



Kansas City

Mindful

By Blue KC

**Grow your employees.
Grow your business.**

**Mindful Employer Resources
2020 Organizational Training**

Training It's something all organizations set out to do, but can have a hard time prioritizing among the day-to-day work. Mindful by Blue KC can help, offering a wide array of courses designed to improve people's personal and professional lives. Whether your business has something in place already, or needs to start from scratch, lean on Mindful by Blue KC to get your organizational development off the ground. By taking full advantage of Mindful by Blue KC, your employees will benefit in many ways – becoming more productive, happy and focused in their daily lives.

Use this [Mindful by Blue KC Organizational Training Catalog](#) to see what education is available to you. Then, talk with colleagues on what you think may best benefit your staff. When you're ready to schedule, give us a call. We're happy to help you piece together training that provides development for your employees, and productivity for your business.

A FEW NOTES ABOUT TRAINING

The majority of events are an hour long and are offered in a variety of formats. Mindful by Blue KC training is evidence-based and can be offered on its own, or you can combine it with efforts you're already planning.

TRAINING CAN BE DELIVERED IN A VARIETY OF WAYS

People learn and retain information in different ways, and convenience and accessibility are key to getting things to stick. That's why Mindful by Blue KC offers a variety of ways employees can receive training, so no matter where they are, we can bring training to them. Organizational training is offered in dynamic, engaging and stimulating learning environments. Here are a few to choose from:

Webinars

We've created a virtual classroom to offer engaging online webinars on professional development, personal growth and health-related topics. Webinars are a great solution for companies with staff working remotely or in multiple locations. Optional attendance reports are available to help you monitor usage and understanding of the material. Webinars can be recorded and made available after the session if requested in advance.

On-site learning

Our expert facilitators can come directly to your offices and offer on-site training. These training sessions are an excellent way to get your staff together and share ideas in an engaging learning environment. Our presentations are designed to promote interaction, teamwork and collaboration.

TRAINING IS DELIVERED BY EXPERTS

To ensure your employees will have an engaging, helpful, interactive learning experience, Mindful by Blue KC offers experienced facilitators with extensive knowledge in education, wellness, human resources and/or behavioral health. This network of trainers serves the entire U.S., so we can support employees wherever they may be.

HOW TO REQUEST TRAINING

Once you've checked out the course catalog and are ready to request training, please call a Mindful Advocate at 833-302-MIND (6463) 4-6 weeks before you'd like to offer the event.

HOW TO RESCHEDULE OR CANCEL TRAINING

To cancel or reschedule an event, please call a Mindful Advocate at 833-302-MIND (6463) a minimum of two days before the scheduled training. Training not cancelled at least two days before the scheduled event may result in a penalty, with the exception of cancellation due to significant weather events.

your learning starts here

COURSE CATALOG

5 | AVAILABLE COURSES

5 | FAMILY & CAREGIVING

6 | HEALTH & WELLNESS

6 | MANAGEMENT ESSENTIALS

7 | PERSONAL DEVELOPMENT

10 | PROFESSIONAL DEVELOPMENT

12 | WEBINAR ONLY

13 | LIVE WEBINARS

13 | FOR ALL EMPLOYEES

15 | FOR LEADERS & MANAGERS

17 | PRE-RECORDED WEBINARS

AVAILABLE COURSES

Family & Caregiving

Bullying and Social Media

As social media becomes more and more a part of our children's lives, how can we determine which platforms are age-appropriate and safe? This webinar will provide suggestions for protecting your children on social media, warning signs of cyber bullying, and proactive strategies for monitoring your children's online activity.

Care for Caregivers

Caregiving can take a toll on people. Learn about compassion fatigue, vicarious trauma and burnout, and how to manage it with self-care and stress reduction techniques.

Caring for Aging Parents or Loved Ones

This session covers a number of key areas critical to elder care – from aging in general to legal, medical and financial issues. Participants are given helpful resources and proven strategies to help them become effective caregivers, while enabling them to set realistic expectations.

