

Catalogue of course descriptions



# Homewood Health™

## E-Course Catalogue

1-800-663-1142

Numéro sans frais - en français : 1-866-398-9505

International (Call collect): 604-689-1717

[homeweb.ca](http://homeweb.ca)

14<sup>years</sup>

**Homewood  
Health**

Experience the power of care

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# About Homewood Health E-Learning

## Objectives

Homewood Health e-Learning courses are online events that help you meet the learning needs of employees, family members and dependants, supervisors, and other key personnel.

## About the courses

Our courses are divided into two types:

1. Improving personal well-being and life skills effectiveness, and
2. Improving work skills and workplace effectiveness.

Our topics are carefully selected after research of industry trends and dialogue with our customers. Each e-Learning course presents practical, step-by-step lessons and activities that guide learners to change their thinking, feelings, and ultimately, their behaviour.

Each course is authored by our own subject experts using evidence-based research and best practice guidelines. Many of the courses are based on strategies that have been evaluated and implemented by some of the largest organizations in North America.

## Technical requirements and course features

Key to the success of any online behaviour change or learning effort is accessibility, usability, and useful information. Our courses are designed to be easily navigated by even the most novice computer user, using standard media viewers (e.g. the Flash player and Acrobat PDF Reader) and all of the information is presented in a fresh, engaging fashion. Transcripts are available for all course content for learners requiring hearing assistance or computers with no audio capabilities.

All courses feature an online presentation of learning concepts (a combination of text, audio, and/or video). Other online activities include: step-by-step action planning (using keyboard input from the learner to personalize the action steps) and tests of knowledge and understanding.

All courses are accompanied by comprehensive self-guided workbooks featuring an extensive depth of information and practical behaviour-change strategies. These workbooks are contained in the “Course Materials” section of each course, and can be printed for reading and completing offline.

Some courses also feature audio files that can be downloaded for personal use offline (e.g. MP3 audio recordings of relaxation strategies).

A course certificate can be printed, personalized with the learner’s name, following successful completion of a course knowledge quiz (80% pass rate required).

## Course eligibility and enrollment

Course eligibility is determined at the time of enrollment by visiting our website and entering the Member Services area: [www.homeweb.ca](http://www.homeweb.ca).

Information about course eligibility can also be obtained by calling our Assistance Program Support Specialists through our 24 hour, 7 days a week Client Services Centre.

# E-Learning Course Descriptions

## COURSES FOR EMPLOYEES AND FAMILY MEMBERS:

### Health and Well-being

#### Foundations of Effective Parenting

**What is the right kind of parenting relationship to have with your child?** This course is about developing parenting practices that guide your child's healthy development and provide opportunities for learning and growth. The course is about building a strong attachment and connection with your child as well as developing skills that encourage appropriate behaviour, and help you resolve parent-child conflicts.

#### Taking Control of Alcohol Use

**How much is too much?** This course is for anyone who is trying to control, cut down, or stop drinking. The course is also for the spouse, partner, child, sibling, co-worker, or employer of someone with a drinking problem... because there are many ways that concerned others can help.

#### Taking Control of Anger

**Is your anger productive...or destructive?** This course can help you manage angry feelings and/or angry behaviour. If you are concerned about the consequences of anger to your health, relationships, and/or job, the course can teach you how to cope effectively with stresses and frustration, and how to let fewer things upset you.

#### Taking Control of Your Mood

**What is low mood and what can you do about it?** Feelings of sadness are normal but sometimes they are troublesome and require additional help. This course offers self-care strategies for improving sad moods, including: eating and sleeping well; managing thinking and feelings; increasing positive experiences; getting active; and tension reduction.

#### Taking Control of Stress

**Is there more to stress management than learning to relax?** Most people feel that they are under "higher than normal" levels of stress and pressure. This course focuses on key stress management skills, including: managing thinking and feelings, time management, increasing positive experiences, getting active and relaxation.

#### Taking Control of Your Money

**How is your financial 'health'?** There are endless choices to be made about what to do with the money you earn and as many options for saving more of it. This course can be a good start if you don't know the basics of money management, or as a refresher if you already have some money management knowledge.

#### Resilience

**How can you turn life's challenges into opportunities?** This course features video segments of a psychology expert and four people learning to become more resilient. The course features before-and-after testimonials, interviews with a psychologist, and step-by-step exercises.

#### Resolving Conflict in Intimate Relationships

**Are you and your partner drifting apart?** Are you feeling increasingly disconnected from your partner? Are you questioning whether you should stay in your relationship? Are you looking for ways to enhance your relationship? There is good news. The task of achieving and maintaining a happy and stable relationship is not a mystery. While there are many potential pitfalls that can derail any relationship, it is possible to avoid these pitfalls if you have a reliable roadmap to follow.

#### Responsible Optimism

**What makes positive thinking so powerful?** Thinking optimistically, rather than negatively or pessimistically, is a proven key to avoiding feelings of depression, persisting longer at challenging tasks, and facing each day with hope and excitement. This course provides users with the tools they require to change their thinking.

#### Stop Smoking: Get Your Life Back!

**Ready to quit? Not certain? Trying again?** Quitting smoking takes more than willpower. We know what it takes to become a successful ex-smoker and we've put that knowledge together in our smoking cessation program. Stop Smoking includes an option to obtain one-on-one coaching with our quit-smoking experts.

