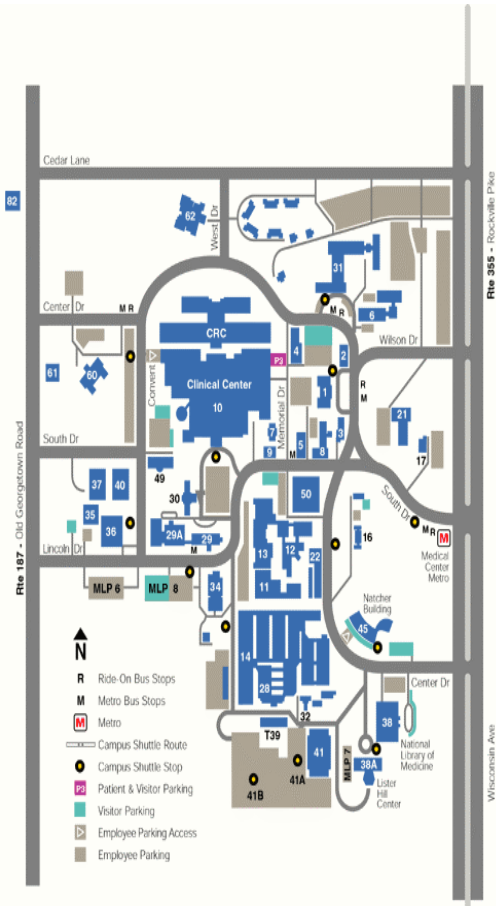


We are here



**located in Bldg 31, Room B2B57
9000 Rockville Pike
Bethesda, MD 20892**

Phone: (301)496-3164

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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)?

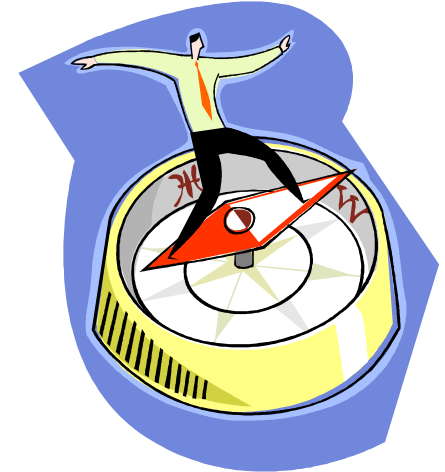
The most important asset of NIH is its' employees. Both you and the organization benefit when programs like EAP are available to assist with concerns that may affect the quality of your work and family lives. We all experience personal and work concerns from time to time and we know that many situations 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)



TRANSITION MANAGEMENT

Transition Management

The pace of life is speeding up. Hardly the most startling statement! As most of you are only too aware, change comes more and more rapidly. As a result, more of us are living in the fast lane - many in overdrive. We are faced with more information to absorb, more challenges to meet, more skills to learn, and more tasks to accomplish. Yet the time to fit it all in seems to be getting less and less.

It is part of human nature to always be in transition. Transitions are common experiences that all of us go through repeatedly in the course of our lives: the leaving of an old familiar world and the entry into an unknown new one, the passing from one relatively stable state into a period of strangeness and uncertainty on the way to a new stable state. The interval of passage is a normal but frequently upsetting life experience and can involve basic shifts in thinking, feeling, and behavior.

The experience of being in transition is itself changing. Being in between marriages or careers, for example, takes on a particularly painful quality when the very nature of those life structure are also changing profoundly. Now might be the time to take a look at some of the important transitions in your life. The EAP is available to assist you in working through the often difficult process of transition.

Transition Management might also involve:

Life Review

Personal Inventory

Assessment of Coping Skills



Stress Management

Time Management

Anger Management

Taking Care of Yourself

Listed below are some questions * that you might want to ask yourself about transitions you are experiencing:

1. Have I determined how my situation and my future have been changed by the recent, the current, or the planned personal changes taking place in my life? What exactly is going to be different for me?
2. What part of me am I losing or am I likely to lose in the transition that is being triggered by the change? Something that might have been important to me is ending. What is it? What is it time for me to let go of?
3. What losses in my life may be amplifying the feelings that I am getting from the endings that are taking place in my life?
4. Have I stopped and reflected on the continuities in my life and done whatever I need to strengthen them?
5. Have I designed a learning opportunity for myself, a new way to acquire the knowledge and skills that I need to deal with my new situation?

*adapted from BRIDGES. Managing Transitions.