

PRESENTATION CATALOG



EDUCATIONAL PRESENTATIONS & TRAINING PROGRAMS

In today's chaotic world, savvy organizations are seeking resources to provide people with cutting-edge training.

Educational seminars addressing professional and personal issues demonstrate that organizations care about their people.

H&H Health Associates is committed to providing client organizations with quality programming. Informative presentations are important reminders of our valuable services.

Programs are conducted by H&H Health Associates' staff, affiliate staff members, and community professionals. Timing of presentations are flexible and negotiable according to each organization's needs and schedules. Typical seminars last approximately 60 minutes, supervisory training programs about 90 minutes.

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Alcohol and Drug Abuse Prevention

Does your company have drug-abusing employees? Drug and alcohol dependency is one of the most expensive of all U.S. workplace problems. Total costs to American industry range from \$60 to \$100 billion a year. The purpose of this presentation is to:

- ◆ educate all employees about the pervasiveness of drugs in the workplace
 - ◆ outline strategies for prevention
 - ◆ recognize signs and symptoms of drug abuse
 - ◆ learn the effects of drugs on the body and the central nervous system
 - ◆ explain the relationship between chemical abuse and safety
 - ◆ emphasize the existence of help through the EAP
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Balancing Work and Family

Balancing the demands of a job and a family have become an American priority. Individual needs, goals, multiple demands, prioritizing, and dealing with requests and complaints are addressed. Coping strategies to achieve work/life balance are taught.

Battling Burnout

Ever feel frustrated and in a state of fatigue brought about by dedication to a cause, way of life, or work? When goals or expectations are not realistic, burnout can result. Learn the process of developing skills to combat burnout and/or avoid its influence in your life.

Building Personal Effectiveness

Effective relationships are supportive and powerful. Commitment and focus on mutual goals are elements that make teams successful. This presentation teaches the basics of emotional intelligence, complaints vs. requests, and teaches new straight-forward communication styles.

Business Etiquette and Communication Skills

This program reviews appropriate workplace behaviors and communication. Topics included are: Business Attire, Introductions, Handshakes, Business Conversations, Meeting Etiquette, Email Etiquette, and Communication.

Care for the Caregiver

This program identifies who are the caregivers and reviews compassion fatigue with symptom management and prevention.

Clearing the Air

Dealing with personal hygiene issues and concerns in the workplace.

College Campus Safety

This presentation provides an overview of safety issues on the college campus. Common sense approaches to safety and self-protection are discussed. Also covered drug and alcohol use and the physical emotional, and psychosocial risks involved.

College of the Overwhelmed

Understanding today's college student. Shed some light about problem behaviors. Learn basic skills for how to de-escalate a situation. Coping with the helicopter parent.



Conflict Resolution/Anger Management

Happiness, sadness, fear and anger are basic human emotions. Anger is an important function of survival because it communicates that something is wrong. This is necessary for anyone who handles anger inappropriately, because poor decisions may be made in fits of rage. This presentation is an excellent resource to resolve inter-departmental conflict, employees' frustrations, and general anger issues. Learn to identify the advantages and disadvantages of anger. Discussion of the ABC Theory of emotional arousal. Techniques introduced for anger management.

Coping With Grief and Loss

Nearly 8 million people will be directly affected by death this year. Half of them will be in the workplace during the grieving period. Millions more will grieve other important losses – relationships, homes or jobs. Grief is the normal and natural response to loss, a universal human experience. When a co-worker becomes seriously ill, dies, or suffers a significant loss, the impact on productivity and morale is often dramatic. Difficult emotional issues, like grief, can disturb workers and diminish the work environment. Colleagues want to do the right thing but are not sure how to do it. Meanwhile, managers and employees may feel pressured and anxious, knowing work must still get done. This presentation will give you skills necessary to discuss grief comfortably and work through such issues with support.

Critical Incident Stress Debriefing (CISD)

An Offering of Restorative Calmness after a Traumatic Workplace Incident

From time to time, an organization experiences an incident such as an accident, a robbery, an untimely death or other traumatic worksite event. The aftermath left by such incidents causes emotional stress for employees and disruption within the workplace. The appropriate response to a critical worksite incident will pay huge dividends by emphasizing the company's serious regard for employees. It will allow: an appraisal of the event; the opportunity to vent fears and frustrations; a chance to "let off steam." Our critical incident team will assess individual reactions to the incident and provide follow-up. This offering will encourage team spirit and facilitate communication between management and staff. We will come on-site for group debriefings if the need arises.

