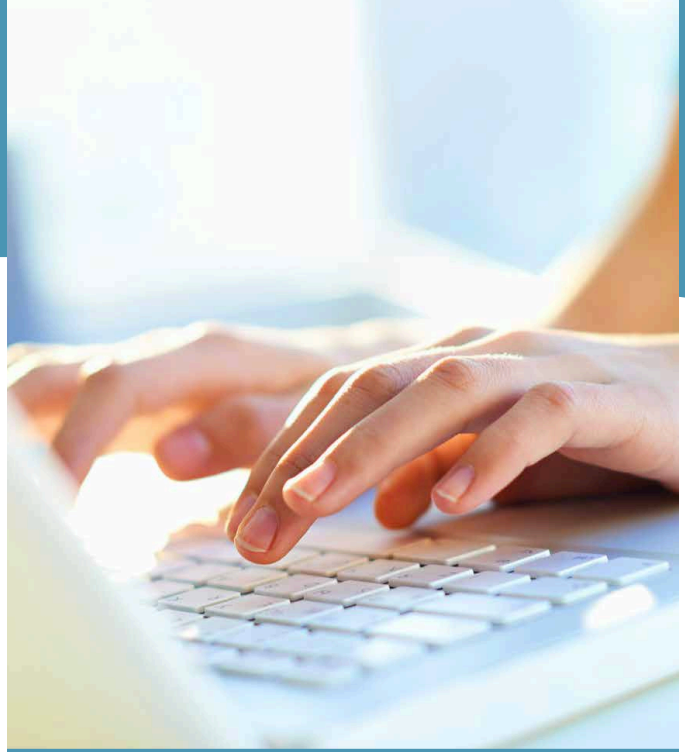


SECTION 5

e-Courses, online courses for employees



If you like to learn on your own time, in your own way, then our e-courses are for you. Homewood Health offers a variety of courses that focus on health and wellness, life skills, and work related people management concerns. All content is based on current, best practice research and include printable information, quizzes, and practical exercises. The best part is that you can access courses from anywhere 24/7.

Learn new skills where and when it suits you!

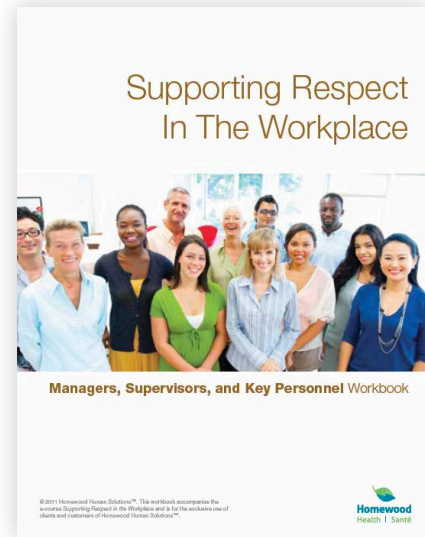
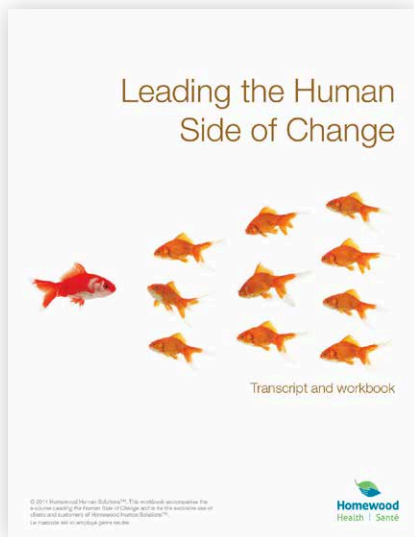
- **Can't resolve a conflict with someone?** We have an e-course in conflict resolution that will help you work out your issues.
- **Not sure if you have a substance use problem?** We have an e-course that will help you self-assess and decide if you should seek professional help.
- **Feeling a little negative lately?** Try our e-course on optimistic thinking and see if you can pick up your spirits.
- **Blowing up over minor issues?** Perhaps you need to take our course in managing anger and might like to try our course on managing stress.

One click is all it takes to get started

E-Learning courses empower you with the information you need to better manage your personal health and expand work-related skills all on your own time. We make it simple to get started and guide you step-by-step:

- 1. Visit the Homewood Health website** (www.homeweb.ca) and follow the links to the Member Services area. If you are a first time visitor to Member Services, follow the online instructions for registering, and access the courses available to you. If you are a returning user, log in as usual and follow the instructions to access the courses.
- 2. Review the list of courses** and click on the one you would like to take.
- 3. Check back regularly** as we add new courses each year.

If you ever feel overwhelmed or stressed out by the challenges you face, we can easily arrange counselling (face-to-face, over the phone, or through the Internet).



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.

Supporting Respect in the Workplace

When behaviour is inappropriate, what are your responsibilities?

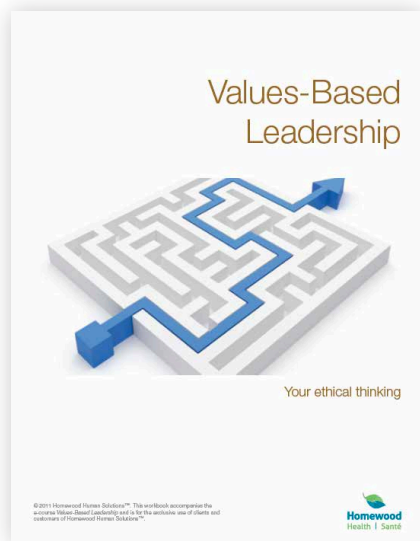
This course helps key persons and supervisors identify incidents of violence, harassment (including bullying), and discrimination. The course also helps prepare participants to take appropriate action to deal with allegations of inappropriate conduct in accordance with policies and programs that are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



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.

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.

Enrollment may be covered by your benefit plan/Homewood Health employee assistance services. Our website will help you determine this.

To learn more, visit Member Services at www.homeweb.ca.