



Being Your Best
in your career and personal life

Table of Contents

TRAINING AND ORGANIZATIONAL DEVELOPMENT SERVICES

1 – 2

When Is Offering a Training Beneficial?

- Employees
- Leadership
- Organization (Employee and Leadership)

PLAN A TRAINING

3 – 4

Plan Ahead

- Review the Options
- Request a Training

Plan a Training

- Annual Compliance and Recommended Trainings
- Suggested Time Line for Trainings

FEATURED TRAININGS

5 – 7

The Workplace Coach

- Supervisor Essentials®
- Certified Leader Coach Program (CLC)
- Executive Essentials® — For Individuals and Groups
- Online Services: Assessments on DISC, MBTI and Teamability

Skill-building Series (Three-session Series)

TRAININGS FOR EMPLOYEES

8 – 9

Professional Development Series

- Civility in the Workplace
- Coping during Times of Change
- Customer Service
- Generations — Side by Side
- Goal Setting
- Manage Workplace Anxiety
- Time Management
- Workplace Diversity
- Workplace Etiquette

Personal Development Series

- Navigating Social Media
- Caring for the Caregiver
- Parenting Skills
- Work-life Balance
- Stress Management
- Basic Money Management
- Dealing with Difficult People
- Managing Holiday Stress
- Anger Management
- Assertiveness and Self Confidence
- Effective Communication
- Body Language Basics
- Conflict Management Skills

TRAININGS FOR LEADERS

10 – 12

The Leadership Role and Personal Influence

- Leadership and Influence
- Emotional Intelligence for Leaders
- Employee Morale and Motivation
- Office Politics

Managing Others

- How to Manage Managers
- How to Manage from the Middle
- Managing Various Generations
- Coaching and Mentoring
- Supervising Others and Performance Management
- Managing Employees through Personal Crisis
- Managing Employees through Workplace Change and Transition

Managing Teams

- Team Development
- Team-building Activities
- Effective Meeting Facilitation

Compliance Training

- Workplace Bullying and Gossip
- Preventing Harassment and Discrimination
- Preventing Workplace Violence
- Business Ethics

Coaching

- New Manager Coaching
- Performance Improvement Coaching
- Career Development Coaching
- Team Development Coaching

Group Facilitation

- Mission, Vision and Value Development
- Meeting and Retreat Facilitation

TRAININGS AND SERVICES FOR ORGANIZATIONS 13

Organizational Development

- Organization or Specific Department Intervention

Critical Services

- Critical Incident Response — Robbery, Accident and Death

Media and Public Relations

- Navigating the Media

Termination Assistance

- Successful Transitions

Layoff Assistance

- Assuring the Best Possible Outcome

NEXT STEPS 14

Now What?

Cancelation Policy

TRAINING CHECKLIST 15

Training and Organizational Development Services

At First Sun Solutions, we believe regular trainings are an integral part of a successful and healthy organization. By providing employees and managers with the skills they need to be better at work, we help companies reach their full potential. This catalog contains more than 45 trainings and organizational services designed to cultivate personal growth, professional development and organizational well-being.

For every training First Sun provides, our Solutions Team collaborates with the organization to assess the individualized needs of the organization, the specific situation, the work culture and the employee population. Our trainings are never off the shelf!

Affordable

Hiring a consultant doesn't have to break the bank. Our expert consultants offer quality trainings at an affordable price.

Effective

We thoughtfully design engaging and informative trainings. The trainings include a combination of instruction, discussion, experiential exercises and handouts. They are generally one to two hours but can be tailored to meet your organization's needs.

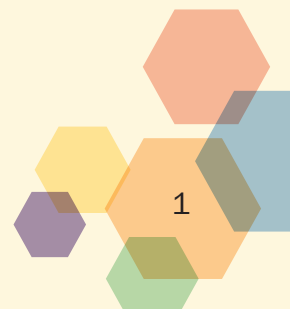
Unique

Each business is unique. We create an assessment that enables us to include content and activities specific to your organization.