Cross Generational Communication at Work

This program reviews communication in the workplace with employees of various ages.

Dealing With Difficult People

This presentation reviews and the different types and styles of communication. The content provides information on how not to be difficult and how to manage difficult people.

Decision Making

Do you make decisions based on habit, impulse, default, problem solving skills, or emotions? This workshop will help participants explore when, where, and how to make decisions. Learn various strategies to better decision making by using your multiple intelligences.

Depression: It's More Than the Blues

Dispel the myths and learn the facts about depression. Signs and symptoms of depression are reviewed, as well as the causes and treatments available.

Diversity and Respect in the Workplace

A diverse workforce requires today's employees to increase their understanding and respect of varying cultures, disabilities, races, religious practices, and gender differences. Learn about cultural sensitivity; how to help employees act respectfully, and to avoid stereotyping behaviors.

Employee Assistance Program Orientation

Do employees really know what the EAP is all about? This orientation clearly outlines for everyone the reason for the Employee Assistance Program, how to use it, and the boundaries of confidentiality. This presentation is essential to address concerns of employees. The importance of this benefit is emphasized.

Listening Skills in the Workplace

When people are listened to by managers and peers, wonderful things can happen. They feel supported. Issues get clarified. Upsets disappear. Creativity emerges. Self-esteem soars. Listening is a key skill to making our conversations productive. This workshop is designed to cover everyday situations when it is imperative to pay attention. We will address listening in meetings, less formal conversations, and special situations involving customers or employees with complaints.

Mental Health Awareness

Common mental health issues are described and discussed, such as, anxiety, stress, depression, and burnout. The signs, symptoms, and ways to combat such issues are given. Additionally, self tests are provided to screen any potential issues.

Quality Customer Service

This seminar is for any employee group. Both internal and external customer service is vital to any business. Employees will learn specific techniques to become proficient in dealing with many complex customer service concerns.

Safety and Self-Protection

This presentation is an overview of violence in the domestic and street settings. Emphasis is placed on: 1.) Understanding how and why people are victimized. 2.) Understanding one's rights and responsibilities in self-protection, and 3.) Common sense approaches to self-protection.

*The focus of this presentation can be modified to fit needs of audience.

Self-Esteem and Self-Valuing

Learning to like oneself can be daunting and rewarding. Explore self-acceptance, self-esteem, and self-celebration. This presentation can provide: tools to form strong relationships; growth through learning; acceptance of personal responsibility; and the ability to tolerate frustrations. By learning to process what you enjoy, you will soon value yourself. A sense of serenity and well-being will develop.

Sexual Harassment Awareness

Sexual harassment is prohibited in the workplace. What constitutes sexual harassment? How should it be dealt with when it occurs? Attend this awareness training for education and information.



Staying Safe in a Dangerous World

This unique seminar presented by Executive Defense, rated “The Best of its Kind” by major corporations throughout America, is powerful, practical and thought-provoking. Role-play, real examples, and humor make it “the most fun you’ll ever get out of crime!” Become educated about:

- ◆ how criminals think and ways to outwit them
 - ◆ how criminals choose their victims
 - ◆ how to make quick, wise decisions when confronted with the violence of rape, robbery, car jacking, etc.
 - ◆ how to make difficult decisions concerning weapons
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Stress Awareness and Relaxation Techniques

This program focuses on recognizing one’s personal stress style (physical, emotional, mixed) and teaches proven relaxation techniques such as stretching, deep breathing, progressive muscle relaxation, and self massage.

Stress Management

This presentation defines the definition of stress, types of stress, benefits and disadvantages of stress, offering some management techniques.

TEAM—Together Each Achieves More

Creating and developing an effective team. Defines a team and outlines the characteristics to be successful. Outlines emotional intelligence. Four steps to deal with difficult people.

Time Management

Are you a born procrastinator? Do projects fall behind schedule at work? Do you ever want to say “no” but say “yes” instead? Gain a personal understanding of what time management means and increase your ability to use time to the best advantage. Identify time-wasters that interfere with effectiveness. Learn to prioritize activities and set realistic goals.

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Happiness, sadness, fear, and anger are basic human emotions. Anger is an important function of survival because it communicates that something is wrong. As children, we learn various methods of expressing anger and dealing with conflict: positive and negative. Everyone can learn about effective anger management. This is necessary for anyone who handles anger inappropriately, because poor decisions may be made in fits of rage. This presentation is an excellent resource to resolve inter-department conflict, employees' frustrations, and general anger issues.

