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Are you ready to improve the health, safety, and happiness of your employees and bring more value to your program?

Dan Feerst, MSW, LISW-CP
Publisher, WorkExcel.com

Dear EAP or Workforce Management Professional:

Inside, you will find over 200 EAP, HR, and workplace wellness tools and services to help your workforce become healthier, happier, and more productive. This is the largest collection of EAP resources ever assembled.

In 1994, we started the Frontline Supervisor EAP newsletter (see page 61) to save lives and reduce risk with more formal supervisor referrals to EAPs. After incredible success, we launched several more newsletters, including FrontLine Employee, as well as PowerPoints, videos, DVDs, web courses, tip sheets, conversion services, EAP posters, and more.

Today, we're renowned for customizable, reproducible, never-late solutions for EAPs and workplace wellness programs – all authored by genuine pros. We also distribute free materials throughout the year. Sign up now at WorkExcel.com.

WorkExcel.com creates industry-leading products that we 100% guarantee will make the impact you want – but that's not all. We engage the HR-workforce management and the EAP community to help us identify cutting-edge solutions that will help you do your job better.

Our relationship with you doesn't end after you make a purchase. We are committed to helping you discover how to best use what we offer. Let's collaborate. Together, we can create a healthier, more productive workplace.

Dan Feerst, MSW, LISW-CP
Publisher, WorkExcel.com

Authored by professionals

Our authors are just like you. They have years of hands-on experience and understand your unique challenges and pain points. As a result, our content is practical, realistic, and evidence-based. We also source ideas from our subscribers via our dedicated hotline.

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About WorkExcel.com

WorkExcel.com is owned by DFA Publishing and Consulting, LLC. Our products and services help human resource professionals, workforce management professionals, business owners, risk managers, and employee assistance programs meet the workplace wellness needs of supervisors, employees and family members. We offer a growing list of publications, training products, free informational tools, ideas, and tips to support customers in their attempts to maintain and enhance the lives of employees so they remain healthy, happy, and productive. Our mission is to help business organizations reduce behavioral risk exposures and the loss of productivity that flow from employee behavior influenced by behavioral health problems, stress, addictive disease and substance abuse, conflicts at work, personal troubles, inappropriate and risky behavior, and reactions to events like violence, trauma, and loss.

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Suicide Prevention Is the Very First and Most Important, Workplace Wellness Topic You Should Offer Employees

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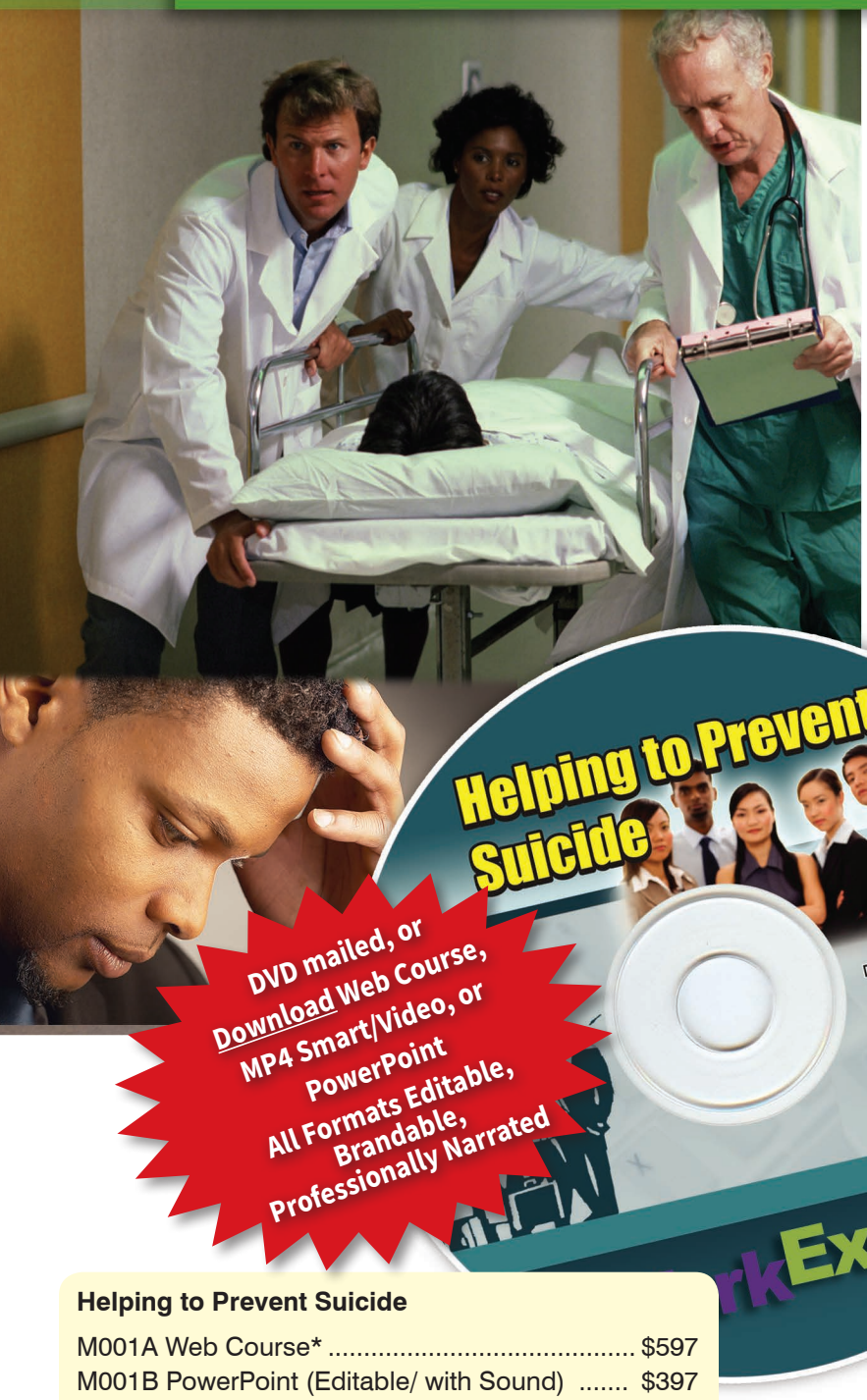

Suicide prevention is everyone's business

Helping to Prevent Suicide

- ✔ Dispelling myths and misconceptions
- ✔ Facts about suicide
- ✔ Warning Signs; who's at risk
- ✔ What suicide people are feeling
- ✔ Intervention/prevention tips
- ✔ Do's and don'ts
- ✔ Don't wait…act to prevent suicide
- ✔ Suicide's effect on others
- ✔ What the EAP can do
- ✔ Act-Fast resources/phone information

National recognition for more training and awareness about suicide, especially the among military, helped inspire us to create this prevention product. If you offer workplace wellness education and awareness programming for employees, ask why this would not be the first topic you chose for your library. You may never know if you saved a life with this training topic because you can't measure something that never happened. But, that's the good news.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/ supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Helping to Prevent Suicide

M001A Web Course*	$597
M001B PowerPoint (Editable/ with Sound)	$397
M001C Web Movie/Video	$397
M001D DVD for Standard/Computer Player	$397

Running time: (A-20 min.) (B,C,D-9 min.)

*Web courses upload/operate on your Web site

"Every 40 seconds someone attempts suicide. Every 17 minutes someone succeeds."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Employees Are Frantic About Work-Life Balance

Request a FREE PREVIEW

DVD mailed, or
Download Web Course,
MP4 Smart/Video, or
PowerPoint
All Formats Editable, Brandable, Professionally Narrated

Balancing Work and Family

M002A Web Course*	$497
M002B PowerPoint (Editable/ with Sound)	$297
M002C Web Movie/Video	$297
M002D DVD for Standard/Computer Player	$297

Free Logo/Branding for Web Course!

*Web courses upload/operate on your Web site

"Balancing work and family has huge pay-offs for children, home relationships, and everyone's future happiness and well being."
Daniel A. Feerst, MSW, LISW-CP
Industrial Social Worker

Give employees a jolt of new energy.

Balancing Work and Family

- ✔ Inspire employees to find balance
- ✔ Improve morale
- ✔ Reduce risk of turnover
- ✔ Improve employee attendance
- ✔ Reduce taking of "mental health days"
- ✔ Know for sure, you're helping employees
- ✔ Help employees discover new motivation
- ✔ Help employees not sacrifice it all for the company

Employees are your most valuable resource, but under stress they can easily forget the importance of work-life balance. Risk increases and everybody loses, including the suffering of your bottom line. With this practical educational program, your employees will discover healthier ways of renewing family relationships, and reducing their vulnerability to work-life conflicts.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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Workplace Violence is Not Like on TV. It's Worse.

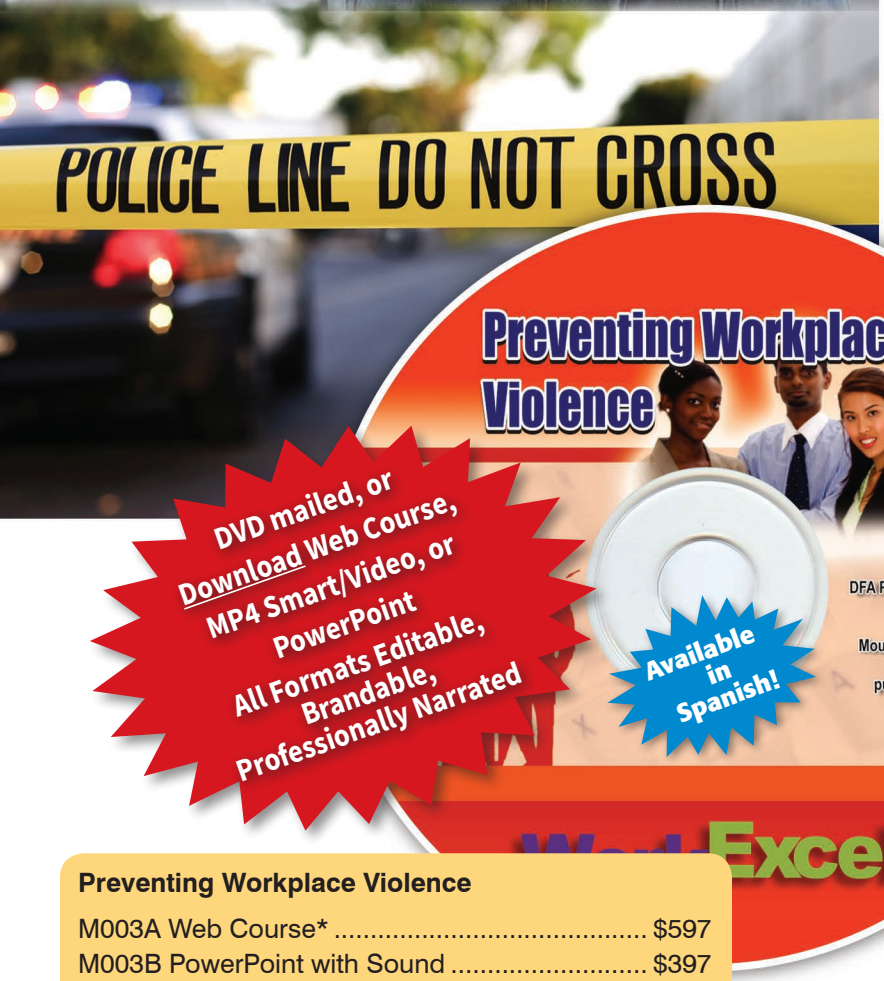
Request a FREE PREVIEW

Reduce the risk of workplace violence.

Preventing Workplace Violence

- ✔ Educate employees about workplace violence so they spot signs and symptoms
- ✔ Train employees quickly so they easily retain information
- ✔ Reduce the risk of a violent incident, fights, and abuse on the job
- ✔ Reduce the risk of physical harm to employees
- ✔ Protect your company's reputation
- ✔ Reduce risk of legal exposure and litigation costs
- ✔ Reduce risk of business interruption

Violence doesn't have to be active shooter or a sensational act. A small incident can have sweeping, life-long repercussions. This program helps your employees recognize signs and symptoms so they can be the watchful eyes and hears protecting themselves, others, and the company.



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Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

This program is completely editable and brandable for trainers, EAPs, and HR consultants.

Preventing Workplace Violence

M003A Web Course*	$597
M003B PowerPoint with Sound	$397
M003C Web Video	$397
M003D DVD Player	$397

*Web courses upload/operate on your Web site

When you choose two formats the second lesser costing format at HALF OFF.

Add $150 to also purchase this product in Spanish; $200 for Web course.

Cut Conflicts to the Quick So Employees Stay Focused on Productivity

Request a FREE PREVIEW

Help employees become conflict management pros!

Resolving Coworker Conflicts

- ✔ Help employees see opportunity in conflicts
- ✔ Reduce fear of conflict
- ✔ Give employees the skills to resolve conflicts sooner
- ✔ Reduce the financial impact of conflict
- ✔ Reduce the risk of workplace violence
- ✔ Improve morale and relationships

Coworker conflicts can be one of the most difficult forms of workplace stress. Understanding the nature of conflict, examining myths, and learning simple conflict resolution skills can reduce conflicts and their negative toll on your job satisfaction and productivity. With this program, your employees will understand how conflict is both natural and normal in work organizations, and how to resolve conflicts sooner.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

"Understanding accepted principles about conflict and conflict resolution can help employees feel less victimized by it and more in control of its outcome."

Resolving Coworker Conflicts

M004A Web Course*	$597
M004B PowerPoint (Editable/ with Sound)	$397
M004C Web Movie/Video	$397
M004D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

Motivate Employees to Get Help for Relationship Problems and Protect the Bottom Line

Request a FREE PREVIEW

DVD mailed, or Download Web Course, MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

Giving Couples Counseling a Try

M005A Web Course*	$597
M005B PowerPoint (Editable/ with Sound)	$397
M005C Web Movie/Video	$397
M005D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-10 min.)

*Web courses upload/operate on your Web site

Employees with marital problems or relationship troubles may be severely distracted. Years may pass while losses mount and risk increases."

Intervene with education and awareness

Giving Couples Counseling a Try

- ✔ Play an appropriate role in helping employees with a difficult problem
- ✔ Educate and inspire employees with couple troubles to get help
- ✔ Motivate employees to seek help earlier
- ✔ Reduce risk of domestic violence
- ✔ Reduce financial burden and other risks to the organization caused by distracted and preoccupied employees.
- ✔ Reduce stigma

Over 50% of marriages in the United States end in divorce. And second marriages have a higher likelihood of failure. Can couples counseling or marriage counseling help your employees with relationship troubles beat the odds when the going gets tough? Couples counseling may help employees improve relationships at home and help employers win back their focus, attention, and productivity. Employees with relationship troubles don't leave their issues at the front door when they come to work. Instead, they arrive with the employee in the form of emotional stress, distraction, and added risk. Education and motivation to seek couples counseling may be all that's needed to help these employees take the next step.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/ supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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Help Employees Live a More Fulfilled Life with Assertiveness

Request a FREE PREVIEW

Improving Your Assertiveness Skills

M006A Web Course*	$597
M006B PowerPoint (Editable/ with Sound)	$397
M006C Web Movie/Video	$397
M006D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"If you struggle with being assertive, you may have mislabeled assertive behavior as 'being aggressive.' False beliefs about assertiveness may help you feel justified or feel admired by others for not being assertive."