Goal Driven

A training is only effective if it meets your intended goals. Therefore, we apply our goal-setting assessment to each selected training. It measures the success and helpfulness of the training while allowing us to adjust as needed to receive the best outcome for you.

Look for the red hexagon  to find our top training picks!





When Is Offering a Training Beneficial?

Employees

When you want to offer helpful information to employees and encourage skill development in areas such as:

- Work-life balance
- Financial health
- Conflict resolution
- Effective communication
- Providing outstanding customer service

Leadership

When you want to empower managers to support and encourage employees, or when you want to educate managers to monitor and manage employee performance and behavior concerns:

- New manager training
- Skill-building series
- Coaching and mentoring
- Performance management

Organization (Employees and Leadership)

When your organization experiences change. We can help maintain the health and well-being of the organization by supporting the employee during the transition:

- Managing change
- New product development
- Merger/acquisition
- Surviving a layoff



Plan a TRAINING

Plan Ahead

Review the Options

Use the training topics listed in the catalog as a guideline for your organization. A review of your group's specific needs will be helpful, for example:

- Mandatory training needs
- New hire/new supervisor meetings
- Recurring issues/trends in your workplace (financial issues, stress management, etc.)
- Health & wellness/benefits fair

Our trainings are personalized to meet your organization's needs. Please call if there is a specific training topic not listed in our catalog.

Request a Training

Call First Sun at 800-968-8143, or email firstsunsolutions@firstsunsolutions.com to discuss your request and receive your free assessment.

Plan a Training

To ensure your training is a success, please allow at least six weeks of planning and use the suggested outline below.

Annual Compliance and Recommended Trainings

We recommend an annual review of your training needs. Keep in mind compliance training such as:

- Ethics*
- Harassment and discrimination*

- DOT requirements*
- Avoiding violence in the workplace

For specific information about compliance training, refer to page 11.

**Denotes annual compliance training.*

Suggested Time Line for Trainings

6 weeks or more prior to a training or benefits fair

- Contact First Sun Solutions to discuss the training you selected, and we will provide a free assessment and discuss any possible fees.
- Once the topic is determined, schedule a day and time for each training.

4 – 6 weeks prior

- Promote the training topic internally through newsletters, the Intranet, emails, staff meetings and posters to provide the audience ample time to plan their attendance.

3 – 4 weeks prior

- Continue the promotional campaign by sending follow up emails and placing another mention in the newsletter.
- Book a training room and reserve equipment.
- Consult with technical services and arrange for their support on the day of the training.

2 weeks prior

- Confirm the date and time with the presenter and address special concerns you have about the training or audience.
- Provide the presenter with the estimated number of attendees so the correct amount of activities and handouts are prepared.
- Send a reminder notice through identified communication channels.
- Order refreshments, if desired.

1 week prior

- Send a reminder notice through identified communication channels.
- Touch base with the presenter to confirm the date, time, directions, security procedures, room set-up and estimated number of attendees.
- If you need to cancel an on-site training, please call 800-968-8143 at least five business days in advance. Failure to give notice may result in a cancellation fee. Please refer to your letter of agreement for details.

1 day prior

- Confirm the availability of the equipment and tech support.
- Alert security and the front desk of the time the presenter will be arriving.

Day of training

- Post a sign on the training room door.
- Arrange for someone to meet and escort the presenter to the training room.
- Work with the presenter and tech support to ensure the equipment is functioning properly.
- Bring a sign in sheet.
- Test the equipment.



Featured TRAININGS



The Workplace Coach

Supervisor Essentials® (e-Learning only)

Supervisor Essentials® is a management and leadership self-study training program that is ideal for new supervisors, team leaders and managers. Supervisor Essentials® provides quick access to supervisory skills, tools and tips and helps supervisory and management personnel develop the strategies they need to overcome mismanagement. Your top leaders will gain knowledge that benefits the entire company.

