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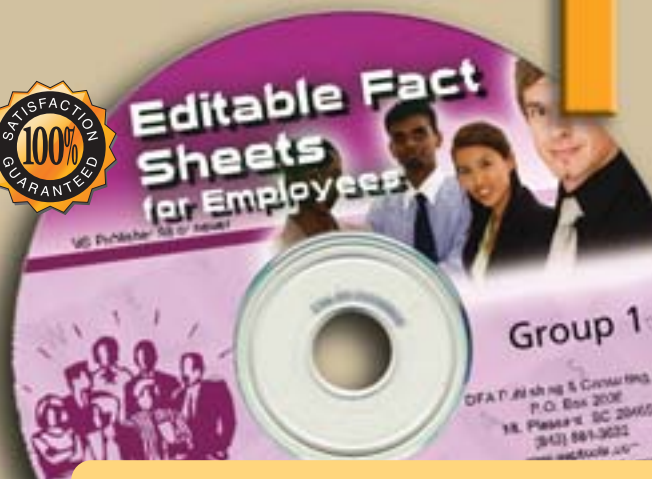
# When Employees Ask Difficult Questions... Have the Facts at Your Fingertips

# GROUP 1

## Repro-Editable™ Fact Sheets for Employees!

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These well-researched fact sheets mean you're always ready to help – with information on topics like depression, managing anger, dealing with debt and credit, parenting teens and more. Buy the sheets singly or save when you purchase all 15.



### Timely subjects include...

- ✓ Alcohol consumption
- ✓ Resolving coworker conflicts
- ✓ Coping with the blues
- ✓ Balancing work and family
- ✓ Anger management
- ✓ Assertiveness skills
- ✓ Dealing with trauma
- ✓ Couples counseling
- ✓ Understanding depression
- ...and much more.

### Repro-Editable™ Fact Sheets For Employees

E001 – E015 Repro-Editable™ Fact Sheets for Employees.....\$17 each  
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Fact sheets come on one CD in MS Publisher, MS Word, and a PDF along with a reproducible hard copy in a top-loading sheet protector, and a plastic storage case. You can customize the fact sheets, including your EAP name and phone number. E-mail them, create your own PDFs, or put them on a password protected Web site. Use them in waiting rooms, at health fairs, at client sessions and orientations, on bulletin boards—wherever.

Choose individual titles, or get the whole set and save \$58. Buy multiple sets (see other pages in this catalog) and save even more. It's like getting three free—when you purchase groups of 15. Purchase seven sets and get the 8th set free! Change the text and add your own expertise. And with exclusive editing capability available only from WorkExcel.com, you can make these valuable fact sheets fit your employee education needs perfectly.



**E-001 Balancing Work & Family**  
WHAT: This handout is a practical tool to help employees understand, gain awareness of, and practice tips to improve work and family balance. WHERE TO USE: EAP direct service, workshops, waiting rooms, EAP promotion.



**E-002 Understanding Depression**  
WHAT: Helps employees understand depression; its causes, signs and symptoms; myths; and treatment options; and reducing stigma. WHERE TO USE: Depression screenings, EAP direct service, workshops, waiting room.



**E-003 Managing Your Anger**  
WHAT: Helps employees understand anger, gain control, and diagnose problems. Includes a tool for practicing anger management. WHERE TO USE: EAP direct service, health fairs, waiting room, workshops.

ALL PROGRAMS AND PRODUCTS COMPLETE WITH 100% MONEY-BACK GUARANTEE!





**E-004 Dealing with Debt and Credit Problems** WHAT: Helps employees determine whether debt trouble exists and how to take action; also tells about credit repair services and scams, and consumer laws. WHERE TO USE: EAP direct service, workshops, waiting room, promotional fairs.



**E-005 Giving Couples Counseling a Try** WHAT: How couples counseling works to help save a relationship. Types of couples problems. What to do when a spouse won't go. Motivation to try it. WHERE TO USE: Direct service with EAP clients, waiting room, workshops.



**E-006 When You Experience a Traumatic Event** WHAT: Understand trauma and how it affects the psyche. Traumatic stress symptoms, and dos and don'ts. About PTSD and more. WHERE TO USE: With CISM program, distribute after traumatic events.



**E-007 Tips for Parenting Teens** WHAT: Ten tips to help parents understand key issues such as identity, self-esteem, parental conflict, peer influence, emotions, and sex. WHERE TO USE: EAP direct service, workshops, health fairs, waiting room.



**E-008 Assertiveness Skills** WHAT: Defines assertiveness and why it's difficult. Benefits of being assertive. Assertiveness vs. aggression. Steps to being more assertive. WHERE TO USE: EAP direct service, health fairs, waiting room.



**E-009 Resolving Coworker Conflicts** WHAT: The nature of conflict and misconceptions. Intervention and prevention steps. How to keep relationships productive. WHERE TO USE: Conflict resolution clients, EAP direct service, workshops, EAP promotion.



**E-010 Adult Attention Deficit/Hyperactivity Disorder** WHAT: Definition and description. Signs, symptoms, motivating employees to get help. WHERE TO USE: EAP direct service, EAP promotional events, waiting room.



**E-011 Violence in the Workplace** WHAT: Defines different types of workplace violence, facts, risks, warning signs, and dos and don'ts with coworkers, and what to do if you are a victim. WHERE TO USE: Special workshops on violence in the workplace.



**E-012 Thinking About Your Drinking** WHAT: Definition of alcoholism, reducing stigma, understanding the disease, signs, symptoms, self-diagnosis, and understanding how denial works. WHERE TO USE: EAP direct service, workshops on substance abuse in the workplace.



**E-013 Coping with the Blues** WHAT: Distinguishes normal blues from depression. Cognitive intervention to limit frequency of the blues, and when to seek professional help. WHERE TO USE: EAP direct service, waiting room, EAP promotional events.



**E-014 Thinking About Psychotherapy** WHAT: Explains psychotherapy. Answers important questions: who, what, how, cost, managed care issues, and how to get the most from treatment. WHERE TO USE: EAP direct service, promotional events, waiting room.



**E-015 Codependency: Caring Until It Hurts** WHAT: A less confusing look at codependency signs, symptoms, misconceptions, and breaking free of dysfunctional relationship behaviors. WHERE TO USE: EAP direct service, promotional events, waiting room, special workshops.