



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 federal employees and their family members.

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 federal employees and their family members. It also underscores the DONCEAP as a consultative resource for managers and supervisors, offering practical tips for dealing with employees when they experience problems in the workplace.

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.

Anxiety: Beyond Worry NEW!

Oftentimes the terms *worry* and *anxiety* are used interchangeably. This presentation focuses on the differences between the two, and highlights ways to decrease anxiety levels.

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, and identifying when children need professional help, and discover 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 they can manage their numerous roles to create an integrated life.

Bullying Basics NEW!

Bullying can occur at school, online and at the office. This presentation reviews the prevalence and impact of bullying behavior and suggests ways to respond to and prevent bullying among children and adults.

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 discusses the effects of change, aims to help participants assess their attitude toward it, and offers 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.



PRESENTATIONS FOR EMPLOYEES (continued)

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 styles and offers tips to manage reactions to them.

Dealing with Conflict

This presentation offers general information about the sources and symptoms of conflict so participants can identify their own conflict management style, and 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 methods of treatment.

Domestic Violence: *Effects on the Workplace*

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

Dynamics of Addictive Behavior

Addiction is a topic often associated with substance abuse, but many *behaviors* – such as shopping, working, and computer use – can become addictive, as well. This presentation looks at a range of addictive behaviors, explains the differences between a habit and an addiction, and discusses the steps toward a change in behavior.

Effective Communication

This presentation reviews the tools of active listening, validating, and positive assertiveness to improve communication skills. Participants will gain a better understanding what happens when communication is sensitive or conflictual and learn how examining their 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 offers practical tips and insight.

Navigating Loss

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

The Path to Positive Thinking ^{NEW!}

Positive thinking can contribute to overall well-being. This presentation reviews the evidence for pursuing an optimistic mindset and offers tips on how to incorporate more positivity into your daily life.

Relationships

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



PRESENTATIONS FOR EMPLOYEES (continued)

Resilience: *The Road to Resilience*

In this climate of uncertainty and constant change, resilience is a valuable personal resource. This presentation examines how engaging and building upon one's strengths are critical when encountering roadblocks and detours on the path of life. It also discusses the connection between resilience and living with uncertainty and change.

Resilience and Stress: *Everyday Challenges*

Resilience is a key factor when facing the stressors of everyday life. This presentation covers the social and emotional components of resilience, along with how the stress response affects us. With this understanding, 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 in response to hearing about or helping those who've been affected by trauma. This presentation offers information and 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 and offers participants the chance to practice several stress management techniques.

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*

The word *mindfulness* is often tossed about as a way to manage stress. This presentation explores the benefits of mindfulness, suggests ways to pay more attention and be present in the moments of everyday life, and discusses the use of mindfulness meditation.

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

This presentation focuses on change in the workplace, 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" often collide with reality. 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

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 discusses strategies and helpful resources.

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 and 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 reviews how the DONCEAP can assist supervisors when helping an employee with a potential substance abuse problem.

ON-DEMAND PRESENTATIONS AT [DONCEAP.FOH.PSC.GOV](https://donceap.foh.psc.gov)

We Care, Just Call: *Employee Orientation to the DONCEAP*

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A Supervisor's 24/7 Resource: *Supervisor Orientation to the DONCEAP*

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Department of the Navy
Civilian Employee Assistance Program

1-844-DONCEAP (1-844-366-2327)

TTY: 1-888-262-7848

INTERNATIONAL: 001-866-829-0270

[DONCEAP.foh.psc.gov](https://donceap.foh.psc.gov)

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.