Communicating with Your Adolescent

Parents of teenagers can discover ways to achieve open communication, teach values and prevent arguments through this session.

Talking to Children about Scary Events

The world can be a scary place for kids experiencing fear and anxiety. Familiarize yourself with signs of distress, comforting methods and how to answer questions about world events.

Talking to Girls about Body Issues

During adolescence, young people often become hyper-aware of how their bodies look. They also compare their bodies with others. Having a positive body image as a teenager is an important part of having healthy self-esteem. You can help your child think and feel positively about their body. This training provides participants with strategies to communicate with their teen about body image, along with recommendations for encouraging healthy body image perspectives and behaviors in our youth.

Opioid Abuse, Addiction and Your Loved Ones

Opioid related deaths have increase dramatically in the last 20 years, making it difficult to find anyone who has not been affected in some way by this epidemic. In this session we will review the dynamics of addiction, and the current trends surrounding opioids. Enabling a loved one will be discussed but also what you can and should do for yourself.

Health & Wellness

Fitness Tips for Busy Professionals

As a busy professional, it can be difficult to find the time for fitness. This session will cover the importance of including fitness as part of your daily routine, tips to easily incorporate fitness into your existing schedule and how to construct workouts that can be completed in 30 minutes or less with NO equipment.

Mindful Eating

Habits of mindless eating are not easy to change. Learn how to pay attention to the experience of eating and drinking and its benefits inside and outside the body.

Management Essentials

Actively Managing Conflict

For a manager, being equipped to treat conflict as an asset instead of a liability is a true measure of leadership. In this workshop, supervisors acquire the essential tools, skills and processes to help them achieve healthy and responsive conflict resolution.

Curbing Rumors, Gossip & Teasing Behavior

You set the tone for how people in your department treat one another. Learn how to set expectations and address behaviors that go too far when it comes to rumors and behaviors that create a hostile work environment.

Leadership Essentials

Learn about fundamental leadership skills, such as communication and delegating. Walk away with immediate tools, such as managing your resources and new relationships.

Leading Diverse Generations

Leaders often need to address generational factors in a diverse organization. Update your professional skills on how you respond to the tensions and complexities of workplace culture.

Leading Employees through Change

Change is inevitable in all organizations. Employees will handle change differently and rely on their leader to guide them through the process. Learn how to effectively support your team as they adjust.

Leading with Emotional Intelligence

Emotional intelligence is essential to strong leadership. Learn the five key characteristics that will enhance your reputation as a well-balanced leader.

Managing Crisis in the Workplace

When employees are in crisis, it can be hard to know how to best support them while maintaining productivity. Review common reactions to crises and tips for taking care of yourself and your team during a difficult time.

Managing Difficult Employees

Explore different scenarios of managing difficult people and how attitude and goals can be useful in managing unproductive employees.

Managing Introverts and Extroverts

Introverts and extroverts can have very different work styles. Understand how to maximize the strengths and manage the challenges of each.

Mindfulness for Managers

Discover the power of a mindful leader and how to run a more effective organization. Diagnose problems with a deeper understanding and create solutions that are sustainable and more impactful long-term.

Project & Strategic Planning

Learn the most efficient ways to delegate and see a project through completion. Examine the stages of strategic planning and receive tools to help you get started.

Providing Effective Feedback

Giving employees feedback is essential in a leadership role, but many struggle with the confidence to do it. Examine methods for improving communication and clarity between you and your employee.

Supporting Employees with Personal Challenges

Everyone faces personal challenges at some point, and they can sometimes follow people to work. Review strategies to support employees dealing with mental health issues, substance use, grief and loss, etc.

Personal Development

Becoming an Effective Stress Manager

Multiple studies suggest that stress negatively affects people's health and can take a heavy toll on the mind and body if left unchecked. This program helps employees recognize stress symptoms and learn strategies to minimize its disruptive impact.

