

We are here



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**<http://www.nih.gov/od/ors/ds/eap>**

**The NIH Employee Assistance Program (EAP)  
Is open Monday through Friday  
From 8:00 a.m. to 5:00 p.m. E.S.T.**

## **What Is the NIH Employee Assistance Program (EAP)?**

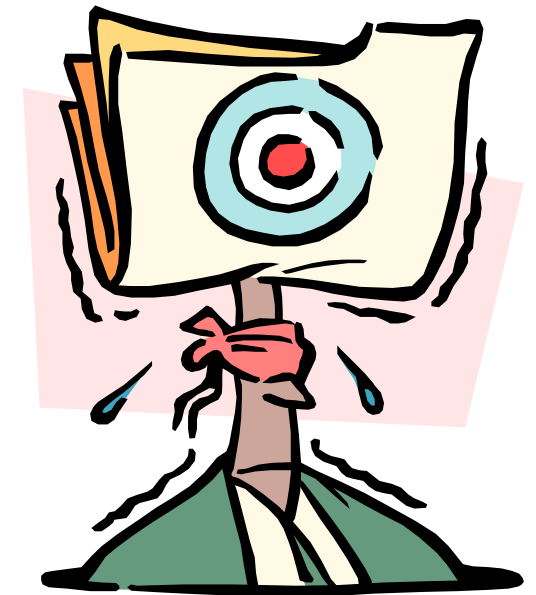
The most important asset of NIH is its' employees. Both you and the organization benefit when programs like EAP are available to assist with concerns that may affect the quality of your work and family lives. We all experience personal and work concerns from time to time and we know that many situations improve with access to professional consultation. The EAP is a confidential service that was established at NIH 20 years ago to respond to these types of issues. Supervisor and managers may also seek the guidance of a consultant to determine the appropriateness of referring employees who might be experiencing work performance and conduct changes due to personal issues.

The EAP consultants provide a variety of services including:

1. Assessment
2. Consultation
  - Confidential Personal Assistance
  - Organizational Job Coaching
  - Personal Growth and Development
  - Problem Solving with Individuals & Groups
3. Crisis Intervention
4. Short-term Counseling
5. Disability Management
6. Referral
7. Information & Resources
8. Follow Up
9. Training
10. Workshops
11. Seminars

The NIH EAP is staffed by social workers and professional counselors who have graduate degrees and licenses or certification in the field of employee assistance.

# **THE NIH EMPLOYEE ASSISTANCE PROGRAM (EAP)**



## **STRESS MANAGEMENT**

**Stress Management**

ARE YOU starting a new job, getting married, having difficulties getting along with someone at work or at home, going through a divorce/separation, experiencing the death of a love one, going through a financial crisis, having difficulties adjusting to a new life style...? Stress comes in all shape and sizes, and has become so pervasive, that it can permeate everything. If we do not manage our stress appropriately, it might lead to medical problem and emotional illness.

All of us respond to stress and deal with it in our own unique ways. What works for one employee may not work for another employee. Therefore, the NIH Employee Assistance Program (EAP) is here to help you learn how to protect yourself against stress and to develop your own personal stress management plan.



**Some of the skills development areas the NIH EAP offers are the following:**

Stress Assessment & Awareness

Assertiveness Skills

Communication Skills

Critical Problem Solving Skills

Conflict Resolution Skills

Negotiating Skills



Time Management

Self-Care

Relaxation Exercises

Positive Self-esteem Building

**Helpful Hints:**  
**Things to Do When You Are Stressed:**

Take a deep breath and give yourself time to think things through and quiet down.

Talk things out with friends and family and get professional help and advice when necessary.

Listen to music and learn how to meditate.

Develop a realistic, positive attitude.

Maintain a healthy diet.

Get proper sleep and rest.

Develop an exercise plan that meets your lifestyle, needs and abilities.

Instead of using alcohol, tobacco or other drugs to modify your stress, take a relaxation break; stretch or walk around.

Learn how to be assertive and how to express your feelings appropriately.