



Reproducible ■ Editable ■ Fact Sheets and More

Powerful Handouts that Help Supervisors and EAPs

Reproducible and editable. Each one is recorded in Microsoft Publisher on a CD, inserted into a top loading sheet protector, and placed in a plastic storage case.

[illegible]

V-001 Drugs of Abuse Chart WHAT: Describes types of drugs (including alcohol), drug names, street names, methods of use, symptoms of use, and hazards of use. *WHEN TO USE:* Department of Transportation training, supervisor training, employee awareness, supervisor consults.



V-002 Progression and Recovery Curve of the Alcoholic WHAT: We spoke with dozens of treatment professionals, CEAPs, and recovering persons. Includes twice as much information as seen on similar charts. *WHEN TO USE: Motivational interviewing, employee awareness, in-treatment interviewing.*

[illegible]

V-003 Tracking Sheet for EAP: Follow-up of Recovering Clients WHAT: Proper follow-up means tracking diminishing involvement in the recovery program and intervening earlier. Improves outcomes. Instructions included. WHEN TO USE: *In-person client follow-up.*



V-004 Addictive Disease in the Workplace Progression Curve
WHAT: Shows addictive disease symptoms, life-social symptoms, and performance symptoms chart. Definitely a first. WHEN TO USE: Supervisor training, EAP client education in EAP interviews or patient settings, supervisor consults.



V-005 Enabling in the Workplace
WHAT: Describes examples of enabling behaviors of supervisors and coworkers. Also describes how organization policies, politics, and the industry type enables addicts. **WHEN TO USE:** Supervisor training, employee education, management consults.



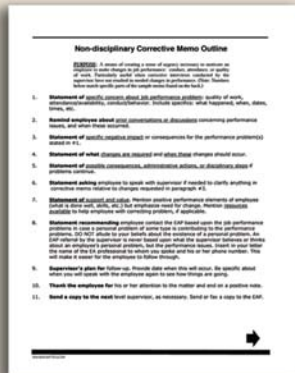
V-006 Five Ways to Refer an Employee to the EAP **WHAT:** Describes and details five different ways a supervisor can influence EAP referrals. Encourages self-referral, supervisor referrals, and “firm-choice” interventions. **WHEN TO USE:** *Supervisor training and supervisor consults.*

[illegible]

V-007 60 Signs & Symptoms Checklist WHAT: Forty-two lines and more than 60 performance problems on one sheet. Supervisors can use this handout as a memory jogger and menu when constructing documentation. WHEN TO USE: *Supervisor training and supervisor consults.*

Continued on reverse

Our 15 Most Popular Handouts at Your Fingertips!



V-008 How to Write a Corrective Letter WHAT: The "missing link" to effective supervision and change is the corrective letter. We wrote the best outline ever and included a follow-along example. **WHEN TO USE:** Supervisor training, supervisor consults.



V-009 Back-to-Work Conference Guidelines WHAT: Guidelines for employees returning to work after treatment for serious behavioral/medical illnesses should participate in a back-to-work conference. **WHEN TO USE:** Supervisor consults prior to the back-to-work conference.



V-010 Avoiding Armchair Diagnosis WHAT: EAP referrals slow when supervisors start diagnostic thinking. Here are 10 ways supervisors unwittingly act or think as "armchair diagnosticians" with examples of what they say and do. **WHEN TO USE:** Supervisor training, supervisor consults.



V-011 25 Questions for the Person in a Relationship with an Addict WHAT: Awareness for the person in a relationship with an addict is the start of recovery and intervention. **WHEN TO USE:** Motivating clients to consider Alanon, family intervention, or other self-help measures.



V-012 Ten Role Plays & EAP Referral Scenarios for Supervisors WHAT: Ten role plays and follow-up questions for discussion. Includes common and complex supervision scenarios, communication with the EAP, confrontation, and follow-up. **WHEN TO USE:** Supervisor training.



V-013 Best EAP Referral Tips for Supervisors WHAT: Experience and supervisor referral "misfires." Helps supervisors motivate employees to accept a referral and reduces frustration with the referral process. **WHEN TO USE:** Supervisor training, supervisor consults.



V-014 Enabling: Definition, Impact, and Loss WHAT: Describes what enabling really is, how it emerges, and why some addicted employees die from "institutional" enabling. Advocates action before the "big one" hits. **WHEN TO USE:** Supervisor training, employee education and awareness.



V-015 Follow-up Tips for Supervisors WHAT: After EAP referral, what's next? Easy list of dos and don'ts. Covers every point along the referral continuum from beginning to end. Helps supervisors thwart manipulation. **WHEN TO USE:** Supervisor training, supervisor consults.

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