# E-Learning Course Descriptions

## Preparing for Your Retirement

### What plans have you made for your new chapter in life?

For most of us, retirement presents a new chapter in life—a time to shift gears and create new experiences. However, retirement presents some very real psychological and emotional challenges. With advance planning and discussion with a spouse, partner, or friend, you can make your transition to this new chapter of your life both smooth and rewarding.

## COURSES FOR EMPLOYEES AND FAMILY MEMBERS:

### Career and Workplace issues

#### Embracing Workplace Change

**How do you stay productive during times of uncertainty and change?** This course offers self-care strategies for coping with, and embracing, change. Skills taught include: continuous learning, collaborating with others, managing thinking, valuing mistakes, staying balanced, and taking action.

#### Respect in the Workplace

**When does behaviour ‘cross the line’?** This course helps participants learn when unwelcome or confrontational workplace situations ‘cross the line’ and qualify as instances of harassment, discrimination, bullying and/or violence. The course also helps participants understand the importance of complying with policies regarding respectful workplace conduct.

#### Taking Control of Job Loss and Transition

**How do you take back control of your life?** Job loss or transition is a difficult process for anyone. This course will help you and your family prepare for the experience by teaching skills of stress reduction, rebuilding self-esteem, getting active, reducing money worries, managing thoughts and feelings and more.

#### Taking Control of Your Career

**Is your career everything you had hoped it would be?** A satisfying career comes about as a result of strategic career moves—planned actions that you initiate based on your vision of where you want to be and how you are going to get there. This course will help you learn about your skills, values, interests, and what gives meaning to your life, from the perspective of your career.

## COURSES FOR KEY PERSONS AND SUPERVISORS

#### Leading the Human Side of Change

**How do you support employees through workplace change?** For Key Persons and supervisors leading employees through change: modeling change and transition, people-centered communication, challenging inaccurate perceptions, delivering unwelcome news, supporting employees and self-care strategies.

#### Managing Sensitive Employee Issues

**How do you talk about uncomfortable issues?** Certain kinds of workplace issues give rise to work performance problems and, when talked about, have the potential to cause embarrassment or create strong emotional reactions. This course is for key persons and supervisors and provides guidance on how to talk about, and help resolve, these sensitive issues.

#### Supporting Respect in the Workplace

**When behaviour is inappropriate, what are your responsibilities?** This course helps key persons and supervisors identify incidents of violence, harassment (including bullying), and discrimination. The course also helps prepare participants to take appropriate action to deal with allegations of inappropriate conduct in accordance with policies and programs that are in place.

#### Fundamentals of Effective Supervision

**Are you new to supervising and managing others?** This course presents the fundamentals of effective supervision (communicating, leading, delegating) with special emphasis on people issues and tasks for first-time supervisors.

#### Values-based Leadership

**What rules do you apply to resolve value dilemmas?** The purpose of this course is to help key persons and supervisors resolve ethical dilemmas and help your organization achieve its highest standard of business ethics.

# Foundations of Effective Parenting

## What is the right kind of parenting relationship to have with your child?

This course is about developing parenting practices that guide your child's healthy development and provide opportunities for learning and growth. The course is about building a strong attachment and connection with your child as well as developing skills that encourage appropriate behaviour and help you resolve parent-child conflicts.

### Course Contents

- How to encourage the development of empathy, decision-making skills, communication skills, accountability, responsibility, self-confidence and self-belief.
- When to use charting and behaviour contracting to encourage appropriate behaviour and discourage inappropriate behaviour.
- How to maintain a role in your child's development as peers and other factors (e.g. internet, media) become increasingly influential.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.



Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

**Enroll Now!**

Enrollment may be covered by your benefit plan employee assistance services. Our website will help you determine this. To register, learn more about this course or learn about other courses we offer at [www.homeweb.ca](http://www.homeweb.ca).

# Taking Control of Alcohol Use



## How much is too much?

This course is for anyone who is trying to control, cut down, or stop drinking. The course is also for the spouse, partner, child, sibling, co-worker, or employer of someone with a drinking problem... because there are many ways that concerned others can help.

### Course Contents

- The impact of alcohol on health, finances, family, and career.
- How to say “no” and cope with the urge to drink.
- Your drinking ‘triggers’ and how to reduce the risk that they present.
- Relapse prevention.
- Is moderation an option for you?
- How to help someone with a drinking problem.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Taking Control of Anger

## Is your anger productive... or destructive?

This course can help you manage angry feelings and/or angry behaviour. If you are concerned about the consequences of anger to your health, relationships, and/or job, the course can teach you how to cope effectively with stresses and frustration, and how to let fewer things upset you.

