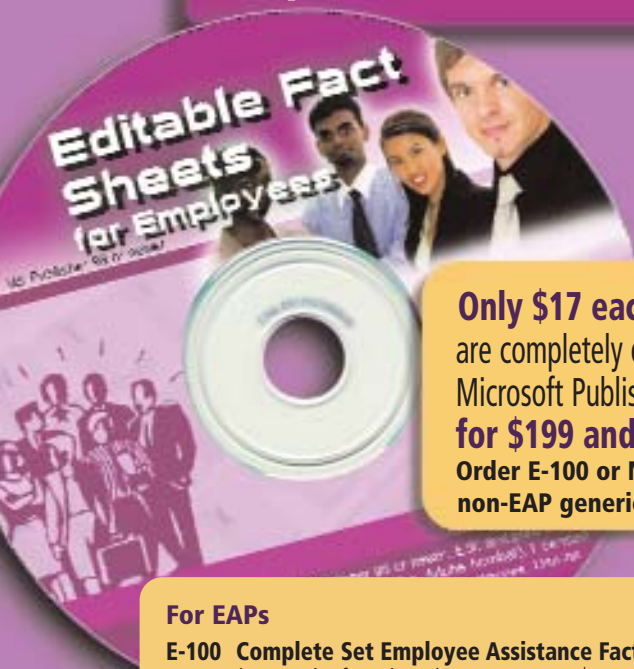


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**E-001 Balancing Work & Family**  
WHAT: This handout is a practical tool to help employees understand, gain awareness of, and practice tips to improve work and family balance. *WHERE TO USE:* EAP direct service, workshops, waiting room, EAP promotion.



**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 to practice anger management. *WHERE TO USE:* EAP direct service, health fairs, waiting room, workshops.

\*For use in companies where no formal EAP has been established. General Fact Sheets cover identical subject material but do not refer to employee assistance program.





**E-004 Dealing with Debt and Credit Problems** WHAT: Helps employees determine if debt trouble exists how to take action; also talks 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 couple problems. What to do when a spouse won't go. Motivation to try it. **WHERE TO USE:** Direct service with EAP clients, waiting room and workshops.



**E-006 When You Experience a Traumatic Event** WHAT: Understand trauma and how it affects the psyche. Traumatic stress symptoms, 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, 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.

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**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, and special workshops.

\*Non-EAP handouts do not reference the employee assistance program.