



EAP

Employee Assistance Program Health & Wellness Presentations

EAP Orientation

- **Employee Orientation:** *We Care, Just Call*
Providing an overview of services, this presentation focuses on the nature of the EAP as a voluntary, confidential, and free benefit to employees.
- **Supervisory Orientation:** *A Supervisor's 24/7 Resource*
Providing an overview of services, this presentation focuses on the nature of the EAP as a voluntary, confidential, and free benefit to employees. In addition, it underscores the EAP as a consultative resource and offers practical tips for dealing with employees when they are experiencing problems in the workplace.

Toolkit for Employees

- **Anger Management**
This seminar provides participants with general skills and practical techniques for managing anger. The focus is to help participants accept anger as an emotion and learn how to deal with it constructively.
- **The Art of Parenting**
Parents of children of all ages can learn practical tips for setting and enforcing limits, communicating with kids, identifying when children need professional help, and other essential elements of effective parenting.
- **Balancing Work and Personal Life**
A hectic, unbalanced lifestyle can prevent enjoyment of personal relationships, interfere with productivity at work and harm our health. This seminar helps participants assess how their numerous roles can be managed to create an integrated life.
- **Burnout and Stress Management**
When someone experiences stress, or when stress lasts too long, it can be harmful; burnout is one possible outcome. This seminar addresses ways to prevent burnout.
- **Civility in the Workplace**
Civility is a timely concern, and a civil workplace can help to mitigate stress and increase collaboration. This presentation highlights the importance of civil behaviors, and reviews skills and techniques needed to build and create civility in the workplace.

- **Contending with Change**
The seminar is designed to help participants understand the effects of change, assess their own attitudes about change, and learn practical techniques for dealing with change.
- **Coping with Downsizing and Job Loss**
This seminar identifies common stress symptoms experienced during downsizing and job loss and offers strategies for addressing those symptoms.
- **Dealing with Conflict**
This presentation offers general information about the sources and symptoms of conflict so that participants may identify their own conflict management style and learn practical ways to navigate conflict.
- **Dealing with Difference**
This presentation heightens awareness of the impact of difference; helps participants distinguish between categorizing and stereotyping; and offers tips to address dealing with difference in the workplace.
- **Dealing with Difficult Situations**
This seminar addresses how different behavioral styles can cause friction among co-workers or with external customers, and suggests ways to assess where participants have control and what the choices are when communicating with others. This can be a helpful seminar for supervisors since the skills they model have an impact on their employees.
- **Depression: *What It Is and How to Help***
The primary focus of this seminar is to educate participants about the warning signs and dangers of depression, and how it can be treated.
- **Domestic Violence**
The primary focus of this seminar is to increase participants' awareness of domestic violence, including the complex factors that keep victims in abusive relationships, and to discuss ways to address the problem.
- **Drug and Alcohol Abuse**
Drug and alcohol abuse affect not only the abuser, but also family members and co-workers and the abuser's performance on the job. This presentation helps participants recognize general warning signs of substance abuse, including behaviors that may contribute to another's substance abuse problem. NOTE: The seminar is more conversational than the "Substance Abuse" presentation.
- **Effective Communication**
Communication is more than just talking. Participants will learn general skills to help them communicate more effectively using the skills of active listening, validating and positive assertiveness.

- **Elder Care**
Caring for an aging loved one presents difficult challenges. The primary focus of this seminar is to raise awareness about elder care and caregiving resources, and to offer practical tips and insight.
- **Loneliness from Loss**
Changes, both positive and negative, can create a sense of loss. This seminar reviews the grieving process that can be experienced with loss.
- **Planning for Retirement**
This presentation expands awareness of retirement as a major life transition and helps prospective retirees plan for its emotional repercussions. NOTE: This is not a seminar on retirement rules or benefits.
- **Stress Management: *Building Resiliency***
- **Stress Management: *A Brief Review***
- **Stress Management: *Practical Tools for Stress Management***
These presentations identify ways to develop resiliency to stressors, discuss why stress management is essential, and offer techniques and practical methods to use in situations that cause stress. NOTE: *There is overlapping information in these presentations, so please contact one of our consultants to ascertain which one's best suited for your agency.*
- **Substance Abuse for Employees**
This presentation offers an overview of the general nature of substance abuse by reviewing statistics, common substances and their health effects, symptoms and interventions. NOTE: Seminar is more clinical than the seminar entitled "Drug and Alcohol Abuse."
- **Suicide Prevention**
This presentation acquaints participants with statistics about suicide and identifies risk factors and suicide prevention resources.
- **Time Management**
This seminar reviews the three keys to time management: remembering, setting priorities and motivation.
- **Transitions in the Workplace for Employees**
This seminar focuses on change in the workplace and how it can cause disruption due to the different ways in which individuals react to change, and how an understanding of the transition process may reduce the stress that change can bring.
- **Ups and Downs of the Holiday Season**
During the holiday, expectations about the "way it should be" and reality often collide. This seminar explores how to cope with the pressures of the holiday season, and offers strategies to reduce stress.

Toolkit for Supervisors

- **Coping with Downsizing and Loss**

This seminar identifies common stress symptoms experienced during downsizing and job loss, and offers strategies for addressing those symptoms. Tips for managing employees that will be let go are addressed.

- **Multigenerational Workforce**

This presentation educates supervisors about the essential elements of effective leadership of the various groups that make up today's workforce. Included is a review of the four generations, how they respond to workplace situations, and suggestions for leaders in managing the different groups.

- **Substance Abuse**

The primary focus of this seminar is to help participants understand the warning signs of substance abuse and recognize their role as supervisors when helping an employee with a substance abuse problem.

Online Presentations at www.FOH4You.com (also available on DVD from FOH)

- **We Care, Just Call:** *Employee Orientation to the EAP*

Providing an overview of services, this presentation focuses on the nature of the EAP as a voluntary, confidential, and free benefit to employees.

- **A Supervisor's 24/7 Resource:** *Supervisor Orientation to the EAP*

Providing an overview of services, this presentation focuses on the nature of the EAP as a voluntary, confidential, and free benefit to employees. In addition, it underscores the EAP as a consultative resource and offers practical tips for dealing with employees that are experiencing problems in the workplace.

- **Stress Management:** *Building Resiliency*

This presentation identifies ways to develop resiliency to stressors, discusses why stress management is essential, and offers techniques and practical methods to use in situations that cause stress.

- **When Life Changes:** *Adapting to Workplace Changes*

This seminar focuses on change in the workplace and how it can cause disruption due to the different ways in which individuals react to change, and how an understanding of the transition process may reduce the stress that change can bring.

Federal Occupational Health
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