Have more self-assured and confident employees

Improving Your Assertiveness Skills

- ✔ Help employees step forward with great ideas
- ✔ Promote appropriate, not aggressive behavior
- ✔ Reduce coworker conflicts
- ✔ Reduce passive-aggressive behavior
- ✔ Help employees exert more control over anger
- ✔ Help employees improve relationships
- ✔ Encourage employees to speak up for change

When employees use direct, open, and honest communication in workplace relationships, they feel more confident, gain respect from others, reduce stress and conflict, and behave in happier and healthier ways. With this solid education program, employees learn to state positively and constructively their needs, and better contribute to an "I'm-important-you're-important" work culture better able to support the organization's mission.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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Help Employees Examine Drinking Practices and Dispel Myths and Misconceptions about Alcoholism

Request a FREE PREVIEW

Intervene with substance abuse

Thinking About Your Drinking

- ✔ Reduce the financial impact of substance abuse
- ✔ Dispel myths and misconceptions
- ✔ Reduce enabling by coworkers
- ✔ Increase the likelihood of self-referral to help
- ✔ Help employees "self-diagnose"
- ✔ Intervene with denial
- ✔ Reach family members with education

Every workplace is vulnerable to the costly effects of substance abuse, so education about alcohol, alcoholism, and alcohol abuse are critical workplace wellness topics. The American Medical Association and World Health Organization declared alcoholism a disease for nearly 50 years, but employees and their family members usually have no clue that they are holding on to myths and misconceptions that serve only to keep the alcoholic ill and growing worse.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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Thinking About Your Drinking

M007A Web Course*	$597
M007B PowerPoint (Editable/ with Sound)	$397
M007C Web Movie/Video	$397
M007D DVD for Standard/Computer Player	$397

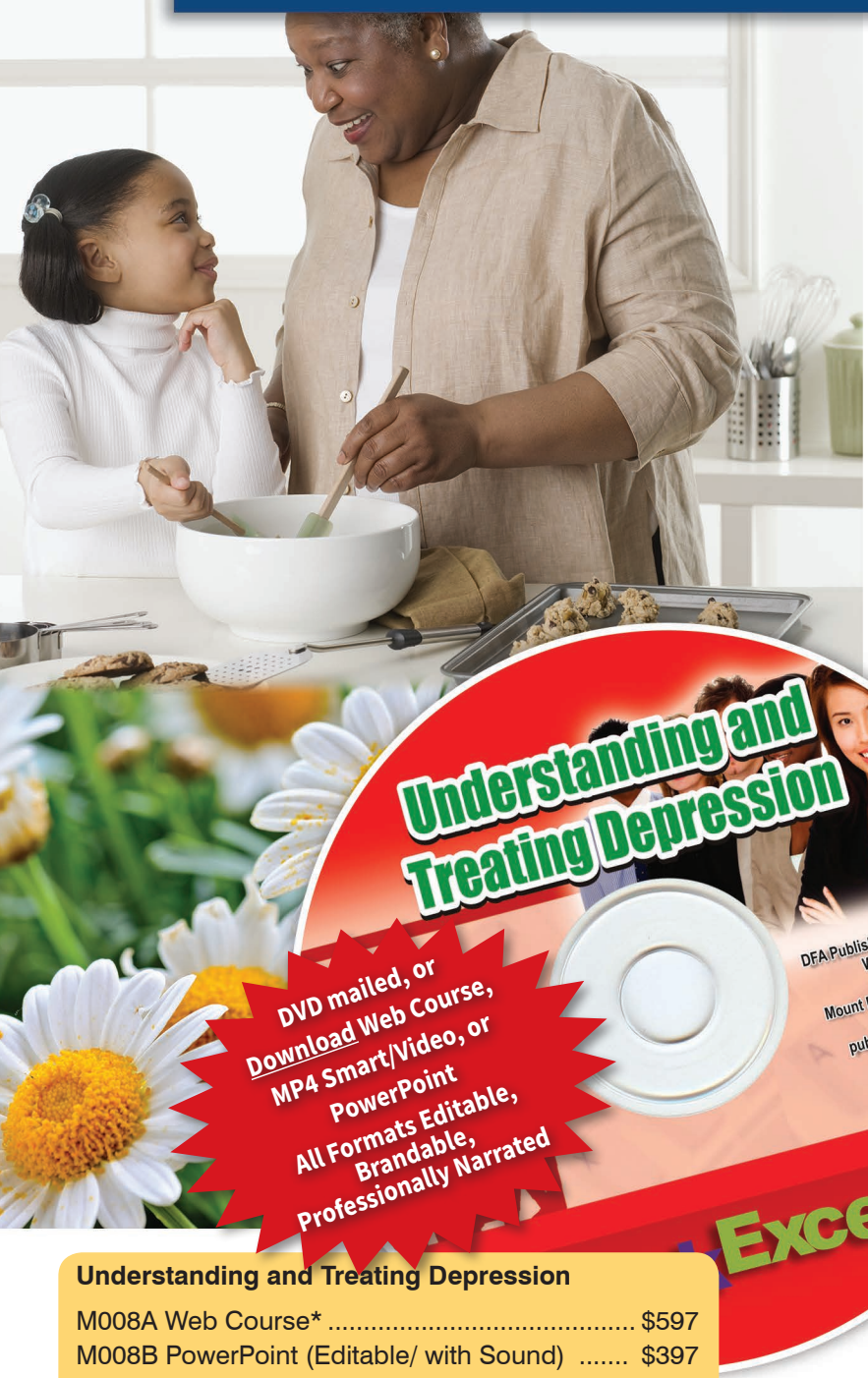
Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"Alcoholic employees have definitions of alcoholism that serve to avoid their self-diagnosis. They know the symptoms they do not have, and use this information to compare out of their definition. This definition changes as new symptoms become evident."

Intervene with Depression and Help Prevent Workplace Presenteeism

Request a FREE PREVIEW



Give employees hope for feeling good again

Understanding and Treating Depression

- ✔ Educate employees to self-diagnose
- ✔ Encourage employees to seek help
- ✔ Reduce absenteeism
- ✔ Reduce risk of suicide
- ✔ Offer effective coping techniques
- ✔ Educate family members to spot symptoms
- ✔ Help prevent loss to the bottom line

Depression is a common mental illness that affects nearly 10 percent of employees. It is a treatable, medical condition — not a personal weakness. Unfortunately, employees tend to explain away depression or blame it on other things, when in fact it is treatable disease of the brain. Every employee at one point or another will experience sadness or the "blues", but major depression is a serious medical condition requiring professional diagnosis and treatment. Employees can stay depressed for years, acquire dysfunctional ways of coping with it, and place the employer at risk for losses to productivity, higher absenteeism, and higher costs to health care from medical problems associated with major depression.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Understanding and Treating Depression

M008A Web Course*	$597
M008B PowerPoint (Editable/ with Sound)	$397
M008C Web Movie/Video	$397
M008D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"Depression left untreated can lead to other health care and life problems, and if severe enough, even suicide. Death of an employee is the ultimate impact on the bottom line."

Give Tips to Parents to Manage Teen Behavior and Personal Stress So They Stay Focused On Productivity

Request a FREE PREVIEW

Helping Parents Can Help the Workplace

Tips for Parenting Teens

- ✔ Reduce teen parenting stress
- ✔ Make parenting easier and more exciting
- ✔ Clear up myths and misconceptions
- ✔ Empower parents to trust their guts
- ✔ Improve family harmony
- ✔ Reduce the toll domestic issues on productivity

Parenting teens has always been an art and a science, with a bit of luck thrown in. Although frustrating and stressful for many, parenting teens can still be fun, exciting, and fulfilling. But parenting can also be full of distraction, worry, obsession, and fear. These family challenges can can take an enormous toll on workplace productivity, creativity, attendance, and employee availability. This presentation or course contains a ton of helpful tips for employees who are parents.

DVD mailed, or Download Web Course, MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Tips for Parenting Teens

M009A Web Course*	$597
M009B PowerPoint (Editable/ with Sound)	$397
M009C Web Movie/Video	$397
M009D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

Empathy--acknowledging how your teen feels is important. Avoid statements that send a message to "snap out of it", such as "everyone feels that way."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Help Employees Bounce Back from Bad Reviews and Achieve New Heights of Performance

Request a FREE PREVIEW

A Bad Review Is An Opportunity

When You Experience A Disappointing Performance Review

- ✔ Turn a crisis into opportunity
- ✔ Build a better relationship with the boss
- ✔ Remain cool, calm, and in control
- ✔ Impress the boss with your positive response
- ✔ Deal with unfairness and win
- ✔ Be a champion achiever at your next review
- ✔ Avoid pitfalls of negativity

An employee's annual performance review should be a time to shine, even when some of the feedback is negative. The review process offers employees the opportunity to look back at their accomplishments and set goals for the year to come. But what happens when a review takes a turn for the worse? How can employees handle this distress, react appropriately, and turn the negative into a positive.

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When You Experience A Disappointing Performance Review

M010A Web Course*	$597
M010B PowerPoint (Editable/ with Sound)	$397
M010C Web Movie/Video	$397
M010D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-10 min.)

*Web courses upload/operate on your Web site

"A negative review can be a vehicle for career growth if you view the process as a valuable tool."

Help Employees Conquer Codependency and have More High-Performing Relationships

Request a FREE PREVIEW

Codependency can hamper workplace relationships

Understanding and Conquering Codependency

- ✔ Help employees stop enabling
- ✔ Stop passive aggressive behavior
- ✔ Reduce approval-seeking behavior
- ✔ Encourage employees in need to seek counseling
- ✔ Reduce unstable interpersonal relationships

Codependency is a term used to describe problematic ways of thinking and behaving that contribute to adult relationship problems. Generally, these maladaptive behaviors are learned in one's family of origin. They reflect the spoken and unspoken rules, along with ways of coping that family members learned in the face of persistent physical or emotional issues.

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Understanding and Conquering Codependency

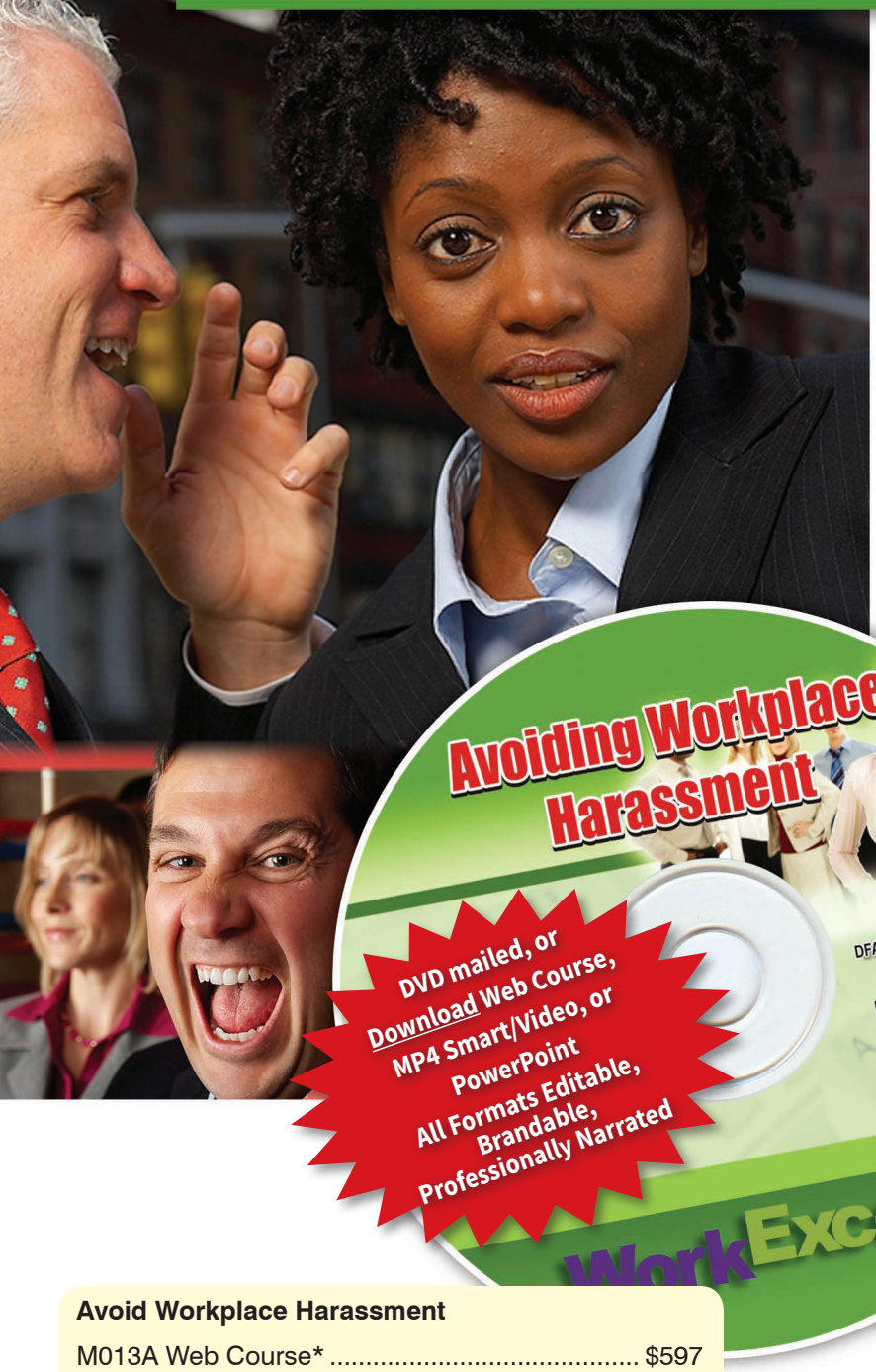
M011A Web Course*	$597
M011B PowerPoint (Editable/ with Sound)	$397
M011C Web Movie/Video	$397
M011D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"Overcoming codependency includes learning new skills, taking a close look at your behavior in relationships, and investing the time in yourself necessary to make the changes you want."

Educate Employees to Avoid Workplace Harassment and Prevent Legal Nightmares



DVD mailed, or
Download Web Course,
MP4 Smart/Video, or
PowerPoint
All Formats Editable,
Brandable,
Professionally Narrated

Request a FREE PREVIEW

Prevent victimization and protect the employer

Avoid Workplace Harassment

- ✔ Teach employees acceptable behavior
- ✔ Avoid costly lawsuits
- ✔ Create a positive work environment
- ✔ Reduce inappropriate behaviors
- ✔ Help employees not be bystanders to abuse
- ✔ Increase workplace professionalism
- ✔ Reduce turnover, conflict, and complaints to HR

When most people think of workplace harassment, they usually imagine behavior associated with sexual harassment because it is easily recognized as unacceptable, and it has received widespread attention in the media and the courts. But there are other forms of harassment, and some are just as serious. This program addresses the broad range of unacceptable behaviors described legally as harassment including unwelcome conduct based on race, color, sex, religion, national origin, disability, and/or age.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Avoid Workplace Harassment

M013A Web Course*	$597
M013B PowerPoint (Editable/ with Sound)	$397
M013C Web Movie/Video	$397
M013D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-10 min.)

*Web courses upload/operate on your Web site

"To be on the safe side follow this rule: If someone says your behavior is offensive or unwanted, stop it. And don't do it again."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Help Employees Tackle Stress with Tips that Power Up Productivity and Increase Energy

Request a FREE PREVIEW

Make stress management easy to reach 24/7.

Five Essential Stress Management Tips for Employees

- ✔ Help employees and increase EAP referrals
- ✔ Add a cutting-edge service for employees
- ✔ Add value and worth to your EAP
- ✔ Stay competitive and improve EAP interaction
- ✔ Help at-risk employees may who never seek help
- ✔ Increase your EAP's loss prevention capability
- ✔ Make stress management available 24 hours a day

This is part one of our two part employee stress management program that together contain over a hundred ideas and exercises in a program that will help your stressed employees deal with common struggles and issues that threaten their health and your organization. And each section includes encouragement for employees to call the EAP.

Contents

- ✔ Set Boundaries on Stress So that it Doesn't Overstay its Welcome
- ✔ Identify and Avoid "Stress Triggers"
- ✔ Get Up and Move Around to Shake Off Stress
- ✔ Consume Healthy Snacks to Combat Stress
- ✔ Breathe Your Way to Less Stress

With this one-of-a-kind tool, you will help those who may never seek help on their own. You'll reduce the incidence of mood, conduct, and attitude problems, and can demonstrate that the organization cares about employees.

When you purchase the program, we will happily place your company's logo on the front page before sending it to you, and we will match colors from your Web site so the training program appears seamless. When you slip the CD into your computer, it simulates running exactly as it does on your Web site. The CD can also be used in an LCD projector/laptop.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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Five Essential Stress Management Tips for Employees

M014A Web Course*	$597
M014B PowerPoint (Editable/ with Sound)	$397
M014C Web Movie/Video	$397
M014D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-15 min.)

*Web courses upload/operate on your Web site

"Purchase Part 1 and Part 2 to create a 30 minute stress management program and substract $200 from the combined total of your purchase!"

Don't Ever Stop Offering Stress Management Tips -- Here's Five More!

Request a FREE PREVIEW

DVD mailed, or Download Web Course, MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

Five More Essential Stress Management Tips for Employees

M016A Web Course* $597
M016B PowerPoint (Editable/ with Sound) $397
M016C Web Movie/Video $397
M016D DVD for Standard/Computer Player..... $397
Running time: (A-30 min.) (B,C,D-15 min.)

*Web courses upload/operate on your Web site

"Purchase Part 1 and Part 2 to create a 30 minute stress management program and substract $200 from the combined total of your purchase!

Keep stress management coming

Five More Essential Stress Management Tips for Employees

Contents

- ✔ Surround Yourself with Positive People
- ✔ Speak in Low-Stress Language
- ✔ Greet Stress with Good Humor
- ✔ Break Your Work into Bite-size Chunks
- ✔ Keep Your Emotions in Check

This is part two of our two-part employee stress management program that together contains over a hundred ideas and exercises in a program that will help your stressed employees deal with common struggles and issues that threaten their health and your organization. Each section includes encouragement for employees to call the EAP.

With this one-of-a-kind tool, available in multiple media formats, you will help those who may never seek help on their own. You may reduce the incidence of mood, conduct, and attitude problems, and you'll demonstrate that the organization cares about employees.

When you purchase the program, we will apply your company's logo on the front page before sending it to you, and we will match colors from your Web site so the training program appears seamless. When you slip the CD into your computer, it simulates running exactly as it does on your Web site. The CD can also be used in an LCD projector/laptop.

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Help Employees Value Diversity to Create a Harmonious and Productive Workplace

Request a FREE PREVIEW

See the business case and human case for valuing diversity.

Valuing Diversity at Work

- ✔ Help employees understand and value diversity
- ✔ Show how valuing diversity does not equate to changing one's beliefs and values.
- ✔ Move the organization toward a reality where the differences and preferences found among employees no longer matter.
- ✔ Educate employees about the powerful economic benefit of diversity
- ✔ Demonstrate how to value and stand up for diversity and rights of coworkers
- ✔ Help employees appreciate the personal consequences of disrespect

Diversity in the workplace is the mixing of differences in race, gender, age, disabilities, and preferences among employees that can include religion, lifestyle choice, sexual orientation, and more. It is imperative that employee's understand and appreciate the business case for diversity. When employees fail to understand the value of diversity, the consequences are enormous risk and liability, morale problems, and lost productivity.