Here's what is included in this business management training program:

- Documenting effectively
- Evaluating performance
- Inspiring employees, praising performance, improving morale
- Resolving co-worker conflicts
- Acting on a fitness-for-duty policy
- Team building in the workplace
- Communicating effectively with upper management
- Observing performance
- Giving feedback and constructive criticism
- Delegating and following up
- Dispensing discipline
- Helping to prevent violence
- Investigating minor incidents and employee complaints

Certified Leader Coach® Program (CLC) (e-Learning "leader-as-coach" modules only)

Perhaps you are asking yourself, "*How can I become a more effective and confident leader, someone that people want to follow?*" The answer is simple, but not easy: change how you think and behave! In short, become more coach-like in your approach to management and leadership.

Coaching is a rapidly growing field and becoming the management and leadership approach of choice at companies worldwide. Our HRCI and EACC approved Certified Leader Coach® program will teach you valuable "leader-as-coach" skills necessary to create the kind of innovative culture that strengthens organizations and allows for effective people development, succession planning and sustainable success.

Completing our CLC program will reinforce your team leadership ability and strengthen your business management toolkit whilst you build confidence as a high-performing contributor to your organization. The CLC program provides participants with a unique process utilizing a combined organizational development and coaching psychology methodology. Through this leadership development program, you will be equipped to build an environment of growth and profitability. Specifically, CLC certification:

- Enhances management and leadership skills and knowledge.
- Verifies a level of management expertise and leadership potential.
- Distinguishes managers by demonstrating professional initiative and achievement.
- Offers a competitive edge for career advancement.
- Demonstrates an organization's commitment to quality management.

Prove your ability to lead, coach and have impact — enroll to become a CLC today!



Pre-approved for 18 CEUs/PDHs
HR Certification Institute (SHRM) and
Employee Assistance Certification
Commission (EAPA)

Executive Essentials® — For Individuals and Groups

As a busy executive, you are managing numerous projects, a talented group of people, the company's image and many other competing priorities from CENTER STAGE! That's why we're pleased to announce the addition of a new and exciting program to our "Essentials" learning suite: Executive Essentials®.

Executive Essentials® is a personal and professional development program that prepares you, your senior leadership team and high potentials for this tremendous responsibility and helps you perform (under pressure) to succeed in an ever-evolving global marketplace.

This one-day work session is powered by The Highlands Ability Battery™ (THAB) — a highly acclaimed assessment built to provide self-awareness and maximize potential while providing focus and cohesion at every level of the organization. Companies such as IBM, GlaxoSmithKline, JPMorgan Chase, Coca Cola, Cisco and AT&T consider "THAB" as the gold standard among assessments that foster problem solving, communication, and self-management.

The Executive Essentials® program will teach you to leverage your abilities to:

- Improve the overall quality of strengths-based leadership.
- Motivate peak performance of teams and direct reports.
- Create a culture of innovation by leveraging potential.
- Equip the next generation of leaders to excel.

Participants will learn how they best solve problems and communicate, and they will work together to apply that learning as facilitators guide them through experiential activities. They will discover how to leverage their personal style, driving abilities and specialized abilities for results that foster innovation and build a cohesive enterprise. And, by understanding how to work from their strengths, they will gain insights about how to lead through periods of growth and turbulence.

The Executive Leadership agenda includes:

- Leadership and the whole person
- Personal style and leadership impact
- Driving abilities and leadership
- Leveraging specialized abilities
- Skills, interests, values and other influencers on leadership

Our Team-building program includes:

- Team analysis and characteristics of an effective team
- Integrating teaming skills and abilities
- Vision and values that guide the team

Discounts on online services: Assessments include DISC, MBTI and Teamability

Training workshops and webinars on topics such as:

- Leader as coach
- Managing drama in the workplace
- Leading from the middle

- Level 5 leadership
- Managing disappointment at work
- Dealing with toxic people and situations at work
- Communication skills for managers and leaders
- How to hire the right people
- Winning the inner game of sales
- Team building
- Conflict management
- Critical conversations/feedback
- Stress management
- Balancing work and personal life
- Time and priority management
- Goal setting for success
- Change/transition management
- Career management
- Board member essentials

◆ Skill-building Series

The Skill-building series is a three-session course covering nine hours (3 hours each session) of core management skills. This course, for managers and supervisors, features the four cornerstones of effective management along with communication strategies and employee evaluation preparation. Group discussions and role-plays highlight real workplace scenarios. Participants are challenged with homework after each session and feedback they receive to improve their effectiveness as a manager or supervisor. This series is offered as an affordable on-site program customized to your workplace needs and culture.



REGIONAL MANAGER WORKSHOP

Designed for human resource professionals, managers and supervisors, this workshop addresses workplace issues that are disruptive to the organization. Take part in this free event and earn HRCI credits. The workshop travels all around South Carolina.



ADVISORY CONFERENCE

Our free Advisory Conference is offered in the spring and fall. It provides leadership opportunities to discuss real-life cases of trends and issues that impact the workplace.

To register for these free events:

- Visit the news and events page on our website and sign up to receive an invitation to our events.
- First Sun EAP customers will also receive announcements through their EAP leadership newsletter.





Trainings for EMPLOYEES



Employees appreciate and value working in an organization that enriches its workforce. Our professional and personal development trainings will bolster the success of both the individual employee and the organization. As with all of our trainings, these can be tailored to your organization's unique culture and goals.

Professional Development Series

◆ Civility in the Workplace

- Civility and its behavioral indicators
- Rewards of civility and the costs of incivility
- Practical workplace etiquette and communication guidelines
- The role of tolerance and conflict resolution in the creation of a civil working environment

◆ Coping during Times of Change

- Stages of transition
- Change induced stress
- Coping strategies
- Develop resiliency

Customer Service

- Focus on how to achieve outstanding customer service
- Develop standards to provide service to customers internally and externally
- Recognize how personal attitudes impact service
- Dealing with difficult customers

Generations — Side by Side

- Generations represented in today's workplace
- Varying work ethics and habits
- Develop awareness
- Build better working relationships

Goal Setting

- Goal setting strategies
- SMART goals
- Personal goal worksheets

◆ Manage Workplace Anxiety

- Recognize symptoms, triggers and warning signs
- Uncover your workplace stressors
- Discover the difference between anxiety and common nervousness
- Learn coping strategies

Time Management

- Plan and prioritize activities efficiently
- Organize your workspace and workflow
- Overcome procrastination
- Handle crises effectively

Workplace Diversity

- Definition, terms and history of diversity
- Stereotypes and biases, and how they develop
- Strategies on how to remove barriers to a diverse workplace
- Promote diversity

Workplace Etiquette

- The importance of politeness and respect
- Telephone and email decorum
- Meeting etiquette
- Workspace professionalism

Personal Development Series

Navigating Social Media

- Popular social media
- Social media pitfalls
- Ways to protect yourself and your children

Caring for the Caregiver

- Acceptance — circumstances and limitations
- Be an organized caregiver
- Learn how to care for the caregiver

Parenting Skills

- Study the nature of a child
- Review the difference between punishment and discipline
- Parent without anger

● **Work-life Balance**

- How to recognize when life is unstable
- Activity for reviewing current life balance
- Maintain balance

● **Stress Management**

- Understand stress — fight or flight
- Healthy coping strategies
- Finding joy

Basic Money Management

- Money smarts
- Create your own budget and tips for making it stick
- Avoid the debt trap
- Dig out of debt

● **Dealing with Difficult People**

- Detect difficult people
- Learn why these people are difficult

- Defuse difficult behavior
- Passive-aggression and assertive behavior
- Get to win-win