Conflict Resolution

The stress created by workplace conflict interferes with performance, job satisfaction, and productivity. Yet most of us are unaware that conflict, in addition to being inevitable, can lead to innovation, collaboration, behavior change and win-win solutions. This workshop is designed to reduce the stress associated with initiating and engaging in conflict. Not only will you learn principles of effective conflict resolution, you will also gain a deeper understanding of your own conflict style and how to use that knowledge to achieve more meaningful, mutually beneficial resolutions.

Dealing with Grief and Loss

We have all experienced loss in our lives, whether it was the death of a loved one, the end of an important relationship, the loss of independence or the loss of our hopes and dreams. Grief is a natural and normal response to loss, but in our 'fast-forwarded' world, the time and need to mourn is often minimized. Grief can be an intense, overwhelming emotion which we all experience in a unique way. This session will focus on the different types of loss we experience, what to expect physically and emotionally when mourning, myths about the stages of grief, the effects of delayed grief and coping skills.

Depression - Helping Yourself and Others

Depression is prevalent in our society; help and understanding is always needed. This valuable program helps participants get past the stigma to find real solutions. They learn how to recognize symptoms of depression and discover ways to help themselves and others.

Emotional Intelligence for Life

When it comes to happiness and success, emotional intelligence (EQ) is just as important as intellectual ability (IQ). Learn how to build stronger relationships, connect to your feelings and make informed decisions.

Goal Setting Strategies

We have all set goals before and, even with the best intentions, it can be easy for them to get pushed to the back burner. How can we set goals for behavior change that really stick? Join us for this informative session where we will learn how to create SMART goals and action plans. We will also identify potential obstacles to achieving goals, review techniques for navigating them, and develop strategies to help ensure ongoing success.

Maximizing Your Strengths

Find out where you excel and how to enhance your personal strengths, so you can maximize opportunities for success.

Navigating Change

Many adults struggle with the reality of change inside and outside of work. Examine your responses to change and improve the ways you navigate uncertainty.

Navigating Personal Challenges

Discover how to use your strengths, resilience and resources to sail on choppy waters with coping strategies and methods for facing challenges.

Preventing Burnout: A Balanced Life Check-up

The first step to preventing burnout in your personal and professional life is to identify its signs and symptoms. In this interactive session, you will learn how to detect burnout triggers and discover ways to regain enthusiasm and life balance—including pacing yourself at work and at home and becoming more conscious of your needs and motivators. Getting in touch with your physical and emotional needs will enhance your ability to maintain high performance without costing you your health.

The Road to Resiliency

In this session, participants increase their personal resiliency resources. By exploring four keys to resiliency – nutrition, exercise, stress management and social connections – they outline strategies for successful change and develop skills to help them bounce back during stressful times.

Time Management

Do you feel like you are always on the run from one activity to another? Time has become more precious as professional and personal demands increase and our ability to manage multiple tasks and schedules diminish. In this session, you will learn proven techniques for managing time effectively. You will analyze how you currently spend your time, review time-wasters and set new priorities, based on your values and goals. You will also learn how to combat procrastination and develop a personal action plan that takes into account the balance and achievement of career and personal goals.

Un-Clutter to De-Stress: Simple Steps to Simplify Your Life

We are often unaware of how affected we are by clutter. Both emotional and physical clutter affect everything from productivity and success, to emotional wellbeing. This session will explore simple techniques to tackle even the most daunting “un-cluttering” tasks to help restore peace-of-mind.

Work/Home/Self - Keeping Balance in Your Life

People have multiple demands on their time every day – and some days are quite simply chaotic. Without a well-considered plan, it's easy to get off balance. In this workshop, participants learn techniques to maintain balance and achieve greater health and happiness.

Professional Development

Communicating Professionally

Participants learn how to present information and interact with others more professionally by improving essential elements of communication: awareness, listening, presence, voice and physical expressiveness.

Communication Across Generations

Discuss the strengths and challenges of a multigenerational workforce and ways to promote teamwork among them all.