### Course Contents

- A model that will help you understand where your anger comes from and your options for managing it.
- Ways to calm yourself and reduce anger-related tension.
- How to change anger-triggering thoughts.
- Constructive problem-solving as a way to express yourself as an alternative to aggression or angry behaviours.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

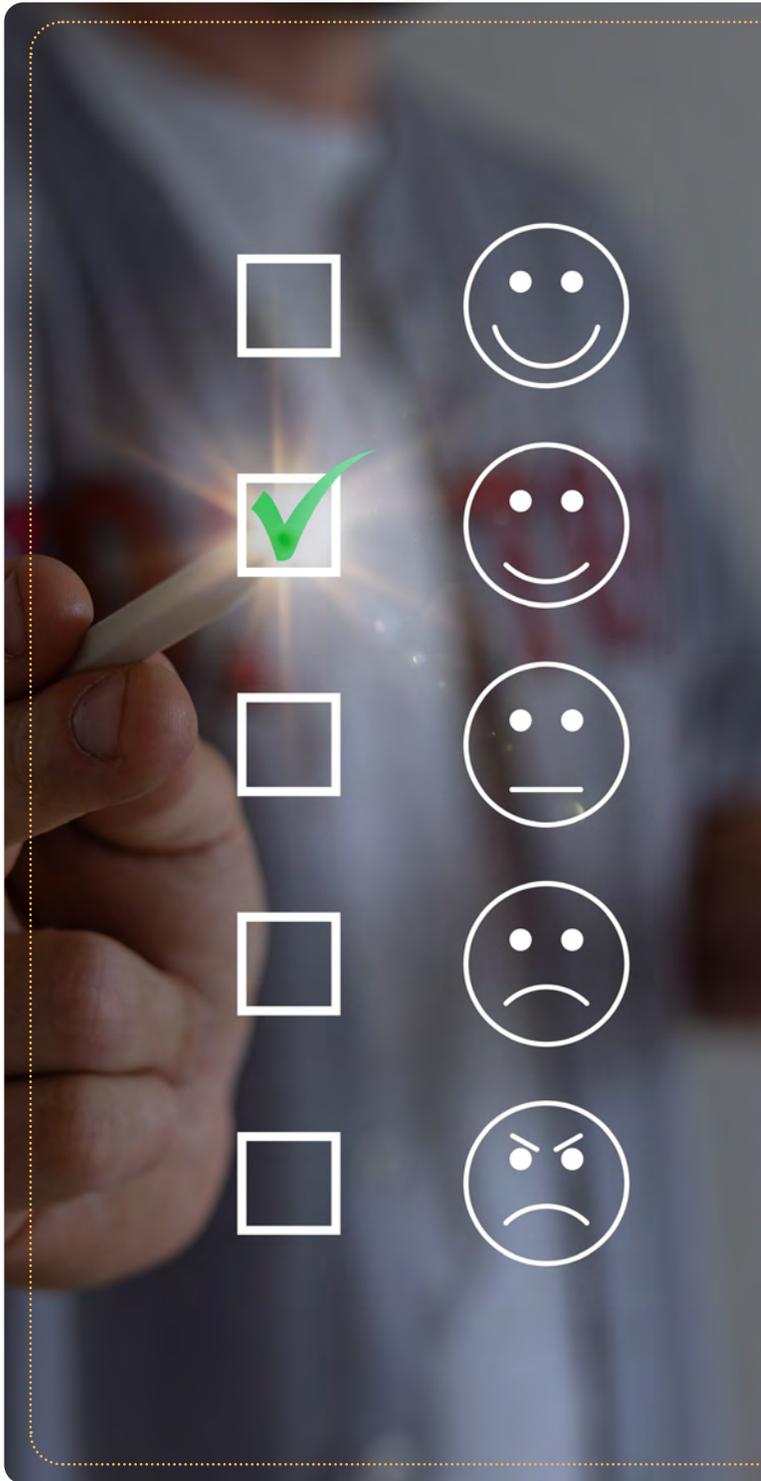


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# Taking Control of Your Mood



## What is low mood and what can you do about it?

Feelings of sadness are normal but sometimes they are troublesome and require additional help. This course offers self-care strategies for improving sad moods, including: eating and sleeping well, managing thinking and feelings, increasing positive experiences, getting active and tension reduction.

### Course Contents

- The difference between normal sadness and depression.
- Medical and psychological models of low mood.
- What depression is and what causes it.
- Self-care strategies.
- When to seek professional help.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Taking Control of Stress