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The Employee Assistance Program: Training for Managers and Supervisors

The purpose of the EAP is to assist employees and their families in a confidential manner. Personal issues often adversely affect an employee's job performance. If the problem is not resolved, dismissal may appear to be the only option. The EAP provides an excellent means of confidentially helping employees in a very positive manner. The principles of identification, documentation, constructive confrontation, and referral to the EAP will be fully explained in sync with company policy.

Management Communication Styles

In this workshop discover your management style and how it affects your relationship with others. How can you motivate each member of your team? How can you effectively deal with disciplinary problems? Learn skills to communicate with employees. Typical workplace scenarios will be used for small group exercises.



Problem Solving and Decision Making

Isolated decision making has a greater propensity for error than collaborative decision making. In this demonstrative workshop, learn types of unhealthy and healthy decision making. Learn which “intelligence type” uses various problem solving methods.

Sexual Harassment Prevention

This presentation will look at sexual harassment from management’s perspective. Learn how to prevent sexual harassment in the workplace. What constitutes sexual harassment? Is your company’s policy efficient and practical?

Team Building and Supportive Work Cultures

This program is designed to assist companies in building positive and effective work teams. Topics include characteristics of effective teams, trust building, listening and communication skills and group participation activities.

Workplace Violence Prevention

Workplace violence is increasing. Corporate downsizing, an uncertain economy, and more demanding workloads have heightened anxiety levels and increased interpersonal struggles among co-workers and management. Mounting stresses and personal pressures increase the probability of emotional deterioration, and in some cases, violent behavior.

Employee violence may take many forms and degrees of severity. Managers and supervisors can make a difference. By consciously observing employee behavior, and taking immediate action when signals of stress are evident, violence in the workplace can often be prevented or diffused. A management approach that encourages communication and seeks to resolve potentially volatile situations before they reach crisis proportions can go a long way toward curbing this disturbing trend.

Asset Allocation Techniques

With the recent global recession, professionals and the public alike have had to rethink diversification and the prospects of tomorrow. Indeed, Grandma taught us to keep our eggs in numerous baskets, but what types of baskets do we have to choose from? Have new baskets become available as a product of this recession? This program covers how to appropriately allocate for short, mid, and long-term financial goals, while also reviewing how to address changes in government debt, interest rates, and even taxes.

Education Planning

College and private school costs continue to climb each and every year. With goals such as paying down a mortgage, saving for retirement, and having money to enjoy in the meantime, how do we effectively plan for a loved one's education? The Education Planning program covers unique and innovative ways to put a true education plan in place, so you may provide a gift that will benefit many generations to come.

Estate Planning: Wills, Trusts, Durable Power of Attorney and More

Estate Planning covers much more than “death and dying”. Instead, it is planning for our family and our legacy. This is the second most popular class in the Financial Boot Camp series. The Estate Planning class will review the most commonly used estate documents, how they are used, and what strategies can be made to protect yourself and your family. Regardless of age or financial status, the Estate Planning class is a must-see for such a complex, yet essential topic.

Financial Boot Camp—Fitness For Your Finances

From the simple areas of good versus bad debt, to the complexities of trust and estate planning, the Financial Boot Camp is the perfect mix of topics to ensure each member of the audience walks away with valuable and timely information. This is recommended as the first class in the Financial Boot camp series, as the remaining classes delve into more specific education on various financial topics.

Long-Term Care—Difficult Issues, Difficult Decisions

Most American families know someone that has needed special care, or has had to help a family member with this care. The Long-Term Care class educates the audience on what the risks are and how to address them. This class also covers the changing legal environment surrounding long-term and elder care needs.

Retirement Planning for the 21st Century

With the political and economic environment changing each and every year, so must your understanding of retirement planning. How will income taxes play a part? Where will my income come from in retirement: What should I plan on with a struggling Social Security system? The Retirement Planning for the 21st Century class covers an array of topics, all surrounding the complexities of the most difficult goal nearly all Americans face—retirement. This class is more suitable for an older age group, but does deliver ideas that can be implemented at any stage of life.



Roth IRA Conversions & Other Tax Strategies

The Roth IRA Conversions & Other Tax Strategies program covers very particular strategies many Americans may use to plan for goals such as retirement and wealth transfer. This includes “tax diversification”, inheritance planning, income tax strategies and more. This class is recommended once your audience has seen at least three of the Financial Boot Camp series classes.