Managing Holiday Stress

- Revisit what is important
- Holiday burnout
- Holiday stress management

Anger Management

- Anger dynamics and the anger cycle
- Fight or flight theory
- Anger myths
- Healthy and unhealthy ways of managing an anger response
- Coping exercises and relaxation techniques for blowing off steam

Assertiveness and Self Confidence

- Overcome negative thoughts
- Assertiveness and self respect
- The power of positive thinking
- Play to your strengths
- Creating a positive home and work environment

Effective Communication

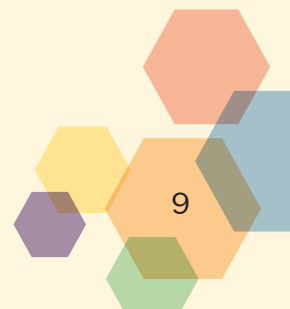
- Develop nonverbal and paraverbal communication skills
- Use the STAR method to speak clearly and succinctly
- Listen actively and effectively
- Identify barriers to communication

Body Language Basics

- Study the power of nonverbal communication
- Learn to interpret basic body language
- Identify your nonverbal communication style

Conflict Management Skills

- Manage and resolve conflict
- Six phases of the conflict resolution process
- Apply the process to various types of conflicts



Trainings for LEADERS



Successful employees, teams and workplaces are driven by effective leaders. A leader's influence can help an organization achieve high morale, energy and engagement. Our leadership trainings help leaders improve and grow their potential by teaching skills that are proven to be effective in workplaces.

The Leadership Role and Personal Influence

Leadership and Influence

- Identify leadership styles and theories
- Adapt leadership styles to your workplace
- Learn to lead by directing, coaching, participating and delegating
- Conduct a personal inventory
- Establish personal goals

Emotional Intelligence for Leaders

- Self-management, self-awareness, self-regulation, self-motivation and empathy
- Relate emotional intelligence to the workplace
- Balance optimism and pessimism
- Effectively impact others

● Employee Morale and Motivation

- Learn to measure morale in your workplace
- Discover how to enable, engage and energize your workforce
- Develop a personalized plan for your team

Office Politics

- Identify features and functions of office politics
- Interact and influence among colleagues
- Gain support and effectively network

Managing Others

● How to Manage Managers

- Welcome and orient new managers
- Develop a professional relationship
- Successfully coach and mentor
- Handle obstacles
- Foster communication between employees and their managers

● How to Manage from the Middle

- Look upward — What is expected of you
- Look downward — What is expected from you
- Mission, vision and values
- Ethics
- Communication
- Performance management

Managing Various Generations

- Characteristics of the generations in today's workplace
- Understand work styles and values
- Adapt your leadership style to the people you lead

Coaching and Mentoring

- Coaching versus mentoring
- Attributes of an effective coach

- The GROW model
- Support employee's professional development through a positive relationship
- Common obstacles to growth and development

Supervising Others and Performance Management

- Define task requirements and set expectations for your staff
- SMART goals for yourself and for your staff
- Work assignments
- Delegation
- Effective and appropriate feedback
- Coaching
- When problems arise — the performance management process

● **Managing Employees through Personal Crisis**

- How a personal crisis impacts the workplace
- Primary responsibilities for managers during times of crisis
- Balance empathy with work expectations
- Utilize workplace benefits
- Team involvement

Managing Employees through Workplace Change and Transition

- Prepare a change strategy and build support
- Implementation strategies
- Change management and communications plans
- Define the transition process
- Individual motivators for change
- Foster resiliency

Managing Teams

Team Development

- Team development theories
- Four cornerstones of strong teams
- Team assessments
- Using Myers-Briggs and other assessment tools
- Choose and implement team-building activities

Team-building Activities

- The function and purpose of team-building activities
- Choose the best activities for your team
- Various forms of team-building activities
- Activity resources
- Learn how to facilitate activities for teams

Effective Meeting Facilitation

- Clearly define the purpose and goals of your meeting
- Structure the meeting to meet your goals
- Group communication
- The RCA of meeting
- When and how to “table it”