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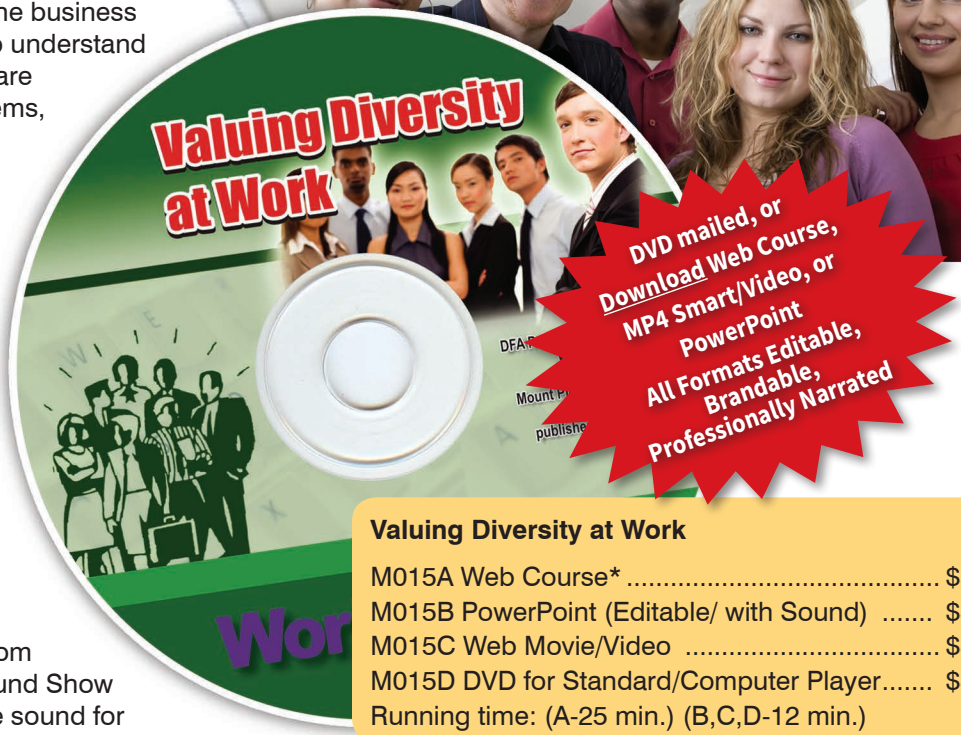

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Valuing Diversity at Work

M015A Web Course*	$597
M015B PowerPoint (Editable/ with Sound)	$397
M015C Web Movie/Video	$397
M015D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"Yes, it is a good program! I am glad I found your company, too! It means less time for me researching for new training material and putting together my own PowerPoints. They look much better during training when they are professionally produced."

State of West Virginia,
Equal Employment Opportunity Office

Keep Traumatic Events from Taking a Toll On Health, Wellness, and Productivity

Request a FREE PREVIEW

DVD mailed, or Download Web Course, MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

When You Experience a Traumatic Event

M017A Web Course*	$597
M017B PowerPoint (Editable/ with Sound)	$397
M017C Web Movie/Video	$397
M017D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"Common stress reactions to traumatic events include changes in appetite and digestive problems, difficulty sleeping, headaches, anger, hyper-vigilance, suspicion, and depression."

Help Employees Bounce Back

When You Experience a Traumatic Event

- ✔ Reduce ill-effects of trauma on employees
- ✔ Help employees bounce back sooner
- ✔ Regain organizational control faster
- ✔ Protect the organization from aftermath
- ✔ Have a resource on hand to help employees
- ✔ Own an indispensable means of responding to trauma

If employees have been threatened with death or bodily harm, or witnessed the death or bodily harm of another person, especially fellow workers (or at least the threat of it), then they have experienced a traumatic event. These "critical incidents" can lead to serious health problems making it crucial for employers to have effective ways of educating, offering support, and facilitating the return of workers to a pre-trauma state. Education and awareness is big part of this support.

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Stop Bullying in the Workplace and Build Positive Relationships

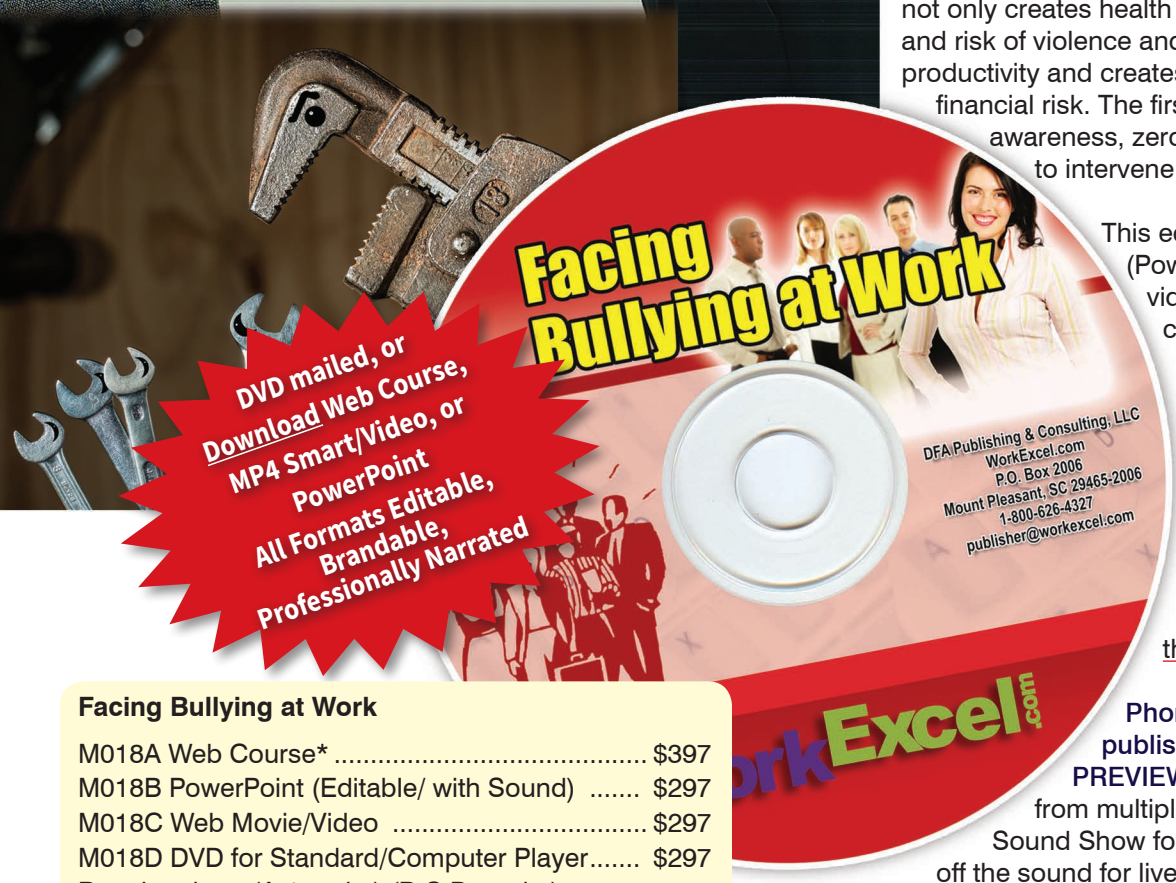
Request a FREE PREVIEW

Stop bullying with awareness.

Facing Bullying at Work

- ✔ Educate employees to have zero tolerance toward bullying
- ✔ Help employees understand the harm associated with bullying
- ✔ Experience fewer workplace conflicts
- ✔ Reduce legal risk to the organization
- ✔ Reduce the risk of workplace violence
- ✔ Empower victims to step forward sooner

Someone with power–supervisory responsibility, team leadership, tenure, or an aggressive personality– who exerts that power in an abusive manner to influence another's behavior is bullying. When bullying happens, employees need to know what to do about it. Bullying not only creates health problems, morale problems, and risk of violence and conflict---it also impacts productivity and creates enormous, multi-dimensional financial risk. The first line of defense is education, awareness, zero tolerance, and procedural steps to intervene quickly.



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Facing Bullying at Work

M018A Web Course*	$397
M018B PowerPoint (Editable/ with Sound)	$297
M018C Web Movie/Video	$297
M018D DVD for Standard/Computer Player	$297

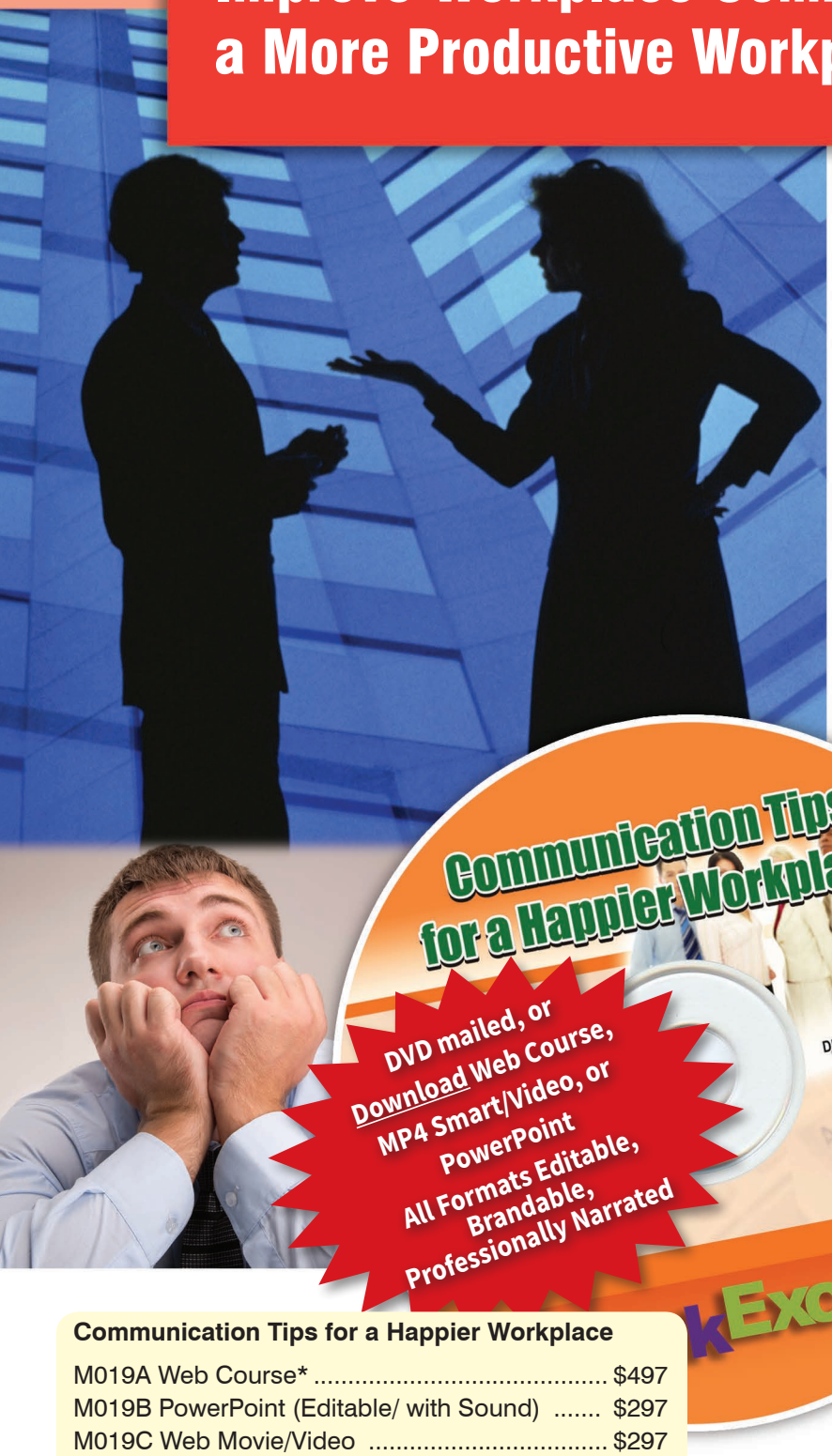
Running time: (A-15 min.) (B,C,D-7 min.)

*Web courses upload/operate on your Web site

"The acid test is simple – if the way someone speaks to you or treats you causes you to feel threatened, and if it's personal and unwelcome, then it's bullying."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Improve Workplace Communication to Fuel a More Productive Workplace



Request a FREE PREVIEW

Everyone and everything benefits from effective communication.

Communication Tips for a Happier Workplace

- ✔ Help employees understand and use effective workplace communication
- ✔ Reduce complaints about poor workplace communication
- ✔ Improve morale with conscious communication
- ✔ Increase productivity, reduce turnover, reduce conflicts, save time
- ✔ Improve employee-to-employee interactions
- ✔ Intervene with the bad communication habits and inspire change

Poor workplace communication is consistently one of the top organizational complaints among employees and managers. And, effective communication remains one of the most overlooked and untrained job skills. The price of poor workplace communication high--more conflict, lower productivity, morale issues, more errors, higher turnover, and more.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Communication Tips for a Happier Workplace

M019A Web Course*	$497
M019B PowerPoint (Editable/ with Sound)	$297
M019C Web Movie/Video	$297
M019D DVD for Standard/Computer Player	$297

Running time: (A-15 min.) (B,C,D-7 min.)
Free Logo/Branding for Web Course!

*Web courses upload/operate on your Web site

"An employee can't control their employer's communication processes, but each can control his or her own communication to create more positive interactions with coworkers."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Help Family Members Understand Recovery from Addiction So Relapse Is Less Likely

Request a FREE PREVIEW

Recovery affects workplace productivity

Supporting Your Newly Recovering Alcoholic Family Member

- ✔ Help prevent relapse of addicts and the impact on the workplace
- ✔ Reduce presenteeism of employees in stressful relationships with addicts
- ✔ Reduce absenteeism, health care costs, and loss of productivity
- ✔ Reduce risk of workplace and domestic violence incidents affecting the workplace
- ✔ Encourage use of the EAP and improve EAP utilization
- ✔ Help employees affected by codependency

Help loved ones--whether employees or family members--understand how to be non-enabling, supportive cheerleaders for a recovering addict. Help employees, and reduce presenteeism along and its negative impact on productivity. Family members are often confused about what to do when an addict enters recovery. Without education, they risk enabling and provoking the newly recovering person. This contributes to the addict's decision to relapse. When family members are educated about recovery, this tragedy is less like to occur.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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Supporting Your Newly Recovering Alcoholic Family Member

M027A Web Course*	$597
M027B PowerPoint (Editable/ with Sound)	$397
M027C Web Movie/Video	$397
M027D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"Family members aren't responsible for an addict's illness or recovery, but they can play a powerful role in whatever ultimately happens."

Maximize the Impact of the EAP By Letting Employees Know All that It Can Do

Request a FREE PREVIEW

The EAP can help in many ways.

25 Ways the EAP Can Help

- ✔ Increase employee awareness of the EAP
- ✔ Prompt referrals with examples of problems the EAP can help resolve
- ✔ Better explain what the EAP can do
- ✔ Reduce risk to your organization
- ✔ Increase EAP utilization by identifying more employee issues
- ✔ Help employees reach the right form of help the first time

Employee assistance programs can help employees with almost any personal problem or concern, whether or not it affects their job. However, there are many issues and concerns that employees may not consider for EAP assistance. These employees risk seeking help from community resources that won't solve their problems or will make their problems worse. Prevention requires educating employees about the EAP's capabilities. And this is crucial to your EAP's utilization.

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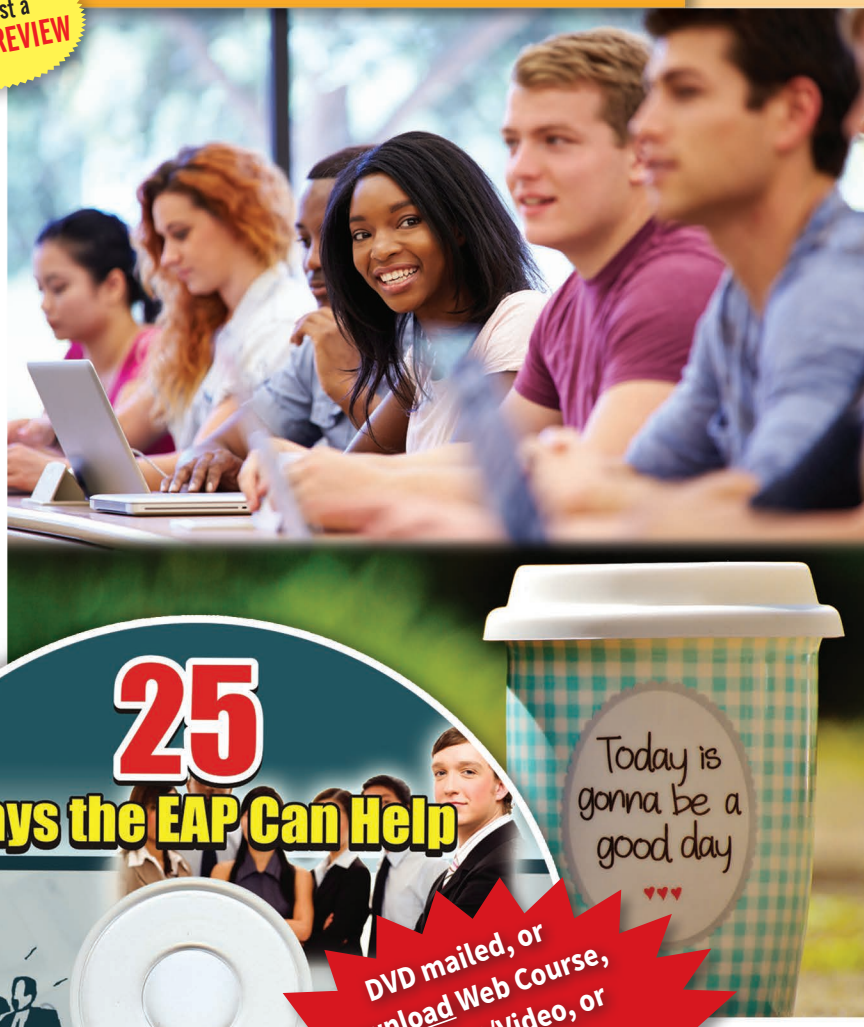

25 Ways the EAP Can Help

M029A Web Course*	$597
M029B PowerPoint (Editable/ with Sound)	$397
M029C Web Movie/Video	$397
M029D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"Your EAP team is ready and able to assist you in many ways--let's take a look at how the EAP can help."

Educate Employees to Stay Away from Spice/K2--It Destroys Lives

Spice/K2 can kill

Request a FREE PREVIEW

What You Should Know about Spice/K2

- ✔ Convince employees of the harm caused by Spice/K2
- ✔ Help employees avoid even just one use
- ✔ Educate employees so they warn peers to stay away
- ✔ Help employees realize Spice/K2 can lead to violence, even suicide
- ✔ Protect at-risk organizations where employees are at high-risk for using Spice/K2

Spice is synthetic Marijuana (or cannabis) that is produced by spraying chemicals on natural herbs. It is designed to mimic the psychoactive effects of marijuana or pot. However, it is not pot or marijuana at all. Its active ingredient is not THC, which is the active ingredient in marijuana. Proper research does not exist about chemicals that are used in spice. Hence, we are not fully aware of the damage caused Spice/K2, but we know it will kill, destroy lives, destroy families, and take it's user down like a bowling pin. With this program or course, your employees will be fully armed to reject spice, avoid it like the plague, and carry the message to peers that Spice/K2 is addictive, ruinous, and any benefits are a big lie.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

What You Should Know about Spice/K2

M029A Web Course*	$597
M029B PowerPoint (Editable/ with Sound)	$397
M029C Web Movie/Video	$397
M029D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"Most of the chemicals used in Spice/K2 don't have specific names. For example, JWH-018, HU-210 etc. Little or no research exists concerning their adverse impact on the body."

