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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.

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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.

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E-004 Dealing with Debt and Credit

Problems WHAT: Helps employees determine if debt trouble exists 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-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.

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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-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.

WHEN YOU EXPERIENCE A TRAUMATIC EVENT

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: 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.

Resolving Coworker Conflicts	Adult Attention Deficit/ Hyperactivity Disorder	
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E-009 Resolving Coworker Conflicts WHAT: The nature of conflict and misconcep-

tions. Intervention and prevention steps. How to keep relationships productive. WHERE TO USE: Conflict resolution clients, EAP direct service, workshops, EAP promotion.

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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-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-014 Thinking About

Psychotherapy WHAT: Explains psy-chotherapy. 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.

Violence in the Workplace		
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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-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.

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