the rear-facing camera in Photo mode.
3. Center the QR code you want to scan on the screen and hold your phone steady for a couple of seconds.
4. Tap the notification that pops up to open the link. (You will need to be connected to the internet to do this.)