Save Lives and Protect Workers By Helping Them Stay Away from Bath Salts

Request a FREE PREVIEW

DVD mailed, or
Download Web Course,
MP4 Smart/Video, or
PowerPoint
All Formats Editable,
Brandable,
Professionally Narrated

Danger in Using Bath Salts

M030A Web Course*	$597
M030B PowerPoint (Editable/ with Sound)	$397
M030C Web Movie/Video	$397
M030D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"Because of how little is known about bath salts, including their habit-forming properties, bath salts can be thought of as one of the most dangerous drugs currently on the streets."

Highly Addictive, Powerful, and Dangerous

Danger in Using Bath Salts

- ✔ Educate employees to reject Bath Salts
- ✔ Dispel lies about the substance
- ✔ Reduce risk of use by employees
- ✔ Prevent job loss and destroyed lives
- ✔ Prevent bodily harm and risk of death
- ✔ Empower employees to warn others never to use the drug

In 2012, a frightening designer drug called "Bath Salts" became dramatically more popular on the streets and in some retail establishments. Banned in nearly all states, but easily found on the Internet, these drugs are NOT Epsom salts for bath water or anything close to it. Bath Salts are powerful chemicals with addictive, amphetamine, and speed-like properties that can cause hallucinations, psychosis, paranoia, violence, and even death. It is a dangerous substance is to be avoided. This presentation (or web course) is designed to help employees understand the dangers, carry the message to others, and steer clear of this substance.

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Help Employees Manage Anger to Help Prevent a Toxic Work Environment

Request a FREE PREVIEW

Anger is a normal human emotion.

Anger Management: Tips for Employees

- ✔ Reduce risk of violence
- ✔ Reduce workplace conflicts
- ✔ Help employees identify anger management issues
- ✔ Encourage employees to seek help
- ✔ Offer practical tips for managing anger

Many employees struggle to manage anger effectively. Conflicts with coworkers, attitude problems, uncooperative behaviors, creating a toxic work environment, and disrespect toward coworkers and customers can all take a toll on morale and ultimately the bottom line. Teaching anger management skills can help employees gain awareness for how anger can interfere with happiness and productivity, and help improve the ability for every employee to play a constructive role in promoting a positive workplace.

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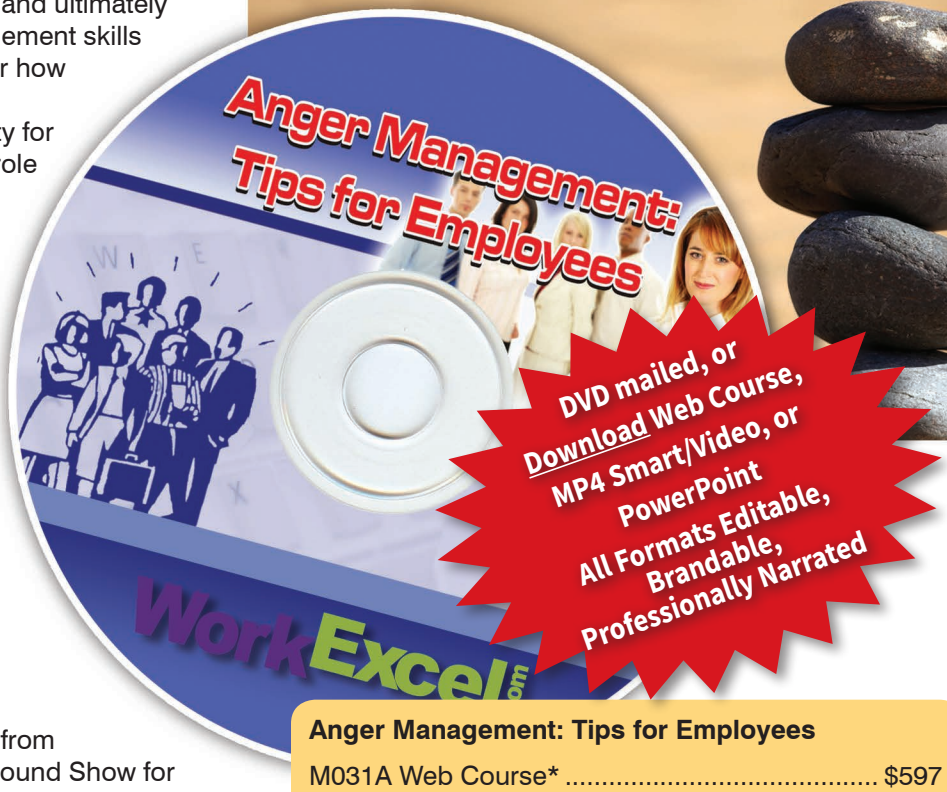

DVD mailed, or Download Web Course, MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

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Anger Management: Tips for Employees

M031A Web Course*	$597
M031B PowerPoint (Editable/ with Sound)	$397
M031C Web Movie/Video	$397
M031D DVD for Standard/Computer Player	$397

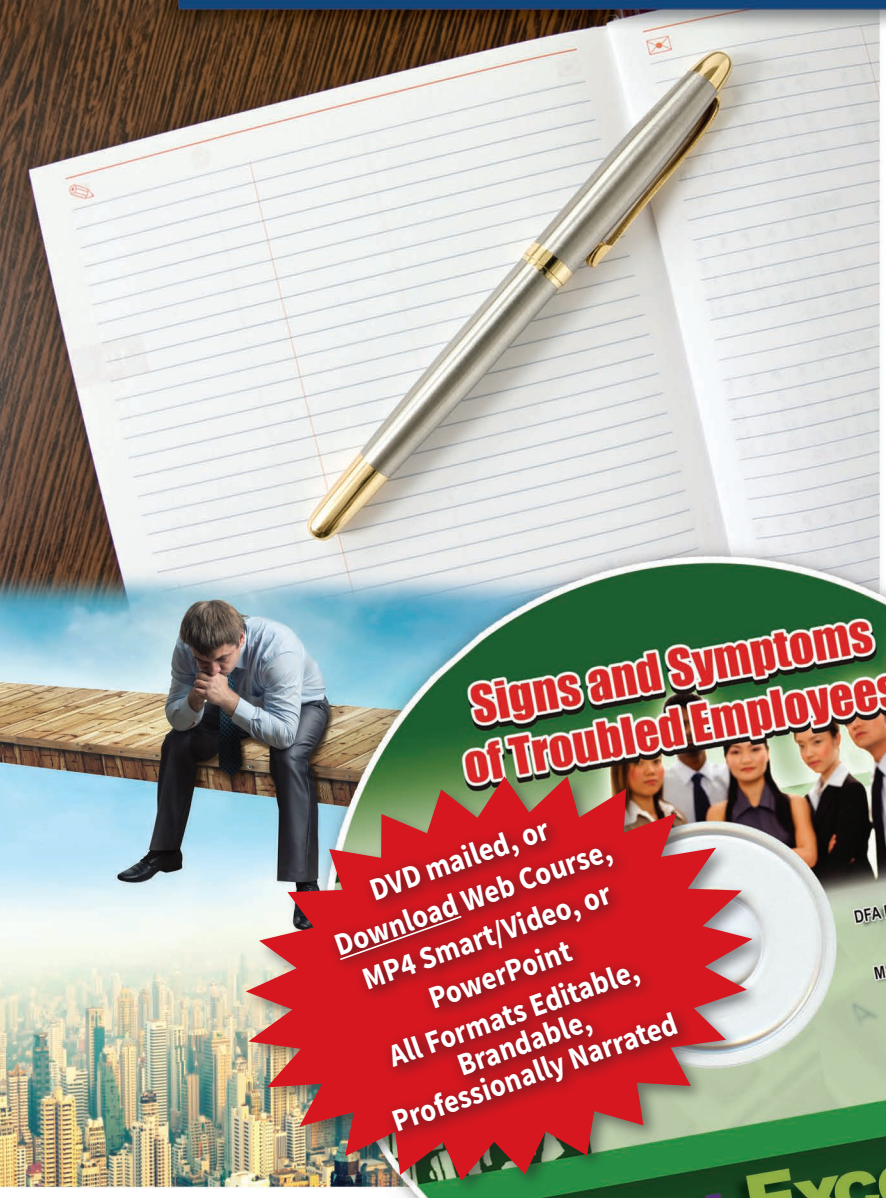
Running time: (A-45 min.) (B,C,D-15 min.)

*Web courses upload/operate on your Web site

"The good news is that you can change the way you react to unpleasant situations and gain control over anger and rage."

Help Supervisors Spot the Signs and Symptoms of Troubled Employees So They Can Refer to the EAP

Request a FREE PREVIEW



Signs and symptoms are many and often confusing

Signs and Symptoms of Troubled Employees: Identification and Referral to the EAP

- ✔ Give supervisors ample knowledge on behavioral signs and symptoms
- ✔ Make documentation easier with ample handouts and a documentation outline
- ✔ Make it easier for supervisors to see and observe performance and behaviors
- ✔ Educate supervisors about the six key types of measurable job performance
- ✔ Supply supervisors with great checklists so they can do their jobs
- ✔ Learn the ten common types of armchair diagnostic thinking

Supervisors are key to making EAPs function properly. They must be educated about the signs and symptoms and be given education on the mechanics of EAP referral. Without this information, behavioral risk in the organization cannot be adequately addressed. This course provides supervisors with an overview of EAP process and discusses the signs and symptoms common among troubled employees.

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Signs and Symptoms of Troubled Employees: Identification and Referral to the EAP

M032A Web Course*	$497
M032B PowerPoint (Editable/ with Sound)	$297
M032C Web Movie/Video	$297
M032D DVD for Standard/Computer Player	$297

Running time: (A-25 min.) (B,C,D-9 min.)

*Web courses upload/operate on your Web site

"Your personal influence will not motivate an employee to accept proper treatment--always focus on performance and it improvement and referring to the EAP."

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

Help Prevent Prescription Drug Abuse Through Employee Awareness and Education

Request a FREE PREVIEW

Prescription drug abuse is on the rise in the United States.

What You Should Know about Prescription Drug Abuse

- ✔ Educate employees about prescription drug abuse—scope of problem, definition, risk, impact, who's at risk, prevention, and treatment
- ✔ Reduce risk to the organization
- ✔ Encouraging self-diagnosis and seeking help
- ✔ Reduce risk of accidental death among abusers
- ✔ Help employees determine whether treatment is necessary for themselves or a loved one

Prescription drug abuse is nearly epidemic. Overdose deaths are up 400% since 1999 according to the U.S. Centers for Disease Control. One contributing cause is abusers not thinking of prescription medication as addictive or dangerous as street drugs. It can take time for them to determine they need help. Some symptoms of prescription drug abuse mimic other problems, like depression, which may leave the abuser's physician and loved ones in the dark about their misuse. By helping employees learn more about prescription drug abuse, employers can play a role in prevention, help families, and protect the bottom line from a vast array of direct and indirect costs.

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What You Should Know about Prescription Drug Abuse

M033A Web Course*	$597
M033B PowerPoint (Editable/ with Sound)	$397
M033C Web Movie/Video	$397
M033D DVD for Standard/Computer Player	$397

Running time: (A-30 min.) (B,C,D-15 min.)

*Web courses upload/operate on your Web site

"Taking more medication than prescribed or taking it more frequently than prescribed is considered prescription drug abuse."

Help Employees Bounce Back from Adversity and Win with Resilience

Request a FREE PREVIEW

Overcome traumatic and stressful life experiences.

Beyond Stress Management: Building Resilience

- ✔ Building more resilience
- ✔ The importance of resilience
- ✔ Using resilience to weather stress
- ✔ How to beat resilience
- ✔ Staying resilient by avoiding and being watchful of people, places, and things deplete resilience

Some employees don't bounce back from adversity as well as others. Some recover quickly, but others struggle to get back on track. Yet resilience can be developed and maintenance of physical and mental health can help us not experience tailspins following a stressful event. Employees who are highly resilient tend to be happier employees. They tend to be more successful in their careers and in their personal lives.

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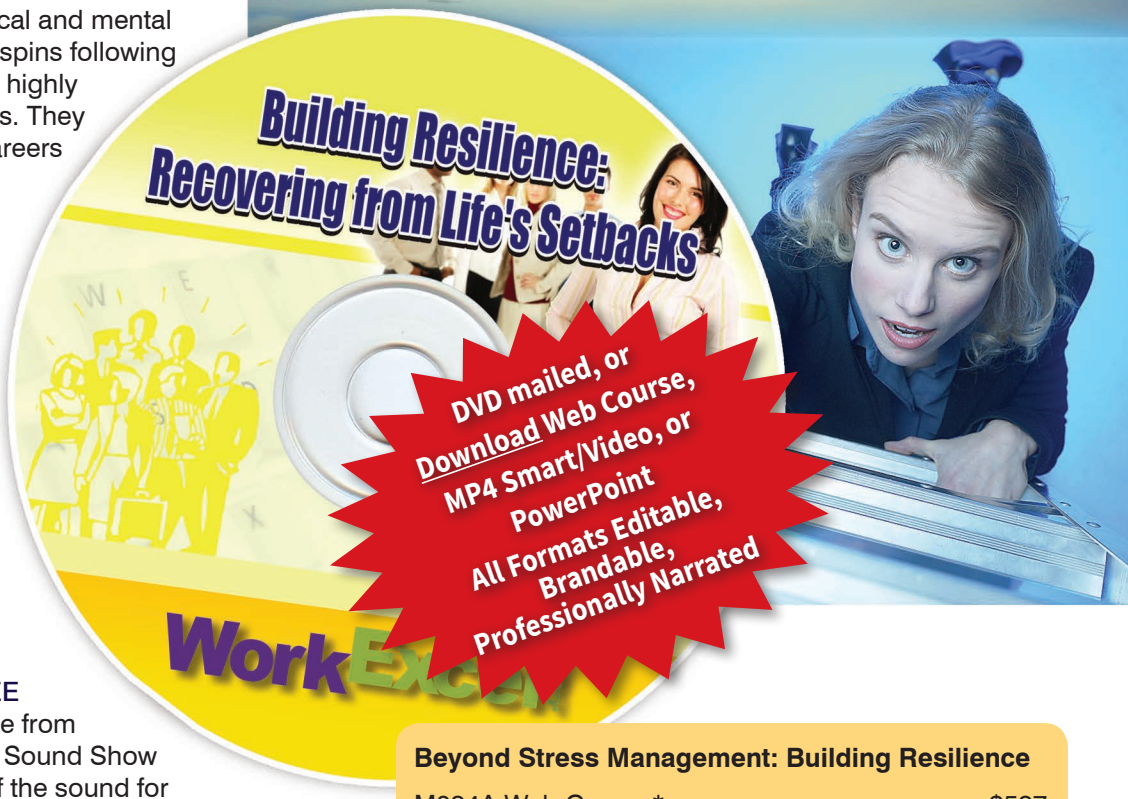

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Beyond Stress Management: Building Resilience

M034A Web Course*	$597
M034B PowerPoint (Editable/ with Sound)	$397
M034C Web Movie/Video	$397
M034D DVD for Standard/Computer Player	$397

Running time: (A-30 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"Resilient people are capable of successfully working through negative emotions and replacing them with positives."

Fight Alcohol Abuse and Binge Drinking with Education and Awareness that Positively Influences Employees

Request a FREE PREVIEW

The world's most costly drug problem.

Avoid Alcohol Abuse and Binge Drinking

- ✔ Offer awareness of the harmful effects of alcohol abuse and binge drinking
- ✔ Reduce the likelihood of alcohol abuse related incidents
- ✔ Dispel myths and misconceptions
- ✔ Help alcoholic employees self-diagnose
- ✔ Help alcohol abusers get past denial
- ✔ Provide information about alcohol's health effects

Alcohol abuse is a common occurrence, but frequency of abuse among social drinkers varies, and it often takes the form of binge drinking. With alcohol abuse so common, employers must do what they can to increase awareness, make an impact on employees, and facilitate choices to avoid alcohol abuse and binge drinking. Alcoholics have a responsibility just as great—seeking abstinence by way of effective treatment to achieve sobriety.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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Avoid Alcohol Abuse and Binge Drinking

M035A Web Course*	$597
M035B PowerPoint (Editable/ with Sound)	$397
M035C Web Movie/Video	$397
M035D DVD for Standard/Computer Player	$397

Running time: (A-30 min.) (B,C,D-15 min.)

*Web courses upload/operate on your Web site

"If you drink in social situations and experience resistance to feeling the effects of alcohol, this isn't a good sign. It may be the adaptive stage of alcoholism."

Give Employees the Truth about Marijuana to Help Them Steer Clear of Its Use

Request a FREE PREVIEW

Marijuana is the second most common drug of abuse in the workplace

Marijuana: Just Don't Use It

- ✔ Inform and educate employees about the dangers of marijuana
- ✔ Offer accurate information necessary for prevention
- ✔ Dispel myths and misconceptions
- ✔ Help employees who are parents to be more informed
- ✔ Reinforce your drug free workplace policy with education
- ✔ Learn about treatment for marijuana addiction

Marijuana is the second most commonly abused drug after alcohol, and the push for its legalization has included massive misinformation and propaganda to perpetuate its acceptance. Over 200 studies now expose the dangers of marijuana. This makes it imperative to fully educate employees about marijuana, especially if drug-testing is part of your organization's drug-free workplace rules and procedures. Failure to do so could lead to lost talent and unacceptable turn over.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Marijuana: Just Don't Use It

M037A Web Course*	$597
M037B PowerPoint (Editable/ with Sound)	$397
M037C Web Movie/Video	$397
M037D DVD for Standard/Computer Player	$397

Running time: (A-30 min.) (B,C,D-16 min.)

