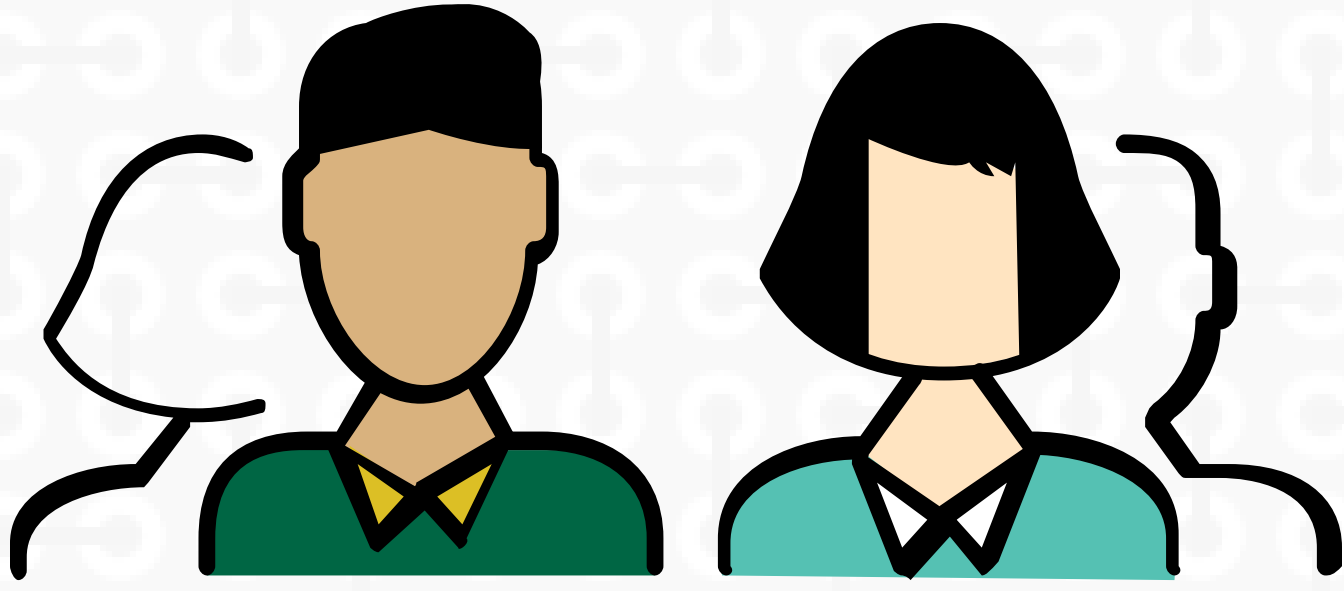




**COLORADO**  
State Employee Assistance  
Program  
CSEAP

# Professional Coaching for State Employees



Build workplace capacity in critical "soft skills" like conflict management, interpersonal communication, self-awareness, and managing emotions in the workplace .

CSEAP offers Professional Coaching to all State of Colorado employees. Professional coaching sessions are available, free-of-charge, to employees, supervisors, managers, and organizational leaders. Up to (3) free coaching sessions are available annually either in-person or via video.

- ✓ 3 sessions per year
- ✓ Free-of-charge
- ✓ Self-referrals are encouraged
- ✓ Managers, HR, Supervisors may refer an employee
- ✓ Open to all State of Colorado employees
- ✓ Attend in-person or via video



## Typical Coaching Topic Areas

**Managing Conflict in the Workplace.** Employees will gain an understanding of their default conflict style, how to flex conflict mode to meet the needs of the situation, and strategies for managing difficult workplace situations.

**Managing Emotions in the Workplace.** Employees will gain insight into how emotions impact workplace behavior. Topics covered include identifying emotional "triggers," becoming aware of 'thinking traps', and strategizing appropriate behavioral responses in the workplace.

**Interpersonal Skills for the Workplace.** Employees will discuss alignment of their behavior with the expectations and norms of their organization. Topics covered may include basic tenets of workplace respect and professionalism, managing workplace relationships using Emotional Intelligence, and behaviors related to harassment, ethics, and civility at work.

**Topics of Your Choosing.** Grappling with a difficult workplace situation or relationship? Use professional coaching to gain insight and understanding on how you're addressing the situation and potential strategies to create a desired outcome. Coaching can be particularly helpful to **new supervisors, employees taking on new leadership duties, or employees seeking professional development outside of a classroom setting.**

Interested in more information?  
Call CSEAP at 303-866-4314 or 800-821-8154