## Is there more to stress management than learning to relax?

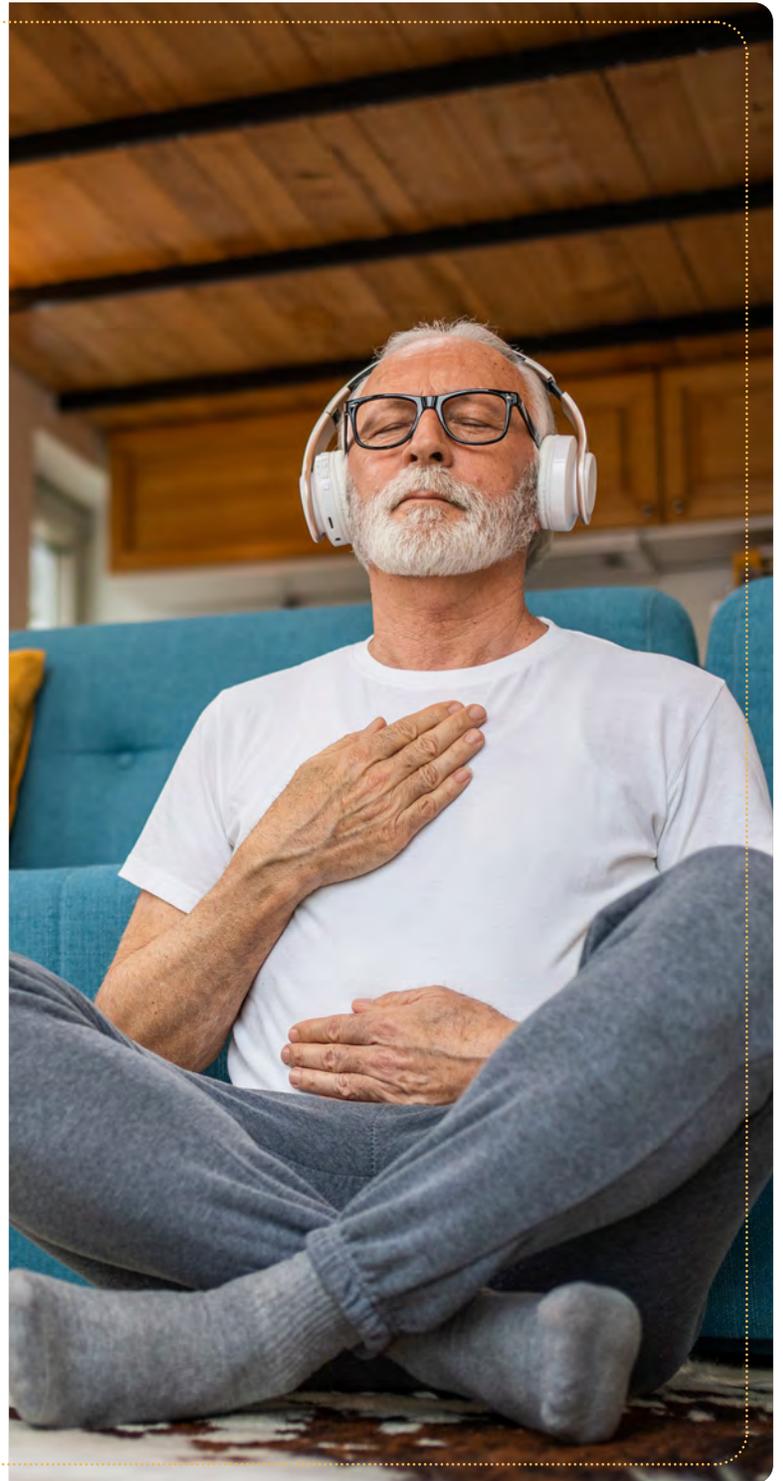
Most people feel that they are under “higher than normal” levels of stress and pressure. This course focuses on key stress management skills, including: managing thinking and feelings, time management, increasing positive experiences, getting active and relaxation.

### Course Contents

- What stress is.
- Signs and symptoms of unhealthy stress.
- Seven stress management strategies.

### Additional Features

- Audio recordings of relaxation exercises to download and use offline (MP3 format).
- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.



Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Taking Control of Your Money



## How is your financial 'health'?

There are endless choices to be made about what to do with the money you earn and as many options for saving more of it. This course can be a good start if you don't know the basics of money management, or as a refresher if you already have some money management knowledge.

### Course Contents

- Why it is important to actively manage your money.
- The hidden costs of living beyond your means.
- How to create a budget and saving/spending plan.
- Small changes that can help you keep more of the money you earn.
- How to avoid common money issues that create conflict for couples and families.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Resilience

## How can you turn life's challenges into opportunities?

This course features video segments of a psychology expert and four people learning to become more resilient. The course features before-and-after testimonials, interviews with a psychologist, and step-by-step exercises.

### Course Contents

- How to think optimistically and control negative or self-defeating thoughts.
- How to learn from feelings and use them to propel yourself to action, rather than paralyze you with inaction.
- How to take constructive steps towards changing your behaviour.
- The importance of staying connected to friends, family, work, and whatever provides meaning to your life.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.



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# Resolving Conflict in Intimate Relationships



## Are you and your partner drifting apart?

Are you feeling increasingly disconnected from your partner? Are you questioning whether you should stay in your relationship? Are you looking for ways to enhance your relationship? There is good news. The task of achieving and maintaining a happy and stable relationship is not a mystery. While there are many potential pitfalls that can derail any relationship, it is possible to avoid these pitfalls if you have a reliable roadmap to follow.

### Course Contents

- Learn the building blocks of constructive conflict resolution.
- Learn the destructive forces that lead to communication breakdown.
- Learn strategies to de-escalate conflict and reduce emotional upset.
- Learn strategies to develop goodwill and strengthen friendship.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Responsible Optimism