Compliance Training

We'll help keep employees up to date in their understanding of current workplace laws and supporting policies and procedures. Compliance trainings include:

Workplace Bullying and Gossip

- Define workplace bullying, when is it illegal and which laws cover it
- Identify bullies, their actions and power over others
- Physical and non-physical threats
- When the manager is the bully
- How gossip is used to bully
- Protect and restore the victims to whole
- How First Sun can be part of the solution

Preventing Harassment and Discrimination

- Avoiding liability for my employer and myself
- Types of harassment: hostile environment and quid pro quo (this for that)
- The Federal sentencing guidelines: providing periodic (every 12 – 24 months) and effective training to all employees
- When to investigate
- Who should investigate
- Protection from retaliation

Preventing Workplace Violence

- How to create a Threat Management Team — the number one deterrent
- Prevention policies and protocol
- Who are the most likely perpetrators
- Which actions are most likely to protect people and property: steps to prevent violence
- Address emotional responses to traumatic situations and learn how to heal
- Address employee and customer needs
- Respond to the media

Business Ethics

- What is business ethics?
- Understand the importance of ethical decision making at work
- The difference between ethical and legal
- How unethical behavior damages both companies and careers
- Scenarios that may not be as easy as “do not steal”

Coaching

New Manager Coaching

- One-on-one guidance, direction and support for those in first-time leadership positions

Performance Improvement Coaching

- For leaders requiring performance improvement, this coaching applies a team approach involving level-up leaders and human resource professionals

Career Development Coaching

- For leaders seeking professional growth and development

Team Development Coaching

- Personalized one-on-one support for team leaders
- Professional team assessment
- Myers-Briggs facilitation
- Team development activities as well as monitoring and tracking for success

Group Facilitation

Mission, Vision and Value Development

- Workshop facilitation for organizations or teams in need of creating, reviewing or revising their mission
- Vision and value statements

Meeting and Retreat Facilitation

- Professional facilitation for leaders or teams interested in being a part of the retreat instead of leading it themselves

Trainings and Services for ORGANIZATIONS



Organizational Development

Organization or Specific Department Intervention

Work areas, teams and departments often experience disruption in function. This dysfunction can be due to changes in leadership, processes and/or personnel. Symptoms include an increase in absenteeism and turnover, a rise in customer complaints and escalating employee conflicts. A professional assessment is an effective way to manage these problems. An assessment can include work area observation, staff interviews and team-building sessions. After the assessment, you will receive a report that provides detailed recommendations for improvement.

Critical Services

Critical Incident Response — Robbery, Accident and Death

- Immediate telephonic consultation regarding next steps and strategies
- On-site support for management and employees

Media and Public Relations

Navigating the Media

We can help you tell your story through the media when you want to and when you have to. This overview session will equip you to tell your brand's story during positive news coverage and times of crisis. We will look at:

- Insight into newsroom decisions
- Interview techniques

- Handling hard-nosed reporters
- Turning your message into a sound bite

Termination Assistance

Successful Transitions

- Employee counseling regarding future career opportunities
- Assist employee with how to discuss the termination to his or her family
- Assistance with other matters in a way that promotes dignity and a successful transition
- Assessment of the employee's potential for violence or other negative acts
- Provide the employee counseling and resources to prevent harm

Layoff Assistance

Assuring the Best Possible Outcome

- Develop a strategic plan with leadership to announce and implement the layoff
- Prepare management for common reactions to the layoff announcement
- On-site support and review of available resources during the layoff announcement
- Assistance selecting lunch-and-learn topics such as stress management, managing change and basic money management
- A First Sun consultant can be present the day of the layoff to meet with those impacted in order to assess the need for resources and/or counseling services
- A debriefing with leadership and discussion about strategy for monitoring the "survivors" (i.e. the remaining workforce)

Next STEPS



Now what? You have reviewed the options and can now begin scheduling trainings for your organization.