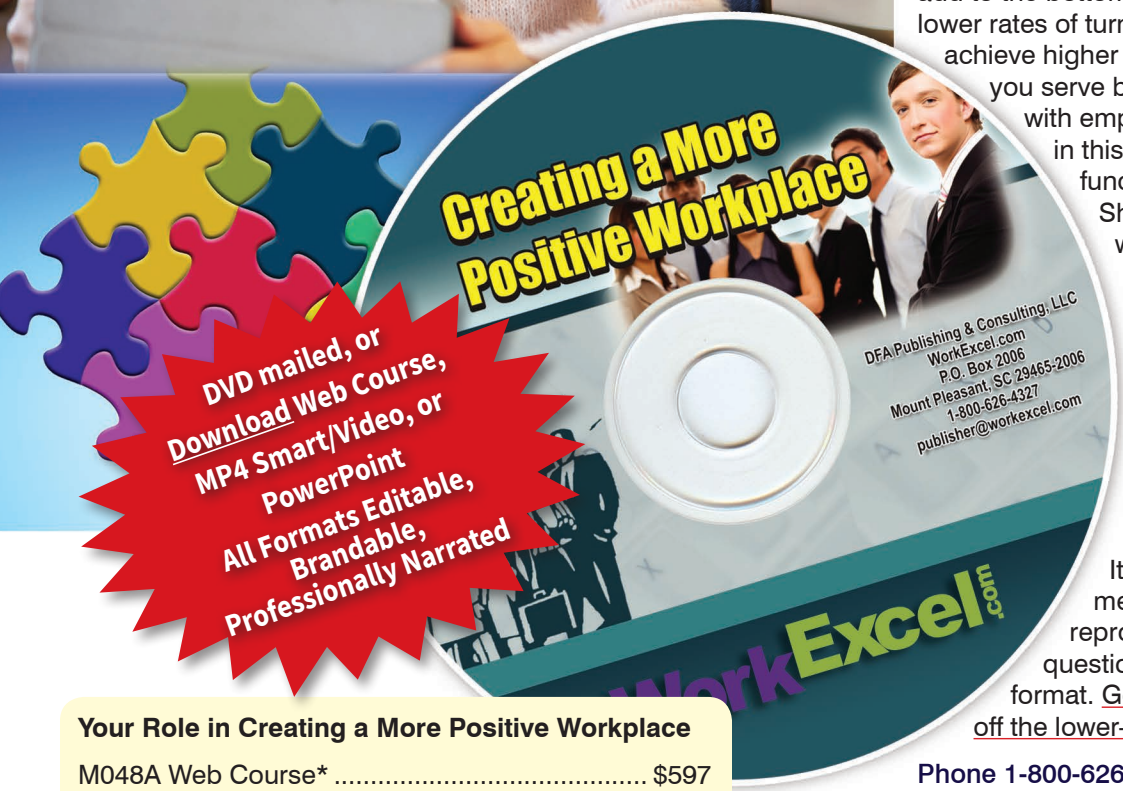
*Web courses upload/operate on your Web site

"Like alcohol, marijuana is addictive. Some patients need more marijuana than they originally used in order to get the same psychoactive effect."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Create a More Positive Workplace By Showing Employees Exactly How It's Done

Request a FREE PREVIEW



DVD mailed, or Download Web Course, MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

Positive workplaces aren't "born', they're made.

Your Role in Creating a More Positive Workplace

- ✔ The value of a positive workplace
- ✔ How positive work cultures are created
- ✔ Making positivity a habit of communication
- ✔ Avoiding workplace negativity
- ✔ Building trust and better relationships between each other
- ✔ Sharing, caring, and spreading the praise

Positive workplaces just don't materialize out of thin air. They're created by employees. Positive workplaces add to the bottom line, reduce risk to employers, have lower rates of turnover, experience fewer conflicts, and achieve higher rates of productivity. Help workplaces you serve become harmonious by sharing with employees the dozens of behaviors in this program that can add to higher functionality and welcomed synergy. Show employees how, no matter where they work, that building better relationships and having healthier communication is something they can do right now.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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Your Role in Creating a More Positive Workplace

M048A Web Course*	$597
M048B PowerPoint (Editable/ with Sound)	$397
M048C Web Movie/Video	$397
M048D DVD for Standard/Computer Player	$397

Running time: (A-30 min.) (B,C,D-14 min.)

*Web courses upload/operate on your Web site

"All workplaces are essentially a collection of relationships. So, every positive interaction adds to the health and quality of that workplace."

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

1-800-626-4327 | FAX 1-843-884-0442 VISA AMERICAN EXPRESS MasterCard VISIT www.WorkExcel.com

Reach Employees With Your EAP Orientation No Matter Where They Are

Request a FREE PREVIEW

You'll orient every employee to the EAP—guaranteed.

Orientation to the EAP

- ✔ Never worry about reaching employees again
- ✔ Train every employee, and prove it with a certificate
- ✔ Save money, time, and hassle training new employees
- ✔ Cover every important EAP orientation concept in 14 minutes
- ✔ Improve your self-referral utilization late fast
- ✔ Train employees day or night
- ✔ Reduce your stress worrying about who and who did not get oriented to the EAP

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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Available in Spanish

Orientation to the EAP. Also available in Spanish

M139A Web Course*	$597
M139B PowerPoint (Editable/ with Sound)	$397
M139C Web Movie/Video	$397
M139D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-14 min.)

*Web courses upload/operate on your Web site

"The employee orientation DVD is great — I sent it to the school district that wanted it and they are happy with it. Thanks for being so responsive to oyr specific needs."

RaeAnn Thomas, Director
AEAS of Wisconsin, Plover, WI

Help Supervisors Repel Distress, Communicate Better, and Become Champion Negotiators in the Organization

Request a FREE PREVIEW

Prevent loneliness at the top!

Stress Management Secrets for Supervisors: Managing Conflict, Improving Communication, Negotiating with the Organization

- ✔ Reduce conflicts among employees
- ✔ Improve relationships with peers
- ✔ Have a productive relationship with the boss
- ✔ Negotiate like a pro within your organization
- ✔ Eliminate feeling bewildered by conflict
- ✔ Support troubled employees without overstepping your bounds

Supervisors often feel immobilized by stress – neither their bosses nor their employees may understand the pressures that they face. Supervisors often operate in isolation, and they may not know what to do when problems occur. The anxieties can prove overwhelming.

This course gives these special employees tips to manage the unique types of stress common in supervisory jobs. It covers disciplining employees, resisting burnout, withstanding constant change, learning strategies to maintain control in even the toughest situations, and meeting challenges head-on with a healthy, can-do attitude.

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SUBTRACT $200 WHEN YOU PURCHASE ALL THREE SECTIONS OF THIS PROGRAM - S158A, S158B, AND S158C!

DVD mailed, or Download Web Course, MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

Stress Management Secrets for Supervisors: Managing Conflict, Improving Communication, Negotiating with the Organization

S158A Web Course*	$497
S158B PowerPoint (Editable/ with Sound)	$297
S158C Web Movie/Video	$297
S158D DVD for Standard/Computer Player	$297

Running time: (A-25 min.) (B,C,D-15 min.)
Free Logo/Branding for Web Course!

*Web courses upload/operate on your Web site

"Effective supervisors need to empower themselves, as well as their employees."

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

Help Supervisors Manage the Challenges of Discipline, Self-Doubt, and Isolation

Request a FREE PREVIEW

Prevent loneliness at the top!

Stress Management Secrets for Supervisors Part II: Discipline, Self-Doubt, Isolation, and Keeping the Right Perspective

- ✔ Stop the energy-sapping stress of isolation
- ✔ Make the most of management mentors
- ✔ Preparation for discipline stress
- ✔ Coping with the effects of "after-discipline" stress
- ✔ Conquering self-doubt
- ✔ Fighting the "Imposter Syndrome"

Supervisors often feel immobilized by stress – neither their bosses nor their employees may understand the pressures that they face. Supervisors often operate in isolation, and they may not know what to do when problems occur. The anxieties can prove overwhelming.

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Stress Management Secrets for Supervisors Part II: Discipline, Self-Doubt, Isolation, and Keeping the Right Perspective

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S159B PowerPoint (Editable/ with Sound)	$297
S159C Web Movie/Video	$297
S159D DVD for Standard/Computer Player	$297

Running time: (A-25 min.) (B,C,D-15 min.)
Free Logo/Branding for Web Course!

*Web courses upload/operate on your Web site

"Supervisors whose work requires lots of one-on-one contact with others exhibit higher blood pressure than those who spend more time alone. "

Help Supervisors Lead in Midst of Change, Take Charge, and Stay Positive

Request a FREE PREVIEW

Prevent loneliness at the top!

Stress Management Secrets for Supervisors Part 3: Taking Charge, Setting Goals, Leading Others in Crisis

- ✔ Spot burnout symptoms early
- ✔ Learn to take change in stride
- ✔ Be a master at setting goals
- ✔ Get things done on time
- ✔ Take charge of change
- ✔ Motivate and inspire others under stress

Supervisors often feel immobilized by stress – neither their bosses nor their employees may understand the pressures that they face. Supervisors often operate in isolation, and they may not know what to do when problems occur. The anxieties can prove overwhelming.

This presentation/course gives these special employees tips to manage the unique types of stress common in supervisory jobs. It covers disciplining employees, resisting burnout, withstanding constant change, learning strategies to maintain control in even the toughest situations, and meeting challenges head-on with a healthy, can-do attitude.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Stress Management Secrets for Supervisors Part 3: Taking Charge, Setting Goals, Leading Others in Crisis

S160A Web Course*	$497
S160B PowerPoint (Editable/ with Sound)	$297
S160C Web Movie/Video	$297
S160D DVD for Standard/Computer Player	$297

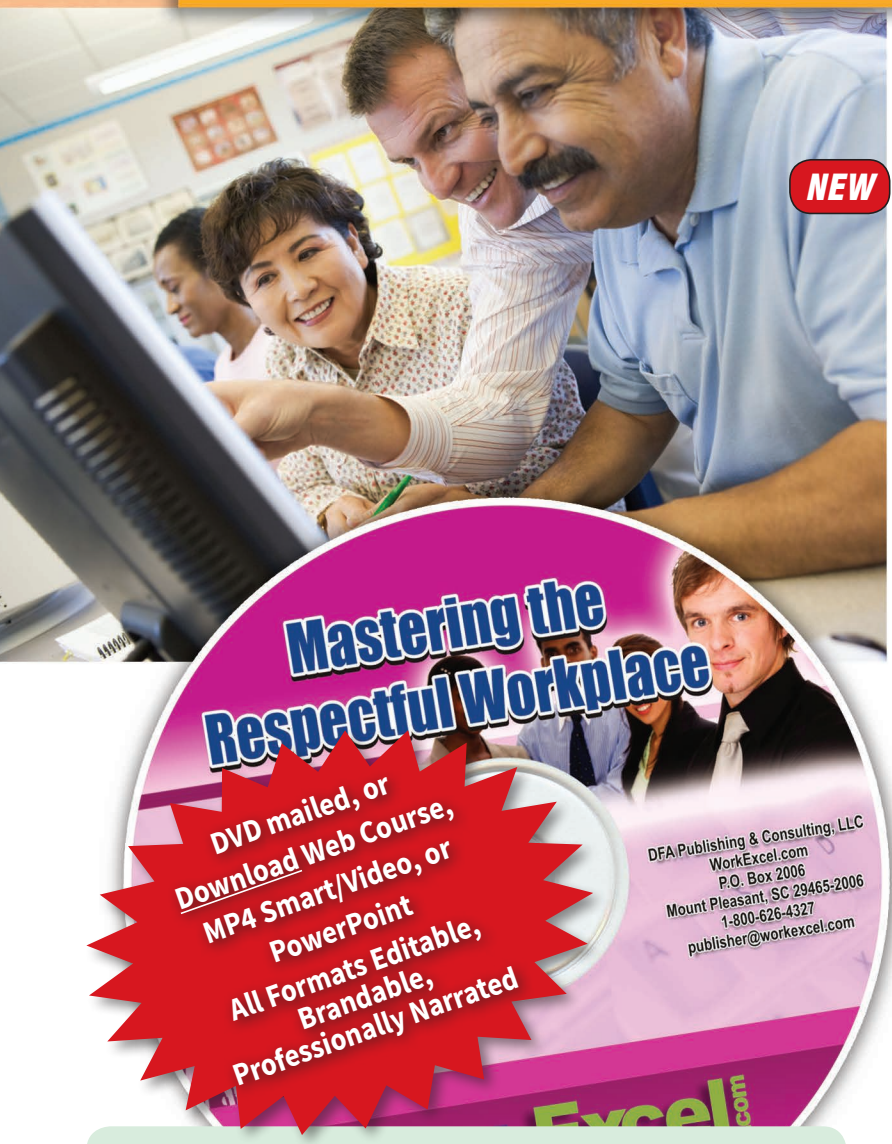
Running time: (A-25 min.) (B,C,D-15 min.)
Free Logo/Branding for Web Course!

*Web courses upload/operate on your Web site

"You may feel stress inside, but no one needs to know. Speak in your normal voice tone; sounding panicky can undermine your ability to mobilize people and instill confidence."

Stop the Drain on Morale and Productivity, and Reduce the Legal and Financial Risks of DISRESPECT

Request a FREE PREVIEW



Mastering Respect in the Workplace: Boosting Morale and Increasing Productivity

A Complete, Easy-to-Use Training Program that Targets Disrespect at Work and Makes Every Employee a Diplomat in a Peak Performance Workplace.

No doubt about it, disrespect is rampant in the workplace, and it can negatively affect morale, productivity, and even lead to legal jeopardy and incalculable financial loss to employers. Education and training of employees to change behavior and reduce this risk is the answer. But you can't leave a stone unturned. You must hit all the topics.

Now you can easily and quickly hit the road and add value to your EAP/workplace services to help employers using this training program that deals with ten major areas of disrespect commonly found in today's workplaces.

You get all ten topics with your purchase, plus a free 11th module - "The Manager's Role in Promoting a Respectful Workplace"

- ✔ Play an appropriate role in helping employees with a difficult problem
- ✔ Resolve a pressing and unmet educational mandate: helping employees remain respectful in the workplace.
- ✔ Offer a remedial program that reduces their risk of repeat behavior.
- ✔ Help employers reduce the risk of lawsuits, turnover, absenteeism.
- ✔ Reduce conflicts among employees and influence earlier peer intervention.
- ✔ Improve morale.
- ✔ Increase productivity.
- ✔ Reduce the potential for workplace violence.
- ✔ Demonstrate that your program is taking action.
- ✔ Promote a respectful and affirming workplace.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

This program includes: dignifying the differences in others; avoiding sexual harassment; stifling rumors and foregoing gossip; voicing concerns and opinions diplomatically; nonverbal workplace communication that nixes morale; rejecting bullying and ridicule; respecting the space of others; restraining impulsive behavior on the job; criticizing in private and how to offer criticism so it's received; dealing with distractions in the modern office.

Mastering Respect in the Workplace: Boosting Morale and Increasing Productivity

M401A Web Course* $497
M401B PowerPoint (Editable/ with Sound) $397
M401C Web Movie/Video $397
M401D DVD for Standard/Computer Player..... $397
Running time: (A-60 min.) (B,C,D-35 min.)
Free Logo/Branding for Web Course!

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

Educate Managers to Promote a Respectful Workplace that Supports Productivity

Request a FREE PREVIEW

DVD mailed, or Download Web Course, MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

The Manager's Role in Promoting a Respectful Workplace

S012A Web Course*	$397
S012B PowerPoint (Editable/ with Sound)	$297
S012C Web Movie/Video	$297
S012D DVD for Standard/Computer Player	$297

Running time: (A-15 min.) (B,C,D-7 min.)

*Web courses upload/operate on your Web site

"If you hear gossip or rudeness, intervene immediately with an unmistakable verbal reprimand: 'That's unnecessary and un- appreciated in this workplace.'"

Respect in the workplace is leadership-driven.

The Manager's Role in Promoting a Respectful Workplace

- ✔ Encourage managers to confront disrespect
- ✔ Impress managers with the need to model respect
- ✔ Increase awareness for disrespect
- ✔ Reduce tolerance for disrespect or looking the other way
- ✔ Reduce liability and improve workplace harmony
- ✔ Reduce workplace conflict and the risk of violence

If backbiting, name calling, gossip, and general nastiness are the norm where a supervisor works, then he or she has a "respect problem." Respect problems must be solved as quickly as possible—like "yesterday!" Supervisors must recognize disrespect, summon the fortitude to step in, and avoid excusing bad behavior which only buys trouble.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Help Supervisors Tap Into Their Emotional Intelligence to Supercharge Their Effectiveness

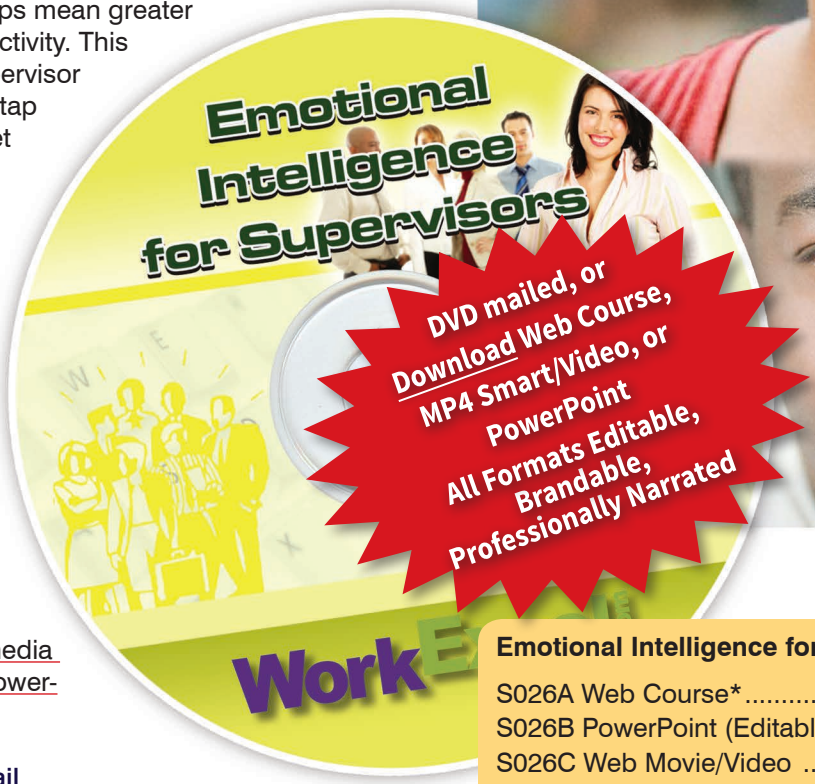
Request a FREE PREVIEW

High EI can help deliver high performance.