## What makes positive thinking so powerful?

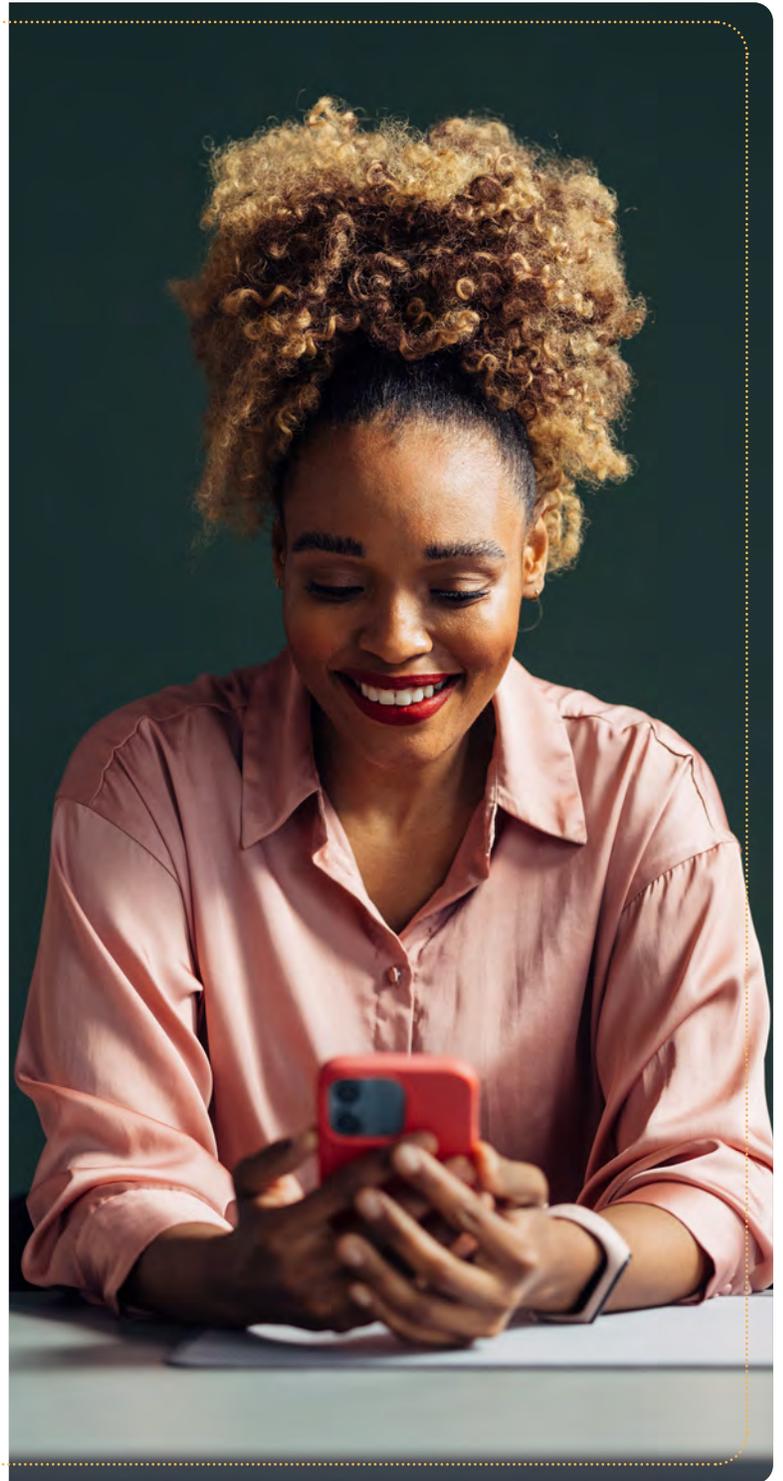
Thinking optimistically, rather than negatively or pessimistically, is a proven key to avoiding feelings of depression, persisting longer at challenging tasks, and facing each day with hope and excitement. This course provides users with the tools they require to change their thinking.

### Course Contents

- The difference between optimism and pessimism.
- How optimism can improve your mood, health, productivity, and more.
- Four strategies for clearing your mind of self-talk.
- Three strategies for gaining perspective on self-talk.
- Three strategies for challenging self-talk.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

