**Employee Wellness Solutions Network**

**Training Videos**

**Consultant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please use the Viewed column to keep track of when you viewed each video.

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| **Ref. #** | **Title** | **Video Link** | **Viewed Date** | **Questions** |
| **Section #1 - Online Information [please review before program launch]** |
|  | Scheduling a Consultation | <http://youtu.be/V8OIN1GO2TU>  |  |  |
|  | Consultation Data Entry Online | <http://youtu.be/X0lAoqtikzQ> |  |  |
|  | Creating User, Putting them in a Group and Scheduling an Apt. | <http://youtu.be/O5L3lAguze0>  |  |  |
|  | Creating a New User Online | <http://youtu.be/nl5j2xTT8Jw>  |  |  |
|  | Creating an Event and Manually Adding Attendees to an Event | <http://youtu.be/IxnlW0G_jhI>  |  |  |
| **NEW** | Scheduling a Shift - Change to Procedure | <http://youtu.be/63zQj4nX6Mk>  |  |  |
|  | How to use the Resource Centre | <http://youtu.be/EH31oNdkrUk>  |  |  |
|  | Get Connected | <http://youtu.be/80vzyHamGw8>  |  |  |
|  | Invoicing | <http://youtu.be/KaSh362kMDk> |  |  |
| **Section #2 - Most-Important [please review before program launch]** |
| 1 | Consulting Participation Goals | <http://youtu.be/On6OycQdPPg> |  |  |
| 2 | Consultation Office Set-up | <http://youtu.be/upvN8Rp7fWI> |  |  |
| 3 | Consultant Resource Materials | <http://youtu.be/_dCodHauRv8> |  |  |
| 4 | Initial Consultation Overview | <http://youtu.be/Le_3xnPtk6k>  |  |  |
| 5 | Initial Consultation Documents | <http://youtu.be/4EDCaaQ1zQc> |  |  |
| 6 | Follow-up Consultation Overview | <http://youtu.be/HUlEHgM-zeQ>  |  |  |
| 7 | R is for Review | <http://youtu.be/Z_5kYR1uul8> |  |  |
| 8 | D is for Discussion | <http://youtu.be/GRiTC97GOZ0> |  |  |
| 9 | H is for Homework | <http://youtu.be/2VLuX43QzNk> |  |  |
| 10 | B is for Book Next Appointment | <http://youtu.be/IVrmAHkJlHE> |  |  |
| **Section #3 - Important (close second to Most-Important)** |
| 11 | Coaching - Building Rapport | <http://youtu.be/iZmE1ulXnl4>  |  |  |
| 12 | Expectations of a Consultant | <http://youtu.be/SzJw_RizKn4> |  |  |
| 13 | Confidentiality and Privacy | <http://youtu.be/P936C8lqsLs> |  |  |
| 14 | Missed Appointment Log | <http://youtu.be/ISjrd7Misf8> |  |  |
| 15 | Consultation Shifts | <http://youtu.be/Gpti_jL91MA>  |  |  |
| 16 | Consultation Schedule Data Log | <http://youtu.be/LTZJJ5hgKa8>  |  |  |
| 17 | Consultant Walk Arounds/Abouts | <http://youtu.be/nKO30IPeLYc> |  |  |
| 18 | Connecting with New Hires at Site | <http://youtu.be/hmHsmuBnsjU> |  |  |
| 19 | Consultation Filing Cabinet | <http://youtu.be/tUXCjD2KWDg> |  |  |
| 20 | Consultation Binders | <http://youtu.be/gNiD_w4xWdQ>  |  |  |
| **Please have reviewed within your first month with EWSNetwork** |
| 21 | Attire | <http://youtu.be/DzqqkBGvUFc>  |  |  |
| 22 | Characteristics of a Consultant | <http://youtu.be/EZNgLBNgSG0> |  |  |
| 23 | EWSNetwork New Client Procedures to Launch | <http://youtu.be/Fwzpce5MZaY> |  |  |
| 24 | EWSNetwork Toolbox | <http://youtu.be/QCLOe8Q261U> |  |  |
| 25 | EWSNetwork Individual Component | <http://youtu.be/CJ9LACl5wgU> |  |  |
| 26 | EWSNetwork Group Component | <http://youtu.be/A3EyOKKnUGg> |  |  |
| 27 | EWSNetwork Awareness Component | <http://youtu.be/nk4eN7TD-c8> |  |  |
| 28 | 30 Second Elevator Script | <http://youtu.be/GYavtb8HdhE> |  |  |
| 29 | Mission and Vision Statements | <http://youtu.be/xnosYyhA_a8> |  |  |
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| **Corporate Program Directors Only** |
|  | Creating a Consultation Shift | <http://youtu.be/o4gyBX0uTbk> |  |  |
|  | Creating Shifts and Scheduling Appointments | <http://youtu.be/mFlu_ucCSno>  |  |  |
|  | Creating Client Upload List | <http://youtu.be/OFulYplkXHM> |  |  |
|  | Creating Groups & Client Upload List | <http://youtu.be/8-N1pZD1OTU> |  |  |
|  |  |  |  |  |
|  | Client Information Form |  |  |  |
|  | Metrix Form |  |  |  |
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