Compassion Fatigue

Compassion fatigue is the emotional and physical wearing down that takes place when helping professionals are unable to refuel and renew. It can affect a variety of professions in a variety of ways. New Directions offers versions of this material specific to HR professionals, volunteers, and individuals working in occupations where tragedy is a regular occurrence such as in the medical or law enforcement fields.

Compassion Fatigue - Traumatic Occupations

Compassion Fatigue - Volunteers

Compassion Fatigue - Human Resources

Creating a Positive Professional Work Environment

This seminar defines what it means to be a professional and identifies standards and expectations of acceptable, professional workplace behavior. You will gain a deeper understanding of your roles and responsibilities within the context of creating a positive work climate. This session will explore the detrimental effects of behaviors such as teasing, bullying, rumors, and gossip, as well as when these behaviors cross the line and become harassment. You will as learn to take appropriate action when encountering objectionable behavior in the workplace.

Dealing with Difficult Coworkers

Uncover your triggers, understand why certain personalities can be difficult to work with professionally and create practical strategies for dealing with the situations.

Diversity and Inclusion

Organizations are infinitely more diverse today, spanning multiple generations, ethnicities and cultural backgrounds. To be successful in today's world and navigate this broad landscape effectively, we must develop an appreciation of these differences and learn how to engage with various cultures in a meaningful way. This training brings insight and clarity to the multiple layers of diversity that coexist within organizations and our world. Join us for an engaging exchange where we will examine:

- The effect of culture
- The dimensions of cultural awareness and generational factors
- How cultures differ
- Sources of intercultural misunderstanding
- How diversity inclusion fosters success

Drug and Alcohol Awareness

Drugs and Alcohol Awareness training in the workplace is a valuable tool to provide education and maintain safety standards. New Directions provides a variety of presentations to help fit your need.

DOT Drug and Alcohol Awareness - Supervisory Training

Drug-Free Workplace

Reasonable Suspicion - Identifying Impaired Employee - Supervisory Training

Getting Unstuck: Overcoming Procrastination

Whether it affects us personally or professionally or both, most of us have wrestled at different times with procrastination. Why do we do this, especially when we know all too well it only makes matters worse? Procrastination is a behavior that affects everyone to some degree or another. Join us for this thought-provoking seminar where we will explore the characteristics and likely causes of procrastination, the inner-workings of what is occurring behind the scenes that lead to procrastinating behavior, and then examining several tools that can help us to overcome procrastination.

Harassment Training

Training on Harassment and Sexual Harassment is vital to protecting both employers and employees. To assist your organization in enforcing zero tolerance policy, New Directions offers both management and employee focused trainings on sexual harassment and general harassment for use based on your specific needs and requirements.

Sexual Harassment Prevention - Supervisory Training

Sexual Harassment Prevention – Employee Training

Preventing Employee Harassment – Employee Training

Handling Harassment - Supervisory Training

Making Change Work for You

While sometimes exciting, change can also bring about uncertainty, discomfort and fear. Participants learn strategies for dealing with changes at work and in other life transitions, which help them go beyond merely coping, and ultimately reaping benefits from change.

Respect at Work

Everyone deserves to be treated with dignity, respect and kindness, whether they are the CEO, intern, new recruit or lowest paid associate. This seminar helps us understand why good people often behave badly. With a diverse work group, we are challenged to be sensitive to others' perceptions. Participants in this session will learn the root causes of offensive behaviors, identify behaviors that happen at work; create a list of rules to live by, and commit to working on one thing that they can do to improve.

Team Building

Building a strong team is the foundation of any successful endeavor. In this session identify the elements of a high-performance team, learn where to start building, and get some tips on managing any issues that arise.

Webinar Only

A Balanced Retirement Life

The goal of this seminar is to help people ask the right questions to make decisions that are right for them as they approach retirement. We will cover the issues to consider for future planning or to help you evaluate your current road map with a focus on the positive aspects of retirement—not just the challenges.