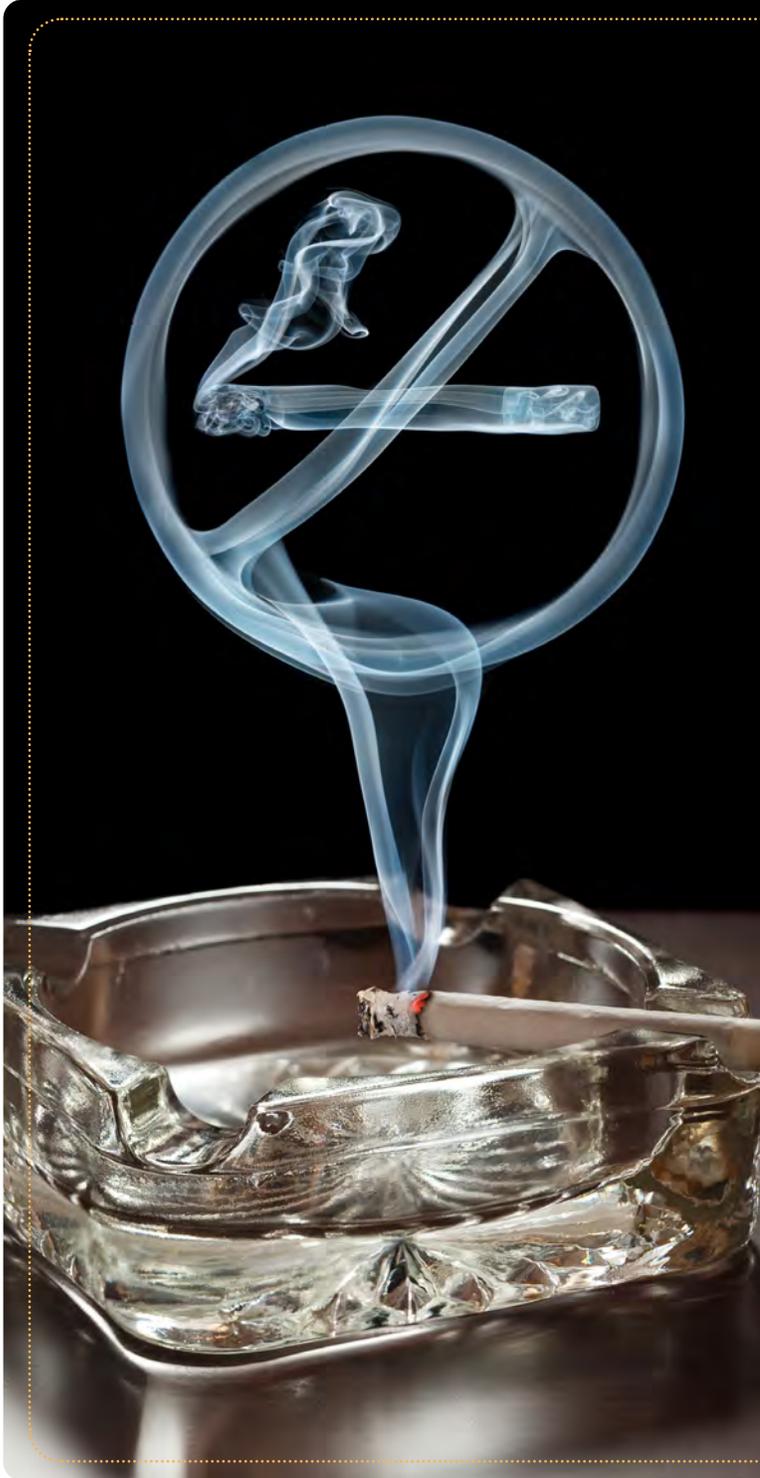


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# Stop Smoking: Get Your Life Back!



## Ready to quit? Not certain? Trying again?

Quitting smoking takes more than willpower. We know what it takes to become a successful ex-smoker and we've put that knowledge together in our smoking cessation program. Stop Smoking includes an option to obtain one-on-one coaching with our quit-smoking experts.

### Course Contents

There are three pathways to follow in this course, depending on your personal stage of readiness to quit smoking:

- Build confidence to quit smoking.
- Create a comprehensive quit-smoking plan and prepare for your quit-smoking date.
- Reaffirm your commitment, learn from past quitting attempts, and learn new strategies to try.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Preparing for Your Retirement

## What plans have you made for your new chapter in life?

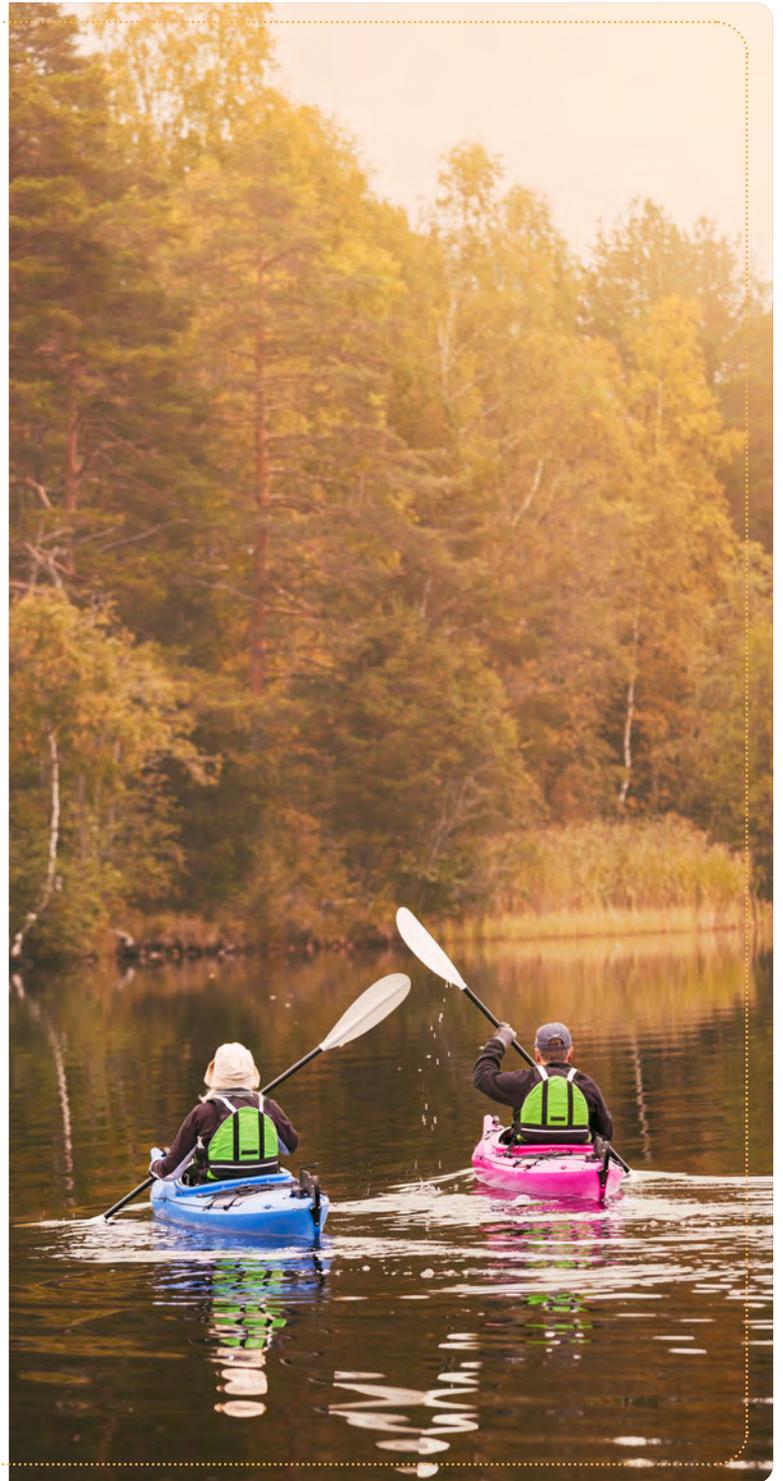
For most of us, retirement presents a new chapter in life—a time to shift gears and create new experiences. However, retirement presents some very real psychological and emotional challenges. With advance planning and discussion with a spouse, partner, or friend, you can make your transition to this new chapter of your life both smooth and rewarding.

