**Employee Wellness Solutions Network Training Videos**

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref. #** | **Title** | **Video Link** | **Viewed Date** | **Questions** |
| **Section #1 - Online Information [please review before program launch]** |
|  | 001 Logging into the portal | In the portal under folder titled007 - Training |  |  |
|  | 002 Get Connected |  |  |
|  | 003 Adding a New User in the Portal |  |  |
|  | 004 Scheduling a Shift or Event |  |  |
|  | 005 Booking a User into a Coaching Session |  |  |
|  | 006 Updating Attendance for an Event |  |  |
|  | 007 Dealing with Missed Appointments & Creating Events for Missed Appointments |  |  |
|  | 008 Appt Status, Notes, Homework, Data Pts & Focus |  |  |
|  | 009 Notes for a Coaching Session and Emailing the Homework |  |  |
|  | 010 How to use the Resource Centre |  |  |
|  | Invoicing | <http://youtu.be/pWfoE_KGj3Q>  |  |  |
| **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 |  |  |  |
| 4 | Initial Consultation Overview |  |  |  |
| 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> |  |  |
| 15 | Consultation Shifts |  |  |  |
| 17 | Consultant Walk Arounds/Abouts | <http://youtu.be/nKO30IPeLYc> |  |  |
| 18 | Connecting with New Hires at Site | <http://youtu.be/hmHsmuBnsjU> |  |  |
| 19 | Consultation Filing Cabinet |  |  |  |
| 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> |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **ONLY for Corporate Program Directors**  |
|  | 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/iYkRSXR9nEY>  |  |  |
|  | Creating Groups & Client Upload List | <http://youtu.be/8-N1pZD1OTU> |  |  |
|  | How to do a Long Consultation Report | <http://youtu.be/qbztpBHOT48>  |  |  |
|  | Client Information Form |  |  |  |
|  | Metrix Form |  |  |  |
|  | Messaging on LinkedIn | <http://youtu.be/pZZVihdC_ZU>  |  |  |
|  | Progression Report Formatting | <http://youtu.be/szK4myyUV-8>  |  |  |
|  |  |  |  |  |