Living Off Your Paycheck

This seminar will provide “no-nonsense” advice for making ends meet, and strategies for financial goal setting. We will explore how your money beliefs can affect the way you save and spend, as well as explain how to reduce debt and increase your wealth.

Paying Off Your Student Loans

Graduating college is often one of the biggest achievements in a person's life. What comes after often comes as a bit of a reality check and in this case, we are talking about student loan! As the cost of college increases each year, so does the amount of debt that students and families take on to afford higher education. This seminar will help individuals understand the types of loans available and how to manage student loan debt. Whether participants are recent graduates, have been paying their loans for a number of years, parents of college-aged children who want to understand the process for current or future interest, or you are struggling to pay your loans and have fallen behind, this seminar has information for everyone.

Tax Tips

This training will help you understand the secrets of reducing your taxable income, how to breakdown the federal tax reporting system and remove the mystery of the tax return. You will learn how to use deductions and exemptions to reduce your taxes. Discover simple changes to what you are already doing and the four strategies to save tax dollars.

LIVE WEBINARS

In addition to organizational training, Mindful by Blue KC offers free monthly webinars for you and your staff, tailored to employee and management audiences. Check out the dates and times for the live webinars and plan to register online. Recordings will post after the event.

[Sign up for these free webinars on ndbh.com.](https://ndbh.com)

For All Employees

SESSIONS AT 12 PM – 1 PM & 3 PM – 4 PM ET, 2020

Enhancing Your Personal Safety

JANUARY 22

Being aware of personal safety is an important part of our survival. Our personal safety can be threatened in various ways, such as physically or financially. This training will present the four pillars of personal safety: awareness, knowledge, intuition/instincts, and strategy.

Cultivating Happiness Within Yourself

FEBRUARY 19

Ever wonder how the principle of happiness works? Start believing that your happiness is more connected to you and your behaviors more than any other circumstances. Learn simple yet powerful tips and start learning how to cultivate happiness within yourself.

Taking the High Road: Kindness and Civility

MARCH 25

We all want to come to work and be treated with kindness and respect. A kind workplace leads to reduced stress, increase morale, and better business outcomes. Discover methods of strengthening your civility muscle to enhance your level of kindness and respect in interpersonal relationships.

Strategies to Manage Frustration and Anger

APRIL 22

Everyone has experienced frustration or anger at some point in their life. While these emotions are natural, sometimes our reactions can be unhealthy or hurtful to ourselves and others. Understand the true cost of ongoing frustration and anger, and find out how best to express these emotions.

Fundamentals of Mental Health

MAY 20

Mental health is an integral component of overall functioning and wellness. How strong is your mental health? Learn about the fundamentals of mental health, along with proven methods for enhancing your mental health.

The Importance of an LGBTQIA+ Inclusive Workplace

JUNE 24

All employees deserve to be treated with respect, and included in the workplace. This is especially true when considering LGBTQIA+ individuals. Developing strategies to understand and respect diversity in coworkers will be addressed.

Managing Chronic Pain

JULY 22

Those who experience chronic pain are acutely aware of the impact it has on their daily lives. People are often seeking ways to mitigate or manage their chronic pain. Develop awareness of the dynamics of chronic pain, and consider management options such as mindfulness and cognitive restructuring.

Combating Perfectionism

AUGUST 26

Life can be a high-pressure environment filled with even higher expectations. While holding yourself to high expectations can lead to success and fulfillment, it can also have a negative impact in the form of perfectionism. Learn about the true nature of perfectionism, why it's so popular, and how to develop immunity to perfectionism in your life.

Coping with Loss in Life

SEPTEMBER 23

All human beings are impacted by loss and grief, which can be a scary and painful time. Understanding what you and others experience when grieving will be discussed, along with coping resources to utilize during times of loss.

Organization for Life

OCTOBER 28

Is your motto "organized chaos"? If you crave organization but struggle to achieve it, this training will equip you with practical tips to overhaul your organization skills.