Workshops for Key Employees

A roundtable discussion on the complex financial issues facing the essential key employees of your business. Key employees rarely take time for themselves and even more rarely do they attend educational programs offered to the overall employee base. These employees are critical to the overall health of your firm, and yet sometimes their personal and financial needs are indirectly disregarded. The traditional benefit of educational programs offered to other employees may not apply to your key employees. This is why we have created a class tailored to the unique needs of your most important employees. For best results, it is recommended to host this event during working hours, thus allowing the full concentration of your chosen audience.

Allergies

The causes of allergies are discussed along with heredity and environmental factors that play a role. This presentation covers the common allergic diseases, food allergies, common sites for allergic reactions, diagnosis, along with treatment and prevention.

Backaches—What Makes a Healthy Back

Your back is your body's main support. The back is a delicate, finely balanced structure which can be easily injured. Parts of the back—vertebrae, ligaments, discs, muscles, etc. Sprains, strains and muscle spasms—what are they and how they are treated. Who is most prone to back injury. Prevention to back injury.

Bites, Stings & Other Nasty Things

This very informative presentation covers the definition and care of insect bites from mosquitoes and bees to ticks, fleas and spiders. Helpful information is also given regarding infections, care for shock, burns, and heat disorders. Other summer time dangers such as poison ivy, animal and snake bites will be presented and discussed as well.

Cancer Risks for Men

Did you know prostate cancer is the most common cancer among US men? It's not always life threatening, but it forces many men to weigh the risks and benefits of its treatment. Learn early detection signs, they are the key to survival of these cancers. By the time pain develops, it is often a sign that the cancer has spread.

Cancer Risks for Women

What can you do to reduce your risk for cancer? In this presentation you will learn how to identify risk factors, early signs of detection and what you can do to be proactive about your health.

Cholesterol and Heart Disease

Knowing the facts about cholesterol can reduce your risk for a heart attack or stroke. But understanding what cholesterol is and how it affects your health is only the beginning.

Diabetes—A Plan for Living

An epidemic in the United States! Am I at risk? If you are a statistic, how to best deal with it. Learn how sugar is used by the body, and the types and causes of this disease.

Diets Don't Work—Losing Weight for the Last Time

Behavior modification and weight management tips. Learn the difference between hunger and appetite, along with healthy meal and snack tips.

Ergonomics

Ergonomics looks at what kind of work you do, what tools you use and your whole job environment. The aim is to find the best fit between you and your job conditions. No matter what the job is the goal is to make sure that you are safe, comfortable and less prone to work-related injury.

Eyes Have It

Types of vision problems: farsightedness (hyperopia), nearsightedness (myopia), presbyopia (aging eyes), astigmatism, cataracts, glaucoma, etc.



Fast Food Follies—Defensive Eating When Out

Fast foods make up a part of many people’s daily diet. Learn how to choose “healthier” foods when in the fast food lane. Look at what we need to supplement a typical fast food meal. Rate your “dining out” habits. Discuss foods from malls, steak houses, Chinese food, etc.

Foot Follies

Basics of foot problems such as: bunions, plantar warts, foot neuromas, etc. will be presented. Learn proper foot care and when to see a podiatrist.

General First Aid—Non Certified

Are you prepared to properly handle a medical need at home or work? Learn simple, sometimes life-saving techniques. What are the basic action steps when handling medical emergencies & when should you call for an ambulance? (This program is not intended to be a substitute for medical treatment but to aid in appropriate first-line treatment to a medical emergency or crisis.)

Headaches—Types of Headaches

Most of us have experienced headaches at one time or another. Discussion will be on the various types of headaches - treatment, prevention, and medication. Types of migraines, the role of hormones, and when to call a doctor will be discussed.

Health and Wellness—What Everyone Should Know

Are you a saboteur of your own health? This presentation is an introduction to issues that most frequently affect our health! Fitness, obesity, diabetes, alcohol, tobacco, nutrition, sleep and stress.

Health Trivia

This interactive trivia quiz can be done in teams for a fun learning experience. The quiz covers healthy and not so healthy fats along with other interesting and useful facts.

Hearing Loss—Prevention

Huh? This presentation defines the anatomy of the ear and the definition and effect of noises both in our environment and in the workplace. It also includes the subtle warning signs of hearing loss and how you can be proactive in preventing this permanent disorder by giving helpful tips on noise reduction and the varieties of proactive devices.

Heart Attack and Chest Pain

This presentation discusses the anatomy of the heart circulatory system, what happens during a heart attack, signs and symptoms of heart attack and basic emergency care.

There are different types of chest pain. Learn to distinguish a heart attack from heart burn.

