

Home or Office:

Strategies for Navigating the New Normal

3 Part Education Series

Presented by Army Materiel Command in partnership with Headquarters Army Materiel Command, Headquarters Army Sustainment Command and U.S. Army Garrison Redstone Arsenal Employee Assistance Program

Time: 10:00–11:00 Central Time

Virtual Location:

<https://connect.apan.org/navigatingthenewnormal/>



26 AUGUST 2021

Office 101: Logistics for Working from Home or Returning to the Office

Presenter:

Carolyn White, LCSW, CEAP, Redstone Arsenal Employee Assistance Program Coordinator

Class Description:

Are you tired of working from your kitchen table or frustrated because you can't remember your office voicemail password? This class will explore common concerns and challenges impacting working from your home "office" or returning to an actual office. Helpful tips and strategies for planning successful transitions will be discussed and questions to ask to increase your productivity in any location will be reviewed.

2 SEPTEMBER 2021

Communicating with Purpose: Navigating Today's Workplace

Presenter:

Jennifer Steward, MBA – Director of Clinical Co-Curricular Programs & Undergraduate Course Instructor for : Business Ethics, Small Business Management and Entrepreneurial Finance Courses at Palmer College of Chiropractic

Class Objectives:

- Screen Time Overload: I haven't spoken to a "real" person in months!
- Recognizing and Eliminating common pauses (um, ah, oh) in our speech.
- Avoiding distracting – focusing on your intended recipient.
- The importance of eye contact and body language.

9 SEPTEMBER 2021

Stress Management

Presenter:

Stephanie L. Phares, MOT, OTR/L, St. Ambrose University

Class Description:

Stress is an inevitable part of life. This class will give you a greater understanding of stress and how it manifests in your body and brain. The Person-Environment Performance Model will be discussed and used to explore how these components relate to the stress you feel when completing different tasks or roles. Additionally, you will learn ways to modify or adapt tasks and use values, roles, habits, routines, and use of time to foster helpful coping strategies and practices.