### Course Contents

- What will you do to stay physically active in your later years?
- How will you remain connected to friends and family?
- What impacts will the transition away from full-time employment have on your day-to-day interactions with your spouse or partner?

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.



Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Embracing Workplace Change



## How do you stay productive during times of uncertainty and change?

This course offers self-care strategies for coping with, and embracing, change. Skills taught include: continuous learning, collaborating with others, managing thinking, valuing mistakes, staying balanced, and taking action.

### Course Contents

- A stage-based model of transition and self-assessment test.
- Warning signs of poorly managed change.
- Six principles of continuous learning.
- Managing distressing feelings, thinking and misperceptions.
- Working together for trust and support.
- How to add value to your workplace and take risks.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Respect in the Workplace

## When does behaviour ‘cross the line’?

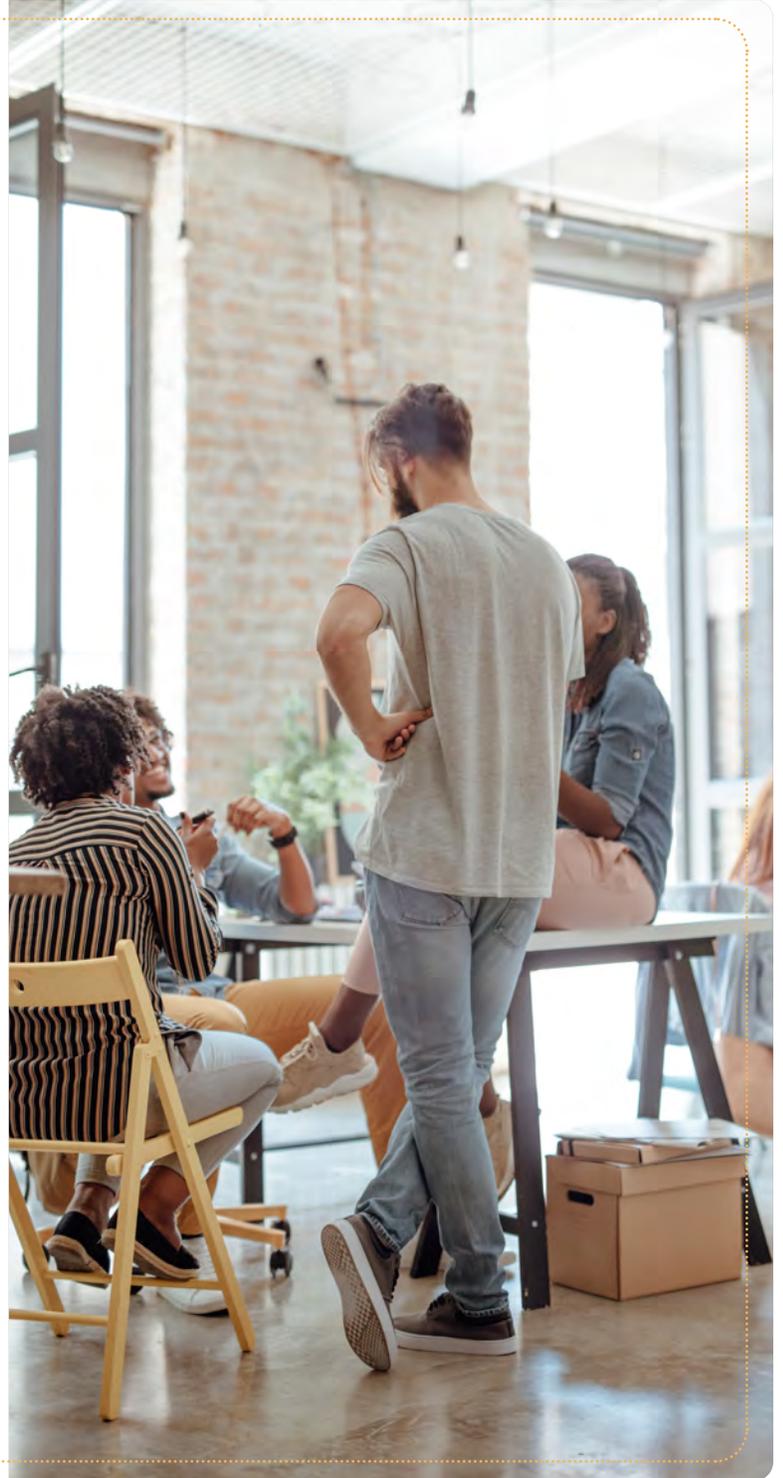
This course helps participants learn when unwelcome or confrontational workplace situations “cross the line” and qualify as instances of harassment, discrimination, bullying and/or violence. The course also helps participants understand the importance of complying with policies regarding respectful workplace conduct.