High Blood Pressure & Stroke Awareness

What do those mysterious numbers really mean? What are the risk factors for hypertension? What factors can you control? Learn to lower your blood pressure.

Stroke is America’s number three cause of death and a leading cause of serious disability. Learn about the risk factors for a stroke, statistics, warning signs and treatment.

Infection

Although germs are found on the skin and inside of our body, they usually cause no harm. Bacteria live on your skin and in your mouth. There are good germs too. The problem occurs when foreign germs manage to enter your body or organs and multiply causing an infection. Your body has many effective defenses. Learn how infection spreads and how to prevent it.

Influenza

Reduce your chances of catching this highly contagious illness by following these recommendations. Learn the difference between the seasonal flu and pandemic flu.

Iron Deficiencies and Hemochromatosis

Did you know iron is of great importance in human nutrition? If you are deficient the end result is: malnutrition reduced resistance to infection, increased morbidity and mortality and diminished work performance.

Liver—Its Function and Diseases

Weighing in at around three pounds, the liver is a unique organ with many functions crucial to sustaining life. From circulation to digestion, learn how the liver continuously processes the blood used by the rest of the body, and what happens in the incident of disease.

Making Behavior Changes

Various methods to help make changes in behavior—stop smoking, lose weight, etc., will be presented. Discussions on why changes may be difficult to make and how we sometimes sabotage our own efforts.

Memory

Recent studies have shed light on how the brain stores and retrieves information. Learn how memory works, how it breaks down and how to improve it. Descriptions will be given about the several forms of memory that can be selectively impaired, the role of memory in learning disabilities, and memory impairments associated with pain, depression, and sleep disorders and dementia.

Obesity

Obesity is a major epidemic in the United States. Our youth will be the first generation of Americans that are predicted to have a shorter lifespan than their parents due to disease affected by obesity. Hear the staggering statistics. What diseases are affected by obesity? What can be done?

Organ Donation

This short presentation covers interesting information about the ability to “give life”.

Osteoporosis

Osteoporosis is a serious, debilitating, painful disease. Discussion focuses on:

- ◆ risk factors
 - ◆ self-test for disease development
 - ◆ methods of diagnosis
 - ◆ prevention
 - ◆ treatment options
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Shingles

This informative presentation defines this most painful virus as well as the risks, facts, and symptoms of shingles. Its complications and possible prevention by vaccine will also be addressed.

Skin Care—Early Detection of Skin Cancer

Skin cancer is the fastest growing type of cancer in the United States. Learn the best ways to protect yourself & children from the sun. We will view pictures of skin conditions to help in identifying warning signs. Learn about normal and abnormal skin & treatments for this terrible disease.

Sleep and Sleep Disturbances

Learn about: common sleep myths and practical tips for getting adequate sleep, coping with jet lag and nighttime shift work, and avoiding dangerous drowsy driving. There is also information offered about sleep disorders.

Smoking Cessation

Tobacco use is the most common preventable cause of death. About half of the people, who don't quit will die of smoking-related problems. Learn why quitting smoking is important for your health and provides many benefits.

Staying Healthy During the Holidays

Maintain a healthy weight, eat a variety of healthy foods and limit calories and saturated fat, and remain physically active during the holiday season. Some factors you cannot control but learn some steps towards a healthy holiday season.

Understanding Nutrition Labels

During this presentation, learn how to check for total fat grams and percentage of calories coming from fat, sodium and sugar content. Does your definition of serving match the product manufacturers?

Vitamins, Minerals and Fiber

Vitamins—needed for a variety of biologic processes, among them growth, digestion, mental alertness and resistance to infection; use carbohydrates, fats and proteins for chemical reactions; convert food into energy.

Minerals—help build bones, clot blood, and carry nerve signals.

Fiber—vital to the body in its role of regulating bowl functions, reducing the risk of intestinal problems and promoting feeling of fullness

Wellness Group Explanation

This presentation is focused on explaining what do all these blood tests mean? What is the Personal Wellness Profile telling me? There is time for questions and answers in a group setting and for a confidential individual answer.

Wellness Orientation

This presentation is focused on addressing the potential concerns of employees for participating in a wellness program at their company. We address: who is H & H Health Associates; our approach to wellness and what's in it for the employee. Statistics included are: 91% of Diabetes; 80 to 90% of Heart Attacks and 30% of Cancers are completely preventable through lifestyle modifications. Question and answer session is included in the presentation.

Winter Health Tips

Provides basic information concerning fractures, frostbite, hypothermia and sudden illness. A short practice session is included regarding how to apply a splint and sling correctly.