Here are your next steps:

- Use the training checklist to select all of the trainings you are interested in scheduling.
- Once your training topics have been approved, consult your organization's annual calendar for available dates and times for on-site training.

Call First Sun at 800-968-8143. or email firstsunsolutions@firstsunsolutions.com to discuss your request and receive your free assessment.

- Schedule your training.
- Begin promoting.
- Get excited! Our trainings are designed to be interactive, enjoyable and effective. Because we tailor them to your needs, participants leave the training feeling understood and with a new set of tools to use during their work day.

Cancellation Policy

We realize things pop up and schedules change. If you need to cancel an on-site training, please call 800-968-8143 at least five business days in advance. Failure to give notice may result in a cancellation fee. Please refer to your letter of agreement for details.

Training Checklist

FEATURED TRAININGS

The Workplace Coach

- Supervisor Essentials®
- Certified Leader Coach Program (CLC)
- Executive Essentials® — For Individuals and Groups

- Skill-building Series (three-session course)**

TRAININGS FOR EMPLOYEES

Professional Development Series

- Civility in the Workplace
- Coping during Times of Change
- Customer Service
- Generations — Side by Side
- Goal Setting
- Manage Workplace Anxiety
- Time Management
- Workplace Diversity
- Workplace Etiquette

Personal Development Series

- Navigating Social Media
- Caring for the Caregiver
- Parenting Skills
- Work-life Balance
- Stress Management
- Basic Money Management
- Dealing with Difficult People
- Managing Holiday Stress
- Anger Management
- Assertiveness and Self Confidence
- Effective Communication
- Body Language Basics
- Conflict Management Skills

TRAININGS FOR LEADERS

The Leadership Role and Personal Influence

- Leadership and Influence
- Emotional Intelligence for Leaders
- Employee Morale and Motivation
- Office Politics

Managing Others

- How to Manage Managers
- How to Manage from the Middle

- Managing Various Generations
- Coaching and Mentoring
- Supervising Others and Performance Management
- Managing Employees through Personal Crisis
- Managing Employees through Workplace Change and Transition

Managing Teams

- Team Development
- Team-building Activities
- Effective Meeting Facilitation

Compliance Training

- Workplace Bullying and Gossip
- Preventing Harassment and Discrimination
- Preventing Workplace Violence
- Business Ethics

Coaching

- New Manager Coaching
- Performance Improvement Coaching
- Career Development Coaching
- Team Development Coaching

Group Facilitation

- Mission, Vision and Value Development
- Meeting and Retreat Facilitation

TRAININGS AND SERVICES FOR ORGANIZATIONS

Organizational Development

- Organization or Specific Department Intervention

Critical Services

- Critical Incident Response — Robbery, Accident and Death

Media and Public Relations

- Navigating the Media

Termination Assistance

- Successful Transitions

Layoff Assistance

- Assuring the Best Possible Outcome

Look for the red hexagon to find our top training picks!

About Us

First Sun Solutions is a division of First Sun EAP. Our mission is to help people be better at work. We enjoy assisting companies to achieve their goal of investing in employee knowledge and skill development.

Years of observation and intervention as employee assistance professionals have allowed us unique insight into enhancing and improving human behavior.

- We understand human psychology.
- We understand how human psychology impacts the workplace.
- We understand people at work.

Whether the goal is to develop interpersonal or leadership skills or to improve individual or team performance, addressing behavior is at the core of any lasting change.

With a portfolio of more than 500 corporate clients, First Sun Solutions has over 20 years of experience with industries such as banking, sales, manufacturing, education, law enforcement, government, health care, transportation, construction, energy, media and nonprofit.

Our knowledge and experience enable us to provide effective training and consultation services. Because each workplace is unique, we pair our experience with your specific needs in order to provide customized service. Our aim is to exceed your expectations and meet your goals by achieving durable behavioral change.

