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V001

## 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:** DOT training, supervisor training, employee awareness, supervisor consults.



V-002

## Progression & Recovery Curve of the Alcoholic

**WHAT:** No, this is not your typical chart! We spoke with dozens of treatment professionals, CEAPs, and recovering persons to assemble this one. Includes twice as much information seen on similar charts.

**WHEN TO USE:** Motivational interviewing, employee awareness, in-treatment interviewing.

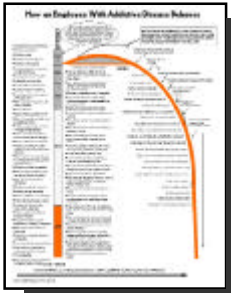


V003

## Tracking Sheet for EAP Follow-up of Recovering Clients

**WHAT:** Proper follow-up means tracking diminishing involvement in the recovery program and intervening earlier. This sheet improves outcomes. Instructions included. No doubt our most cost-beneficial handout.

**WHEN TO USE:** In-person client follow-up.



V004

## Addictive Disease in the Workplace Progression Curve

**WHAT:** Shows addictive disease symptoms, life-social symptoms, and performance symptoms all on the same chart. Definitely a first.

**WHEN TO USE:** Supervisor training, EAP client education in EAP interviews or patient settings; supervisor consults.

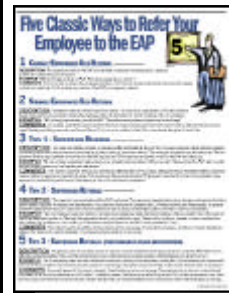


V005

## Enabling in the Workplace

**WHAT:** Describes examples of enabling behaviors of supervisors and coworkers. Also describes how organization policies, politics, and the type of industry enables addicts.

**WHEN TO USE:** Supervisor training, employee education, management consults.



V006

## Five Classic Ways to Refer Your Employee to the EAP

**WHAT:** Describes and details five different ways a supervisor can influence EAP referrals. Encouraging a self-referral, supervisor referrals, and "firm-choice" interventions.

**WHEN TO USE:** Supervisor training and supervisor consults. (2 pp.)



V007

## 60 Signs & Symptoms Checklist

**WHAT:** Forty-two lines and more than 60 performance problems on one sheet.

**WHEN TO USE:** Supervisor training and supervisor consults. Supervisors can use this handout as a memory jogger and menu when constructing documentation.



V008

## 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. (2 pp.)



V-009

## Back to Work Conference Guidelines

**WHAT:** Employees returning to work after treatment for serious behavioral/medical illnesses should participate in a back-to-work conference. Here are the guidelines.

**WHEN TO USE:** Supervisor consults prior to the back-to-work conference.



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V010

**Avoiding Armchair Diagnosis**

**WHAT:** EAP referrals slow when supervisors start diagnostic thinking. Here are ten ways supervisors unwittingly act or think as "armchair diagnosticians" with examples of what they say and do.

**WHEN TO USE:** Supervisor training, supervisor consults.



V011

**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. This checklist inspires change.

**WHEN TO USE:** Motivating clients to consider Alanon, family intervention, or other self-help measures.



V012

**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. (3 pp.)



V013

**Best EAP Referral Tips for Supervisors**

**WHAT:** Experience and supervisor referral "misfires" are the inspiration for this handout. Helps supervisors motivate employees to accept a referral and reduce

frustration with the referral process.  
**WHEN TO USE:** Supervisor training and supervisor consults.



V014

**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.



V015

**Follow-up Tips for Supervisors**

**WHAT:** After EAP referral, what's next? Provides an easy list of "do's 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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