### Course Contents

- Participants learn to recognize instances of violence, harassment, bullying, and discrimination through a series of scenarios, quizzes, and workbook exercises.
- Participants learn the correct actions to take with regard to reporting disrespectful conduct and the obligations that employers have to support these efforts.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.



Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Taking Control of Job Loss and Transition



## How do you take back control of your life?

Job loss or transition is a difficult process for anyone. This course will help you and your family prepare for the experience by teaching skills of stress reduction, rebuilding self-esteem, getting active, reducing money worries, managing thoughts and feelings and more.

### Course Contents

- The mental and emotional impact of job loss.
- Signs of unhealthy coping.
- Coping tools, including: staying active, changing thinking, fueling esteem, reducing money worries, and reducing tension.
- How to prepare your family.
- Preparing yourself for a changing workplace.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Taking Control of Your Career

## Is your career everything you had hoped it would be?

A satisfying career comes about as a result of strategic career moves—planned actions that you initiate based on your vision of where you want to be and how you are going to get there. This course will help you learn about your skills, values, interests, and what gives meaning to your life, from the perspective of your career.

### Course Contents

- Whether you should change jobs altogether or try to make changes to the job you already have.
- How to target the job you want by examining your skills, interests, values, priorities, and personality.
- How to best deal with the practical changes of job search and career change, including: financing your transition period, managing your time, staying motivated and overcoming fear and worry.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.



Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Leading the Human Side of Change



## How do you support employees through workplace change?

For Key Persons and supervisors leading employees through change: modeling change and transition, people-centered communication, challenging inaccurate perceptions, delivering unwelcome news, supporting employees and self-care strategies.

### Course Contents

- A stage-based model of change and transition, self-assessment, and team assessment.
- How to encourage risk-taking, support troubled employees, and challenge inaccurate perceptions about change.
- Delivering bad news to good people.

### Additional Features

- Checklists for communication planning, responding to distress, and more.
- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

**Enroll Now!**

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# Managing Sensitive Employee Issues

## How do you talk about uncomfortable issues?

Certain kinds of workplace issues give rise to work performance problems and, when talked about, have the potential to cause embarrassment or create strong emotional reactions. This course is for key persons and supervisors and provides guidance on how to talk about, and help resolve, these sensitive issues.

### Course Contents

- The key question that must be asked, and answered, in order to address sensitive employee issues.
- Common signs of problem behaviours in the workplace.
- Ways to empower your sense of responsibility and confidence to address sensitive issues.
- The steps to take to appropriately address sensitive employee issues.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.



Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Supporting Respect in the Workplace



## When behaviour is inappropriate, what are your responsibilities?

This course helps key persons and supervisors identify incidents of violence, harassment (including bullying), and discrimination. The course also helps prepare participants to take appropriate action to deal with allegations of inappropriate conduct in accordance with policies and programs that are in place.

### Course Contents

- Participants learn the importance of respectful behaviours in the workplace and their responsibility to create a work environment where employees feel welcome, competent, safe and productive.
- Participants learn about the measures and procedures that support respectful workplaces in order to be in compliance with relevant legislation.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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# Fundamentals of Effective Supervision

## Are you new to supervising and managing others?

This course presents the fundamentals of effective supervision (communicating, leading, delegating) with special emphasis on people issues and tasks for first-time supervisors.

### Course Contents

- A model of situational leadership: when to delegate, direct, coach, or support.
- How to build effective teams and how to assess your own team.
- How to manage the performance of both top performers and underperformers.
- How to make effective decisions, follow through, take action, and get results.

### Additional Features

- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.



Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

**Enroll Now!**

Enrollment may be covered by your benefit plan employee assistance services. Our website will help you determine this. To register, learn more about this course or learn about other courses we offer at [www.homeweb.ca](http://www.homeweb.ca).

# Values-Based Leadership



## What rules do you apply to resolve value dilemmas?

The purpose of this course is to help key persons and supervisors resolve ethical dilemmas and help your organization achieve its highest standard of business ethics.

### Course Contents

- Key questions about ethical thinking.
- New ways of thinking about value dilemmas.
- A nine-step model for value decision-making.
- Problem-solving ethical dilemmas.
- Values-based leadership in your company.

### Additional Features

- Audio illustrations of ethical conflicts.
- Self-guided workbooks for completing offline.
- Resources for continued learning.
- Course certificate can be printed following successful completion of course learning quiz.

Estimated time to complete this course is 2 hours (60 minutes online; 60 minutes of printed workbook material).

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## About Homewood Health

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Homewood Health™ offers the highest quality of clinical support and intervention available within the EFAP industry, and an unmatched continuum of services — spanning health promotion, mental health and addictions support, and prevention-focused work-life balance services.

## Contact Us

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Contact us 24 hours a day, 7 days a week.

**1-800-663-1142**

Numéro sans frais - en français : 1-866-398-9505

**International** (Call collect): 604-689-1717

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