Waving Worry Goodbye: Strategies to Manage Anxiety

NOVEMBER 18

Anxiety can be an occasional visitor, or a long-term guest. Research shows that most anxiety is best managed with behavior intervention. This training will empower individuals to assess their personal anxiety and integrate specific behavior practices to increase relaxation and calm.

Embracing You: The Power of Acceptance

DECEMBER 16

We can often be the most critical of ourselves, which can impact our mental and even physical health in the long run. Accepting ourselves, others and situations encourages a healthy heart and mindset. Discover how to embrace you as you, and the value of acceptance in daily living.

For Leaders & Managers

SESSIONS AT 12 PM – 1 PM & 3 PM – 4 PM ET, 2020

Managing Crisis & Safety in the Workplace

JANUARY 15

To effectively deal with a crisis, leaders need to know how to respond correctly. Examine steps to be prepared for a crisis or safety concern. Identify strategies for responding to imminent situations.

Supporting Your Employees' Well-Being

FEBRUARY 12

Are you supporting your employees' well-being as well as you could be? More and more companies are thinking outside the box when it comes to office culture. Attending to your employees physical, mental, and social needs in the workplace will be examined.

Maintaining Professional Boundaries with Your Employees

MARCH 18

Is it ok to be friends with your coworkers? Interpersonal relationships naturally form with the same group of coworkers over time. Establishing clear boundaries will help ensure that friendly rapport between a manager and employee doesn't cross the line of professionalism.

Managing the Emotionally Reactive Employee

APRIL 15

Sometimes an employee may lose it, and managers can be left at a loss on how to handle the situation. Having specific skills for managing the reactive employee is essential for workplace civility and safety. Empower yourself with recommended interventions for handling upset employees.

Fostering Good Mental Health in Leaders

MAY 13

The mental wellness of a leader is an integral component of overall performance. Leaders are faced with many responsibilities, which can impact mental health. This training will equip leaders with evidencedbased strategies for fostering good mental health.

Transgender Awareness & Sensitivity for Leaders

JUNE 17

Supporting employees who are transgender is an emerging necessity in business culture. A workplace transition can be challenging if a trans employee's manager is not sure how to manage the process. Leave this training with awareness of transgender individuals and a heightened awareness of workplace inclusion and protection strategies.

Building Strong Teams

JULY 15

It's no secret that high-performing companies have high-performing teams. How do you build such a team in your organization? Discover how feedback, ideas, and empowerment factor into building a strong team.

Motivating Your Employees

AUGUST 19

Happy workers are productive workers. Luckily, motivating your employees doesn't take a lot of flare or even a lot of resources. This training will explore the key environmental factors within your control, necessary to give your employees the space to flourish.

When Grief Comes to The Workplace

SEPTEMBER 16

Grief and loss are a part of life, and therefore are sometimes a part of the workplace. Supporting your employees during times of loss and grief is essential. Enhance your awareness of loss and grief, while also discovering specific ways to support employees who are grieving.

Essential Leadership Skills

OCTOBER 21

Become a more versatile and skilled leader by connecting with the fundamentals of powerful leadership. Assess your current strengths and challenges with the goal of enhancing your current skillset.

Supporting a Remote Workforce

NOVEMBER 11

With an increasing number of employees working remotely, managers are tasked with developing diversified strategies to support remote workers. Explore the characteristics and dynamics of the remote worker. Develop an appreciation for the needs of remote workers and specific support recommendations.

Delegating for Development

DECEMBER 9

Delegating is a critical skill for managers at any level. Supervisors that can effectively delegate can free up a great deal of their own time, help their direct reports to cultivate expertise in learning, and can develop their own leadership skills. Embrace the advantages of delegation, and learn specific methods for engaging in delegation.

PRE-RECORDED WEBINARS

Finding common time on everyone's calendar can be tricky, which is why we offer self-directed online training – an easy way to work educational learning into busy schedules. These programs allow employees to access video presentations on a variety of relevant topics whenever it's convenient.

NEED MORE GUIDANCE?

Connect directly with a Mindful Advocate.

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