Emotional Intelligence for Supervisors

- ✔ Help supervisors become high performers
- ✔ Improve relationships with employees
- ✔ Help maximize employee productivity
- ✔ Improve workplace communication
- ✔ Help supervisors experience accurate empathy
- ✔ Provide tips that improve emotional intelligence

Most people have heard of "emotional intelligence" or EI. However, most don't know that it can be improved upon and that it has high value in managing employees. Supervisory interactions with others make understanding EI a critical soft skill to understand, learn, and develop. Any employer will benefit when managers with a high EI use it to manage employees with effectiveness and empathy. Improved relationships mean greater harmony and increased productivity. This course helps supercharge supervisor effectiveness by helping them tap into this area some may not yet understand.



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Emotional Intelligence for Supervisors

S026A Web Course*	$597
S026B PowerPoint (Editable/ with Sound)	$397
S026C Web Movie/Video	$397
S026D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"The more frequently you interact with people, the more your EI matters; which is why supervisors who have a high EI tend to outperform those who don't."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Establish an Easy, Results-driven, Performance Evaluation System that Rocks!

A COMPLETE SYSTEM WITH FREE OVER-THE-PHONE IMPLEMENTATION INSTRUCTIONS!

Request a FREE PREVIEW

DVD mailed, or
Download Web Course,
MP4 Smart/Video, or
PowerPoint
All Formats Editable,
Brandable,
Professionally Narrated

Make performance evaluations fun, powerful, and rewarding

"OH! So Easy!" WorkExcel Performance Evaluation Program and System

- ✔ Make performance evaluations useful, powerful, and fun
- ✔ Avoid year-end surprises, skipped years without evaluations, and employee complaints about not having an evaluation
- ✔ Install or replace a broken performance evaluation system
- ✔ Finally identify and achieve exciting and unifying goals that advance the organization's purpose
- ✔ Enjoy a collaborative approach that reduces conflicts
- ✔ Have happier employees with greater job satisfaction
- ✔ Experience more effective and productive relationships on the job

Engaged employees who enjoy their work and receive regular feedback on their performance are happier, healthier and more productive. They advance the organization's mission and strive to attain the ambitious goals you've set for them. Don't believe what you have heard or read about performance evaluations being 'passe', cruel, one-sided, or oppressive. Nothing could be further from the truth. Performance evaluations done correctly are collaborative, easy, and powerful.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

"OH! So Easy!" WorkExcel Performance Evaluation Program and System

S028B PowerPoint (Editable/ with Sound) $597
Running time: (A-45 min.) (B,C,D-30 min.)
Free Logo/Branding for Web Course!

*Web courses upload/operate on your Web site

"Don't believe what you may have heard about performance evaluations being 'passe'. Without effective performance evaluation, employees lose out on a proven critical process that improves job satisfaction and performance."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

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

1-800-626-4327 | FAX 1-843-884-0442 VISA AMERICAN EXPRESS MasterCard VISIT www.WorkExcel.com

Reduce the Risk of Workplace Violence with Better Trained Supervisors

Request a FREE PREVIEW

Supervisors are the key to a safe work environment.

Supervisor's Role in Preventing Workplace Violence

- ✔ About the supervisor's role in prevention
- ✔ Modeling appropriate workplace behavior
- ✔ Creating a work culture of respect, accountability, and clear communication
- ✔ Honing supervisory skills to promoting fairness
- ✔ Mastering conflict resolution skills
- ✔ Threat management—behavioral signs and symptoms
- ✔ Having a plan

Violence is much less likely to occur in a workplace with a healthy work environment because employees don't have an axe to grind. This simple fact has tremendous implications for the supervisor in prevention. While most workplace violence prevention education focuses on employee behavior, this program goes further to examine supervisor role modeling, workplace fairness, clear communication, conflict management, accountability, early intervention, leadership skills, threat management, and having a plan in case taking action is ever needed

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/ supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

DVD mailed, or
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Supervisor's Role in Preventing Workplace Violence

S044A Web Course*	$597
S044B PowerPoint (Editable/ with Sound)	$397
S044C Web Movie/Video	$397
S044D DVD for Standard/Computer Player	$397

Running time: (A-20 min.) (B,C,D-10 min.)

*Web courses upload/operate on your Web site

"15 percent of all workplace violence fatalities involve supervisors."

Improve Productivity and Employee Harmony with More Assertive Supervisors

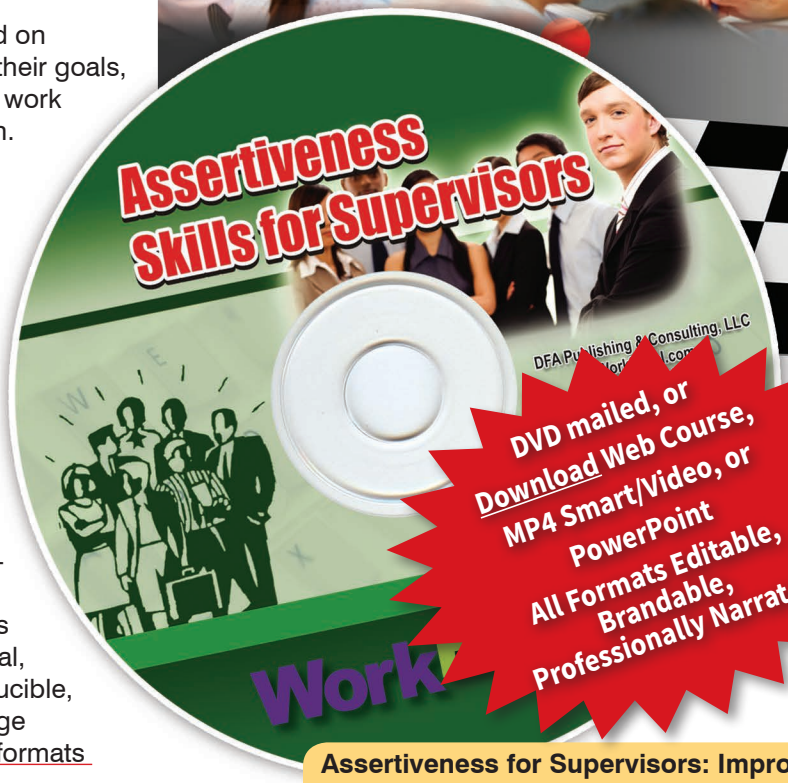
Request a FREE PREVIEW

Unassertive supervisors increase risk to the organization

Assertiveness for Supervisors: Improving Relationships with Employees

- ✔ Improve a supervisor's ability to be assertive
- ✔ Help supervisors find the balance between being "pushy" and a "push-over."
- ✔ Advance personal and organizational goals on time
- ✔ Improve teamwork, trust, respect, and relationships with supervisees
- ✔ Avoid aggression in supervision or being a "people pleaser"
- ✔ Improving accountability of employees

Both employees and the organization depend on supervisors to deliver honest input, advance their goals, protect their interests, and develop a positive work culture that encourages trust and cooperation. To accomplish this, the supervisor must be a skillful communicator. Often the most difficult part of this communication is being assertive. Assertive supervisors know how to get things done without alienating others or creating drama. They motivate others to reach their full potential. It is an art and a skill that comes with practice. The bottom line: Being assertive is good for everyone, and this is why assertive supervisors are trusted and respected.



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Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Assertiveness for Supervisors: Improving Relationships with Employees

S049A Web Course*	$597
S049B PowerPoint (Editable/ with Sound)	$397
S049C Web Movie/Video	$397
S049D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-10 min.)

*Web courses upload/operate on your Web site

"You have the right to be respected, appreciated, and treated with honesty. So do your employees. Assertiveness is the path to these ideals."

The Most Comprehensive EAP Supervisor Training Package Ever Assembled

Request a FREE PREVIEW

DVD mailed, or
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MP4 Smart/Video, or
PowerPoint
All Formats Editable,
Brandable,
Professionally Narrated

Improve the value of your EAP, help more employees, and demonstrate your worth.

EAP Supervisor Training (Comprehensive)

- ✔ Turn supervisors into pros at using the EAP in supervision
- ✔ Improve the management of troubled employees and reduce risk of lawsuits
- ✔ Advance staff own knowledge of EAP theory and practice by light years
- ✔ Increase supervisor referrals within 90 days guaranteed
- ✔ Possess enough material to always have a reason for going back to train supervisors
- ✔ Certify that supervisors were extensively trained and document it for risk management purposes.

No product in the USA matches this one for its ability to train supervisors in how to use the EAP as a pro-employee, pro-organization wellness and productivity program. A complete presentation with extensive notes, EAP Supervisor Training (Comprehensive) is for one hour, two hour, or all day training. We cover every concept of the EAP Core Technology, from defining a troubled employee, the business case for EAPs, the EA professional's role, steps in referral, follow up, communication tips, and more. It's all here. Plenty of original handouts, too. This program contains extensive notes for each slide. Although created for experienced EA professionals, it advances the knowledge of new EAP staff by years.

84 color images; Editable Microsoft PowerPoint; Extensive notes for each frame; Includes ten Reproducible and Editable Handouts.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

EAP Supervisor Training (Comprehensive).

S158B PowerPoint (Editable) $497
Training period: (1 to 8 hours)

Instruct Supervisors in How to Use the EAP as a Positive and Powerful Productivity Tool

Request a FREE PREVIEW

DVD mailed, or Download Web Course, MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

Supervisors are key to an EAP's success.

EAP Supervisor Training Essentials

- ✔ Protect the value of your EAP
- ✔ Reach more at-risk employees
- ✔ Reduce mistakes and missteps in the EAP referral process.
- ✔ Help supervisors stop enabling and acting as "armchair" diagnosticians
- ✔ Train supervisors to use the EAP as a constructive management tool
- ✔ Increase utilization rates with more engaged supervisors

Train supervisors to observe performance correctly, document properly, confront effectively, and make supervisor referrals to the EAP. Reduce the risk of troubled employees adversely affecting the organization, its employees, and/or customers. It's no secret that supervisors are key to a successful EAP, and that formal referrals are the "Golden Activity" all EAPs use to demonstrate value. This program is a solid core technology-driven training package that gets your supervisors engaged.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) eeducates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

EAP Supervisor Training Essentials

S130A Web Course*	$697
S130B PowerPoint (Editable/ with Sound)	$497
S130C Web Movie/Video	$497
S130D DVD for Standard/Computer Player	$497

Running time: (A-60 min.) (B,C,D-30 min.)
Free Logo/Branding for Web Course!

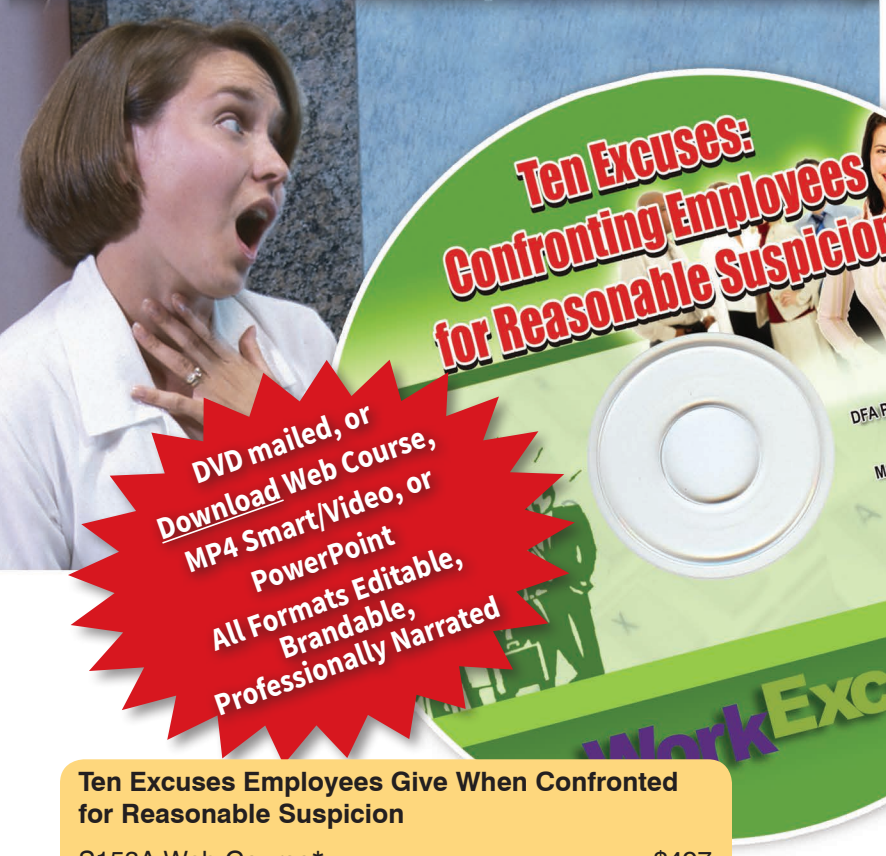
*Web courses upload/operate on your Web site

"With an EAP, a supervisor can focus on performance and not feel compelled to get 'involved' in employees' personal problems"

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Supervisors Win at Reasonable Suspicion When They Aren't Fooled By Excuses

Request a FREE PREVIEW



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Professionally Narrated

Don't Let Supervisors Fall for Excuses

Ten Excuses Employees Give When Confronted for Reasonable Suspicion

- ✔ Prevent manipulation of supervisors
- ✔ Educate supervisors about the classic excuses employees offer
- ✔ Blow away common myths about alcoholism and alcohol abuse
- ✔ Never have supervisors be confused about what the smell of alcohol on the breath actually means.
- ✔ Help supervisors avoid conflicts of interests in relationships with those they supervise, especially drug users
- ✔ "But we're friends!"; "You'll ruin my career!"; "I only drank last night!"; "It's mouthwash!"; and many more classics are revealed

Educate and empower supervisors, and make them fearless in supporting the drug-free workplace policy. Prepare them for the excuses they'll hear when confronting employees for reasonable suspicion. The most common excuses are discussed in this program with explanations about what underlies each. The goal is to empower supervisors so they stand firm and do not risk the consequences that come from mismanaging employees and failure to follow through with confronting those possibly using drugs or alcohol on the job.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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Ten Excuses Employees Give When Confronted for Reasonable Suspicion

S153A Web Course*	$497
S153B PowerPoint (Editable/ with Sound)	$297
S153C Web Movie/Video	$297
S153D DVD for Standard/Computer Player	$297

Running time: (A-15 min.) (B,C,D-6 min.)

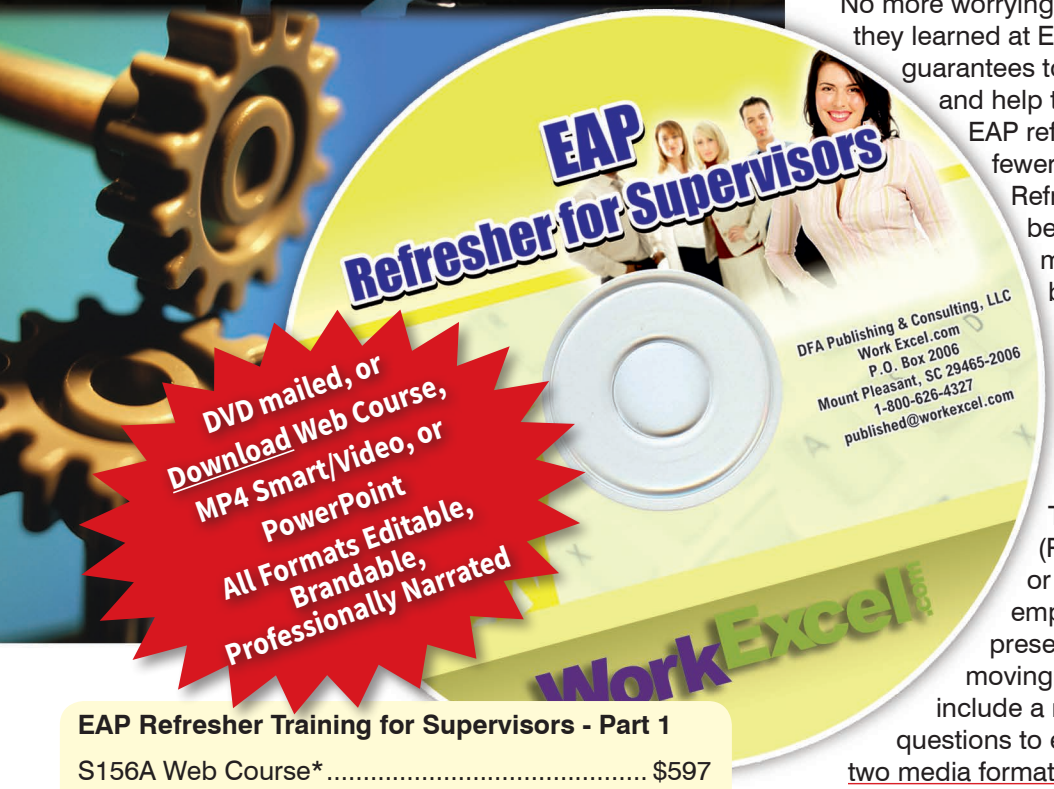
*Web courses upload/operate on your Web site

Some alcoholics have consumed mouthwash in quantities large enough to induce intoxication—some mouthwashes are 50 proof."

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

See More Successful Supervisor Referrals with EAP Refresher Training

Request a FREE PREVIEW



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All Formats Editable,
Brandable,
Professionally Narrated

Prevent supervisor referral missteps.

EAP Refresher Training for Supervisors: Part One

- ✔ Increase the number of successful supervisor referrals
- ✔ Reduce recidivism of employees helped by the EAP
- ✔ Reduce risk to the organization from mismanaged supervisor referrals
- ✔ Improve the EAP's relationship with supervisors
- ✔ Salvage valuable workers with improved communication between EAP and management
- ✔ Dispel myths that inhibit referrals to the EAP

No more worrying whether supervisors will remember what they learned at EAP supervisor training. This program guarantees to keep EAP concepts fresh in their minds and help them avoid mistakes and missteps in the EAP referral process. You'll see more referrals and fewer failed referrals when you own these EAP Refresher Training modules for Supervisors because they hit the nuances, myths, and misconceptions that linger, even after the best training programs. In module #1 (see other subsequent catalog pages for parts two and three.) supervisors learn to refer troubled employees early, communicate properly with the EAP, and avoid common misconceptions.

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EAP Refresher Training for Supervisors - Part 1

S156A Web Course*	$597
S156B PowerPoint (Editable/ with Sound)	$397
S156C Web Movie/Video	$397
S156D DVD for Standard/Computer Player	$397

Running time: (A-30 min.) (B,C,D-15 min.)

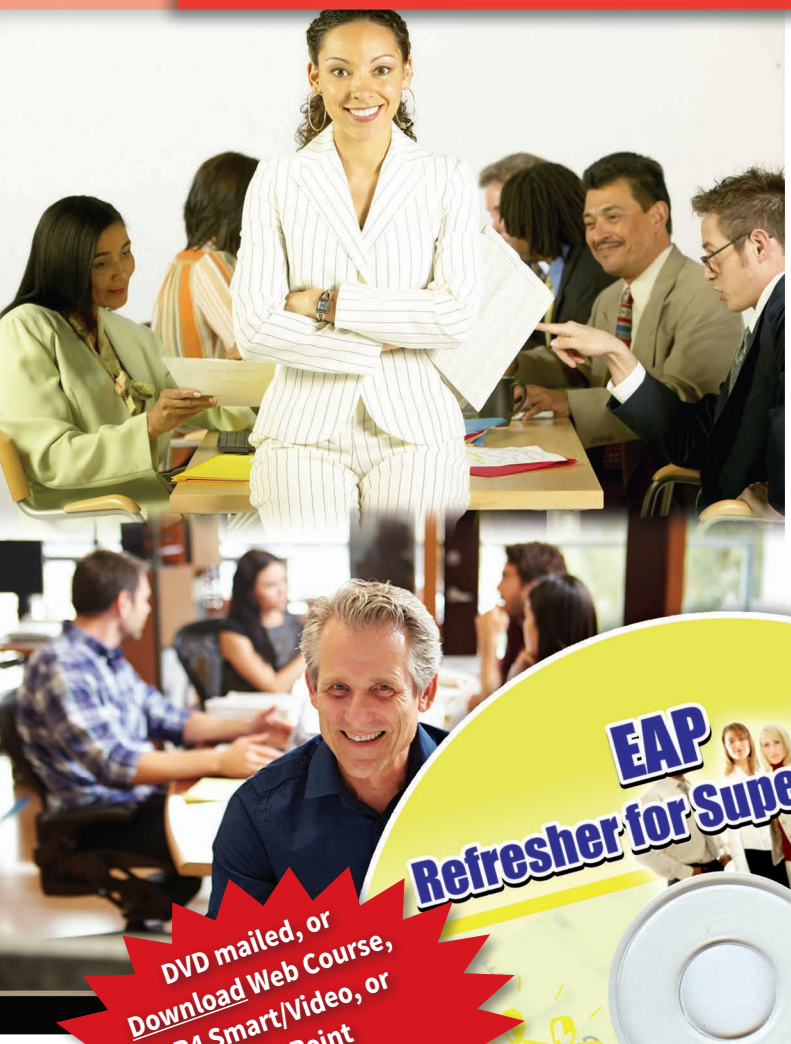
*Web courses upload/operate on your Web site

Purchase all three EAP Refresher Training modules and receive the third module free!—You save $397.

"Training supervisors in using EAP is critical, but refresher training is what seals success for the EAP."

Zap Mistakes and Missteps in the EAP Supervisor Referral Process

Request a FREE PREVIEW



Prevent more supervisor referral mistakes and missteps.

EAP Refresher Training for Supervisors: Part Two

- ✔ Improve communication between the EAP and the supervisor when arranging referrals
- ✔ Dispel myths and misconceptions about EAPs and prevent missteps in the supervisory referral process
- ✔ Reduce conflicts with employees that lead to power struggles and undermine supervisor referrals
- ✔ Improve follow up and monitoring of employee performance after the EAP referral
- ✔ Help supervisors avoid waiting until performance deteriorates to a critical stage before making a supervisor referral

Here is part two of three parts! Increase referrals to the EAP, and also increase the likelihood of having the most difficult, troubled employees reach the doorstep of the EAP ready and willing to accept help. Refresher training is designed to make your EAP a more effective, become integrated with the work organization, and achieve top-of-mind awareness among supervisors with a dramatically increased likelihood that the program will be used. These modules hit the common mistakes, missteps, nuances, myths, and misconceptions.

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All Formats Editable,
Brandable,
Professionally Narrated

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

EAP Refresher Training for Supervisors: Part Two

S157A Web Course*	$597
S157B PowerPoint (Editable/ with Sound)	$397
S157C Web Movie/Video	$397
S157D DVD for Standard/Computer Player	$397

Running time: (A-30 min.) (B,C,D-15 min.)

*Web courses upload/operate on your Web site

Purchase all three EAP Refresher Training modules and receive the third module free!—You save $397.

"The EAP is hands off on recommending or not recommending disciplinary actions, and will not guide or coach you in what administrative or disciplinary matters you should take."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

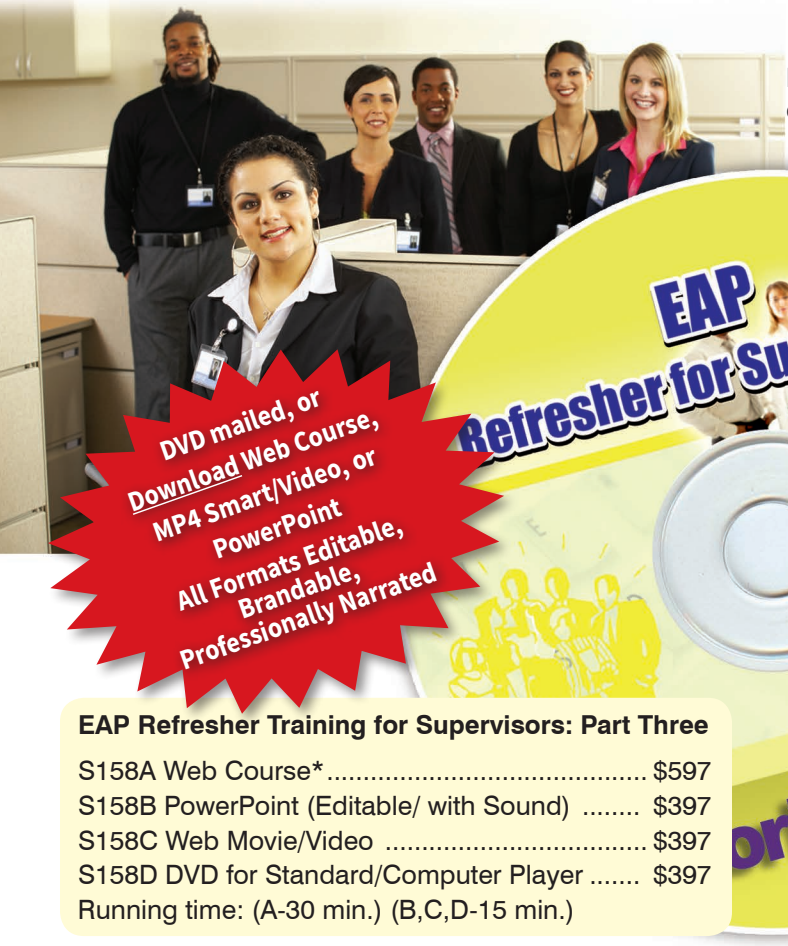
Maximize Supervisor Referrals to the EAP by Reducing the Confusion and Misconceptions Common Among Supervisors

Request a FREE PREVIEW

Improve the value and impact of your EAP

EAP Refresher for Supervisors: Part Three

- ✔ Encourage supervisors to refer earlier
- ✔ Reduce the risk of some troubled employees not getting referred by supervisors
- ✔ Help supervisors not become armchair diagnosticians
- ✔ Show supervisors how to do follow up properly
- ✔ Teach supervisors to monitor performance more effectively after EAP referral
- ✔ Prevent manipulation of supervisors by employees who struggle to accept help



Here is part three of three parts! Reduce errors, improve the effectiveness of referrals to the EAP, and see more motivated employees come to the EAP. Dispel misconceptions common among supervisors including ten different ways armchair diagnosis happens and ten ways follow-up fails. Teach supervisors how to remain firmly focused on helping a troubled employee, and mindful of key tips that turn an EAP into a pro-people, pro-organization management tool.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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EAP Refresher Training for Supervisors: Part Three

S158A Web Course*	$597
S158B PowerPoint (Editable/ with Sound)	$397
S158C Web Movie/Video	$397
S158D DVD for Standard/Computer Player	$397

Running time: (A-30 min.) (B,C,D-15 min.)

*Web courses upload/operate on your Web site

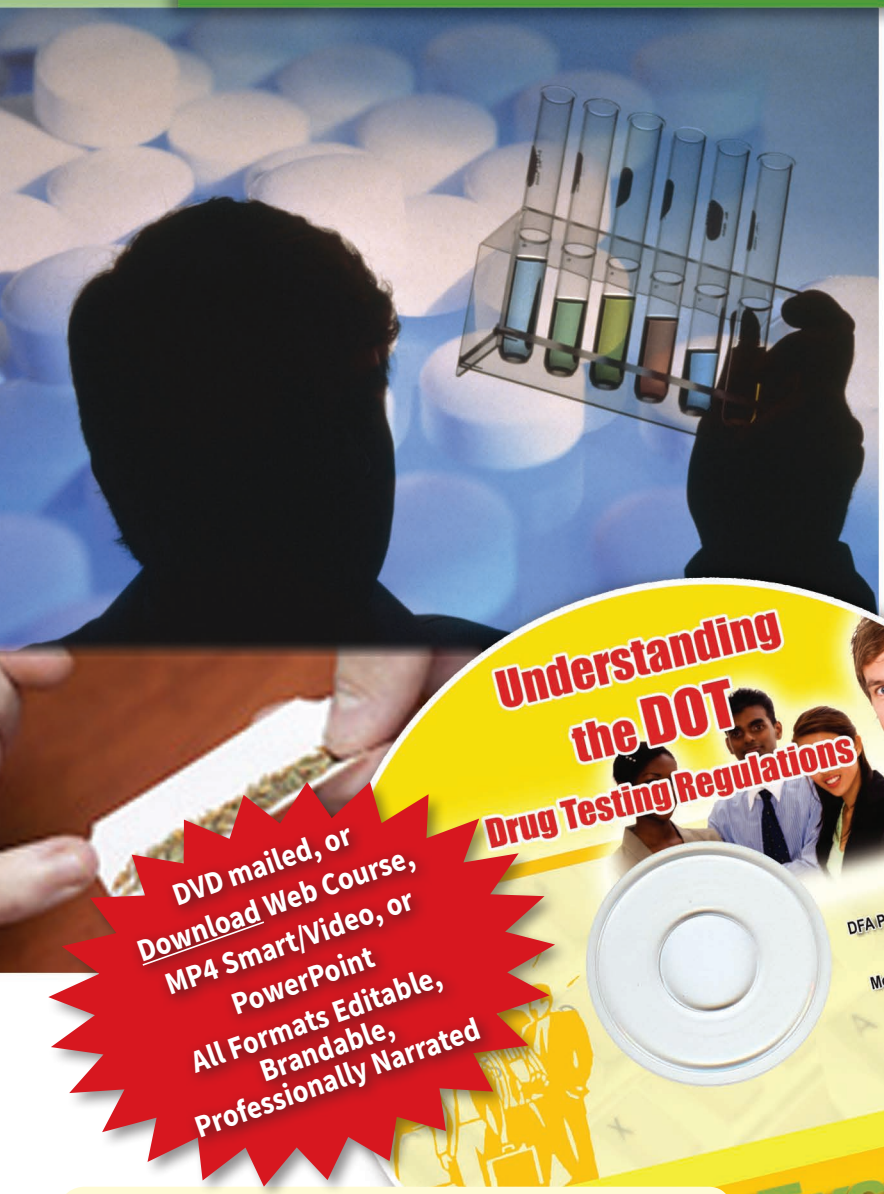
Purchase all three EAP Refresher Training modules and receive the third module free!—You save $397.

"EAPs are fantastic productivity tools that help employees and families, but they are not immune from myths, misconceptions, and the misapplication of principles without refresher training for supervisors."

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

Help Supervisors Understand DOT Drug Testing Regulations So They Take Action

Request a FREE PREVIEW



DOT regulations require supervisors to act, not enable.

DOT Drug Testing Regulations Overview for Supervisors CFR49 Part 40

- ✔ Help supervisors understand the drug testing law
- ✔ Clarify important terms like, "Designated Employer's Representative"
- ✔ Motivate supervisors to act, not enable when signs and symptoms are evident
- ✔ Reduce risk and the likelihood of a troubled employee not being tested
- ✔ Help supervisors learn the roles and responsibilities of key players in drug testing.
- ✔ Help supervisors avoid being manipulated

The Omnibus Transportation Employee Testing Act of 1991 requires drug and alcohol testing of safety-sensitive transportation employees in aviation, trucking, railroads, mass transit, pipelines, and other transportation industries. Supervisors are key to making the law work, which was created to save lives and help prevent tragedies from drug and alcohol use on the job. It starts with education and awareness so supervisors will act by understanding the law.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

DOT Drug Testing Regulations Overview for Supervisors CFR49 Part 40

S170 A Web Course*	$697
S170B PowerPoint (Editable/ with Sound)	$497
S170C Web Movie/Video	$497
S170D DVD for Standard/Computer Player	$497

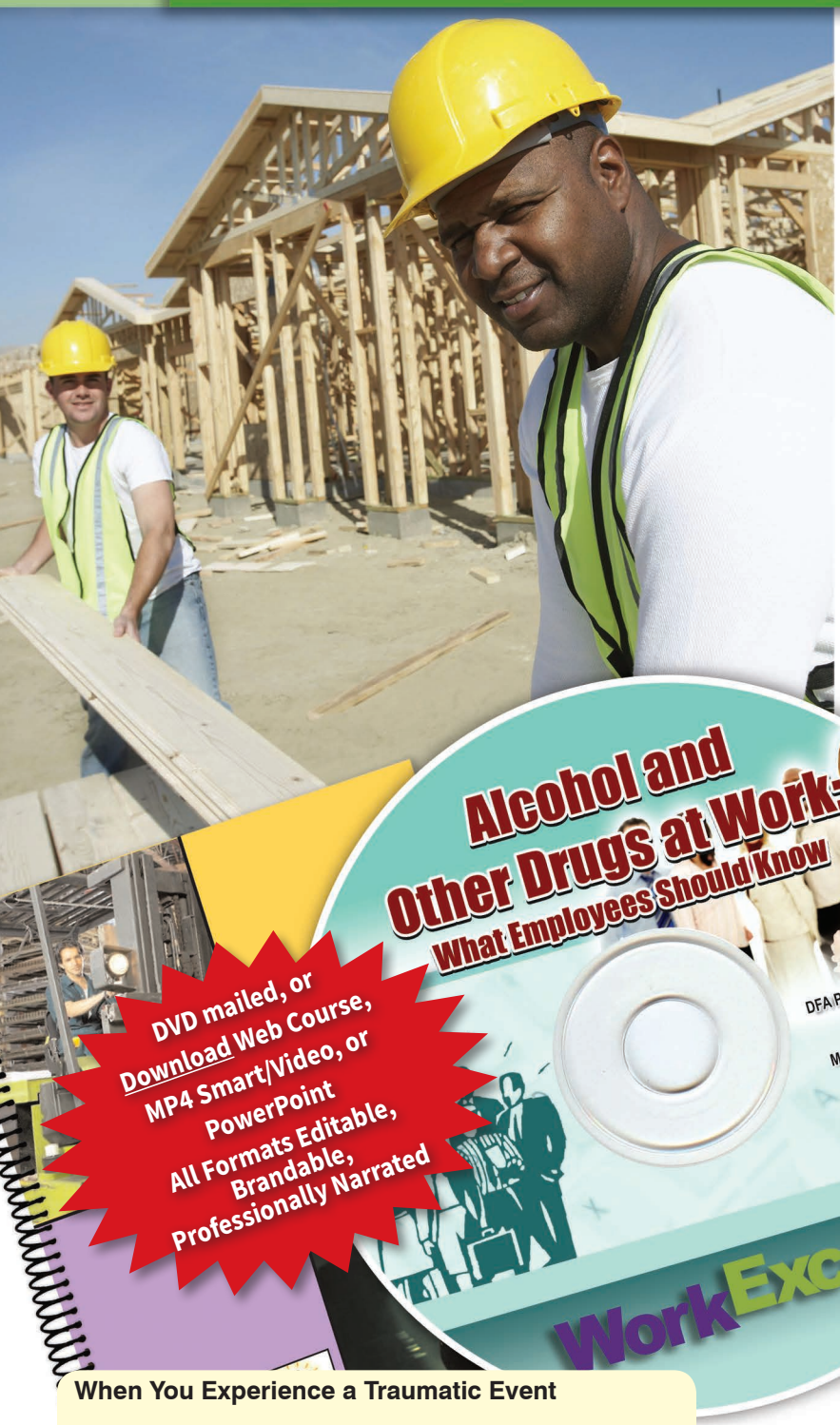
Running time: (A-45 min.) (B,C,D-25 min.)
Free Logo/Branding for Web Course!

*Web courses upload/operate on your Web site

"Designated Employer Representative is an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties. If you're a supervisor overseeing a regulated position--this is you."

Protect Your Organization with This Powerful Myth-busting Program on Alcohol and Other Drugs

Request a FREE PREVIEW



Alcohol and Other Drugs at Work: What Employees Should Know

No touchy-feely jargon or hard to understand medical language — just straight talk about alcohol and drug problems, and what employees should know, understand, do and don't do about workplace substance abuse.

Key Features

- ✔ Full-color, 89-image PowerPoint presentation, easily editable for length and content to meet your needs; (other formats available.)
- ✔ Comprehensive trainer's manual and trainer's presentation notes;
- ✔ Four reproducible employee handouts support key presentation points
- ✔ Reproducible trainee course completion certificate.

Multiple formats are available. No preliminary study or preparation is required. Choose PowerPoint for stand-up presentations, or choose the professionally narrated, animated PowerPoint format or DVD for a predesigned show. Choose the Web access format to put the entire program on your Web site for anytime, anywhere viewing training of hard-to-reach employees. Easy instructions are included.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

When You Experience a Traumatic Event

154A Web Course*	$697
154B PowerPoint (Editable/ with Sound)	$497
154C Web Movie/Video	$497
154D DVD for Standard/Computer Player	$497

Running time: 47 minutes

*Web courses upload/operate on your Web site

Editable EAP Poster Kit Targets Key Problems and Boosts EAP Utilization through the Roof!

Phone or email to get THREE FREE EAP POSTERS

EAP "Forever" Posters

Revolutionary is the only word to describe this product. Now you can stay in front of employees and ensure that they never forget about the EAP. These 18 inspirational full-color posters are real attention getters on bulletin boards, in lunch rooms, and near time clocks. *They're different because they're editable!—they last forever. This is a true WorkExcel.com original product*

Messages are big, bold, to-the-point. Poster design and photography are of high quality, and posters are in full color to maximize visual impact. Perfect 8.5" x 11" size allows you to E-mail them to customers!

Messages address critical employee issues such as depression, drug abuse, alcoholism, team building, codependency, anger management, food addiction, grief, organizational change, and nine other common employee assistance issues.

They're editable, which means that you can change the look and create a million different posters with different messages. Your creativity is the limit. Just follow the easy instructions. Available as a set of 18 full-color, ready-to-use posters printed on quality glossy paper stock. Posters are accompanied by a CD featuring all 18 posters in PDF, MS Publisher, and MS Word formats. With MS Word or MS Publisher files, tailor the posters to your specific needs by adding EAP names and phone numbers and even editing poster messages and photos, if you wish. Instructions provided!

It sure was easy to use the EAP poster program. In 15 minutes, while I was waiting for someone to return a call, I had customized three posters! And I can see how, by changing the text or the pictures, I can make endless combinations for my customers. This i5 a great product. If I can use this program, anyone can. It felt great to tell my client organizations that I could customize a poster specifically for their needs, and it frees me from printing and mailing all those posters. I just e-mail them!

Lisa Newman
Health Management Partners EAP
Mandeville, LA

No. 152 Editable Poster Set (18 editable PDFs) $297
No. 152S Editable Poster Set Spanish (18 editable PDFs)..... FREE

* (FREE when purchased with posters in English) Includes 18 posters; all posters recorded on a CD in MS Publisher, in MS Word, and as PDFs

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

Help "Non-DOT" Supervisors Recognize Alcohol and Drug Use Signs and Symptoms

Request a FREE PREVIEW

Non-DOT Alcohol and Drug Education Training for Supervisors

Supervisors are key to identifying employees who may be under the influence of drugs or alcohol at work. You can feel confident that your supervisors have everything they need to understand how to do it with this popular WorkExcel product. (It's drawn from our two-hour DOT training program to provide a one hour education experience.)

This program was originally developed for the Norfolk Southern Railroad Corporation.

Here's what's included:

- ✔ Introductory review of concepts
- ✔ Personal problems as symptoms
- ✔ Addictive disease and related definitions
- ✔ Common supervisor myths
- ✔ Dollars and "sense" of intervention
- ✔ Major drug categories and types
- ✔ All about alcohol
- ✔ More about alcoholism
- ✔ Workplace occurrence rates
- ✔ Understanding tolerance
- ✔ Loss of control: what it really means
- ✔ Understanding denial
- ✔ What to measure with job performance
- ✔ Avoiding armchair diagnosis
- ✔ Enabling: coworkers, supervisors, and others
- ✔ World's most enabling statement
- ✔ Constructive confrontation of problem behavior
- ✔ Follow-up with employees

Media Formats

M107A Web Course	$695
M107B PowerPoint with (Sound/and Non-Sound)	$495
M107C MP4 Video	$495
M107D DVD Player Disc	$495

Important Features

- ✔ 108 Color images
- ✔ Six reproducible/editable handouts, test questions, and certificate of completion
- ✔ 60 Min. (Editable and variable length, as needed)

ADD YOUR LOGO TO ANY PROGRAM FOR $25

Help Supervisors Gain Skills to Lead Others and Maximize Productivity

Request a FREE PREVIEW

"I love the vital tips supervisor program. It is comprehensive and will be a great asset for our managers who cannot attend on-site training."

Eileen Crochiere, President
EAP Network, Inc.
Taunton MA

All skills shown are included in this package and you get all media formats -- or just the one's you want – included are PowerPoint with Sound and Non-sound; DVD; Video; and Web Course – you reach every supervisor in your organization with the format that's right for them, no matter where they are located. This program includes supplemental handouts, test questions, role plays. All formats are professionally narrated.

S144 14 Vital Skills for Supervisors Training Package .. (Reg. $1497) $1197

ADD YOUR LOGO TO ANY PROGRAM FOR $25

14 Vital Skills for Supervisors

Get applauded by top management for making an impact and rescue supervisors from bad habits, missteps, and behaviors that increase liability for them and the organization. Reduce the risk of employee complaints and lawsuits. This program is guaranteed to power-up any supervisor's skill set by giving them the know-how to engage, lead, and maximize productivity. It imparts 14 essential skills every supervisor must know. Easy to use, no fluff, solid content, intense, and nothing complicated defines this product. It's one our best sellers for over 15 years! You get any or ALL formats – PowerPoint, DVD, Video, and/or a Web course so you reach every supervisor no matter where they are located.

Here's what this program will allow you to do!

- ✔ Help supervisors brush-up on key skills
- ✔ Train new supervisors
- ✔ Email a training link to any supervisor in need
- ✔ Help "troubled supervisors" referred for their leadership issues
- ✔ Reduce fear among new supervisors and help inadequately trained supervisors
- ✔ Reduce conflicts, risk, and potential violence at work
- ✔ Be a better internal consultant
- ✔ Add value to your services
- ✔ Experience fewer grievances
- ✔ Reduce wrongful termination claims
- ✔ Help supervisors be proactive
- ✔ Demonstrate the exercise of due care in training supervisors that helps prevent employer liability

SKILLS RANGE IN LENGTH FROM 4.5 to 7 minutes!

Skill 1: How to Observe Performance

Supervisors learn the skill of observing performance and how to focus on- and assess skills, abilities, motivations, attitudes, conduct, appearance, vitality, and eagerness to learn.

Skill 2: Documenting Performance

The first question a boss will ask when termination is proposed is, "Do you have all the documentation you need?" Here's how to make sure documentation exists and that it is useful.

Skill 3: Mastering Constructive Confrontation

How to organize thoughts in advance and follow guidelines and a format that makes sure confrontation hits home, inspires change, and dignifies employees.

Skill 4: Evaluating Performance

How and why to shower employees with frequent feedback, assess employees regularly, praise superior work, provide constructive suggestions, and elevate mediocre or substandard work to excellence.

Skill 5: Resolving Coworker Conflicts

Pick your battles and focus on shared goals to referee disputes effectively.

Skill 6: Giving Feedback

Express both good and bad input with judgment-free specificity for a more positive, lasting impact on the employee.

Skill 7: Delegating Work and Following Up

Boost your efficiency and your team's morale-by handing off assignments to the right people.

Skill 8: Dispensing Discipline

Treat discipline as a means to educate employees and elevate their behavior.

Skill 9: Inspiring and Praising Employees to Build Morale

Energize employees by taking every opportunity to recognize their contributions and urging them to excel.

Skill 10: Building Your Team

By choosing the right people and getting them to believe in a shared goal, you lay the groundwork for a winning team.

Skill 11: Communicating Effectively with Upper Management

Relate to the top brass on their terms and present your ideas as solutions to problems they face.

Skill 12: Investigating Complaints & Incidents

Take an unbiased, fact-based approach when investigating employee complaints.

Skill 13: Managing Unfit for Duty Employees

The inability of an employee to work safely requires a deliberate and fact-based confrontation and the following of the organization's fitness-forduty policy.

Skill 14: Acting to Prevent Violence in the Workplace

Know the conditions that breed violence, and protect your workplace from toxic conflicts.

Meet the U.S. Department of Transportation's Requirement for the two-hour Drug and Alcohol Training of Supervisors.

U.S. DOT Reasonable Suspicion Training for Supervisors

WorkExcel.com

We produced this training package for Norfolk Southern Railroad Corporation and now it is used by EAPs and employers nationwide to meet the U.S. DOT mandate for one hour of education for supervisors in alcohol awareness and one hour of drug abuse awareness, including signs and symptoms of use, effects on behavior, and hazards of use. But we've gone further!

We include information about Spice/K2, education about four distinct opioids recommended by the U.S. Department of Health and Human Services for inclusion in all drug and alcohol awareness training courses, and a unique section on alcoholism that dispels myths and misconceptions to help learners overcome denial, stop enabling, and understand the disease of alcoholism.

Overview of Contents

- ✔ Introductory overview & concepts
- ✔ Personal problems as symptoms
- ✔ Addictive disease and enabling
- ✔ Common supervisor myths
- ✔ Rationale for reasonable suspicion training
- ✔ Major drug categories and types
- ✔ Understanding alcoholism
- ✔ All about beverage alcohol
- ✔ Understanding denial
- ✔ Excuses employees use when confronted
- ✔ Understanding tolerance and impact
- ✔ Cross tolerance & cross addiction
- ✔ Loss of control: What it really means
- ✔ Understanding denial
- ✔ Drug photos, categories, symptoms, etc.
- ✔ Performance signs and symptoms
- ✔ What to measure with job performance
- ✔ Avoiding armchair diagnosis
- ✔ Enabling: coworkers, supervisors, others
- ✔ Work Performance Curve for Drug Users
- ✔ Drugs of Abuse Chart
- ✔ Confronting behavior: three ways
- ✔ Follow-up with employees

Important Features and Options

- ✔ 165 color images, multiple formats
- ✔ Web course (uploads to your Web site): MP4 Web Video; MS Powerpoint (PPT);
- ✔ Reproducible handouts and reproducible completion certificate
- ✔ Instructor's manual with PPT
- ✔ Editable format in PPT
- ✔ One price-you pay nothing extra. No per user, subscription, or licensing fees

"This reasonable suspicion training program for supervisors was easy fro me to modify to meet my needs today - exactly what I was looking for. I needed to develop a course quickly, but I didn't want to kill myself doing it. The contents was well developed and broad enough that I could adjust the run time by dropping a few slides rather than having to add slides to make it longer. Thanks!"

Cliff McPherson,
Panhandle Energy, Houston, TX

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- ☑ Make requests and contribute to future article content ideas with our exclusive **"Subscriber's Input Hotline"**.
- ☑ Published, written, and guided by employee assistance and workplace wellness professionals like you!
- ☑ No lengthy features that "over-educate" or inhibit referrals to your EAP.
- ☑ Professional, corporate, fast-moving, and punchy with tips, health news-bites, and "actionable" articles.

Here's what your peers are saying bout the WorkLife Excel newsletter...

"...WorkLife Excel has excellent content, a very professional looking appearance, and reflects well on you and the entire Office of Employee Assistance (U.S. Congress EAP). Thank you to all of you for taking the time to deliver such a high quality product!" "Let [WorkExcel.com] know how his content has resonated with [top management.]"

Executive Management U.S.
Architect of Capitol for U.S. Congress

"When I distributed Work Life Excel newsletter, my companies instantly saw a true corporate-level publication and positive view of my EAP company. Employees love it! You can instantly tell the articles are written by an EAP pro. Dan, awesome job! Thanks!"

Joe Lemmon, LCSW-C, CEAP, SAP,
President
HR Workplace Solutions, Inc.
Baltimore, Maryland

"I rely on you and your publications more than you know. My employees love it! So do I. :-) Great Job!"

Patti Matthews, Owner
Comprehensive Worklife Solutions
Boardman, OH

"Dan, WorkLife Excel has given me the opportunity to reach all employees I serve. The information is timely and useful! The topics address issues faced by both employees AND managers."

Jim Seng, EAP Manager
Warren Hospital
Warren, New Jersey

"Dan, thanks for your professional work. Your Work Life Excel newsletter is getting rave reviews from our clients. We are very proud to have our name on it!"

Clancy Yeager,
EAP Manager
Phoenix Connection
Perrysburg, OH

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Work Life Excel® is the only wellness and productivity newsletter written both by mental health and employee assistance professionals with extensive experience.

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Work Life Excel® also keeps the employer's needs in mind for increased productivity and reduced behavioral risk and exposure by including articles on safety, injury prevention and recovery, stress management, and better customer service...and your EAP stays a visible part of the company

Work Life Excel® focuses on:

Work-life balance - improving productivity - managing stress - improving work teams - promoting a respectful workplace - improving coworker relationships - safety tips for employees at home and at work - improving customer service - customer service stress management - motivational to encourage help-seeking behavior - achieve goals - improving relationships with one's supervisor - boost personal performance on the job - recovering faster after on-the-job injuries - better family living - teenager issues - coping with personal crisis - preventing on-the-job violence - selected health and productivity news bites from PR Newswire and the U.S. Dept. of Health and Human Services.

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*Minimum EAP provider rate is $1295.00. Price based on total employee lives covered. Add $150 per year for unique masthead (created free).

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- Simply fill in the number of employees and price using the accompanying order form or phone us at 1-800-626-4327 for help.
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Daniel A. Freerst, Publisher

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"By the way, emailing these newsletters is GREAT. So easy to edit, turn around, and send. Thanks for your help. Happy Thanksgiving."

Sue Kerner, EAP
Southern New Hampshire Medical Center, Nashua, New Hampshire

"We enjoy your articles each month and I thank you. I can't say enough about the two FrontLine publications we subscribe to. We are a small company who is a provider of EAP services to small and medium companies."

Marylee Nunley, V.P. of Operations
Resource Management Services, Peoria. Illinois

"Perfect!!!!!!!!!!!!!!!!!!!!!!!!!!!!"

James D. Platt, MA, LCMHC, CEAP, Director
Dartmouth College Faculty Staff Employee Assistance Program

"After years of struggling with the newsletter arena -- a fantastic solution!"

Marylee Nunley
RMS, Inc., Peoria. Illinois

"The FrontLine Employee makes me look like a genius!! All of our client companies love the publication, so please don't ever stop publishing it. I could never do it on my own."

Bill Hoey, LCSW, CEAP
Family Services Woodfield, Bridgeport. CT

"We value our relationship with you and really like the newsletters."

Debra Ontiveros.
Director WellConnect, El Paso, TX

"Frontline Employee has been a huge hit and has opened more doors with HR people. I'm developing relationships all over the state. Drive on and keep up the great work! Heck yes! Of course you can use my 'testimonial' and my name. In fact, I'd be very glad if you did!"

Stan Meloy, Ph.D.
State of Ohio, Employee Assistance Program

FRONTLINE EMPLOYEE TOPICS INCLUDE...

- ✓ Improving workplace communication and relationships with coworkers
- ✓ Worker productivity tips
- ✓ Family and parent communication and effectiveness
- ✓ Personal fitness and emotional wellness
- ✓ Personal effectiveness and goal achievement
- ✓ Team-building and productivity
- ✓ Improving relationships with supervisors
- ✓ Hot productivity and health news tips
- ✓ Stress management and building resilience
- ✓ Making use of the employee assistance program
- ✓ Workplace safety, injury prevention, and supporting injured coworkers
- ✓ Improving customer service and reducing related stress

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WHAT SUBSCRIBERS ARE SAYING...

"Thanks [for your newsletter], I can't tell you how much our client companies appreciate what you are writing. Always a big hit with managers we work with and very helpful for them! Keep up the good work."

David Worster, Director
NH EAP Collaborative, Concord, NH

"Every month I tell my clients ...'this is particularly good issue' and every month it truly is!" This is a great resource. Thank you so much."

Elizabeth Robinson, LMFT, CEAP, Manager, EAP
University of Connecticut, Farmington, CT

"The FrontLine Supervisor is like putting out my own newsletter without any of the headaches."

Ted Walker, Reliant Behavioral Health
Portland, OR

"The U.S. Coast Guard is an 'operational service'. My supervisors can read THE FRONTLINE SUPERVISOR in 10 minutes. They learn how to keep their people working at full throttle!"

Jody Burcham,EAP Coordinator, U.S. Coast Guard
Kodiak, AK

"...We distribute THE FRONTLINE SUPERVISOR monthly under our own letterhead and have had numerous calls of appreciation for this added service."

Mark Derbyshire, Director, Carilion EAP
Roanoke, VA

"This is the most employee assistance appropriate newsletter I have ever seen. Thank you for a job well done."

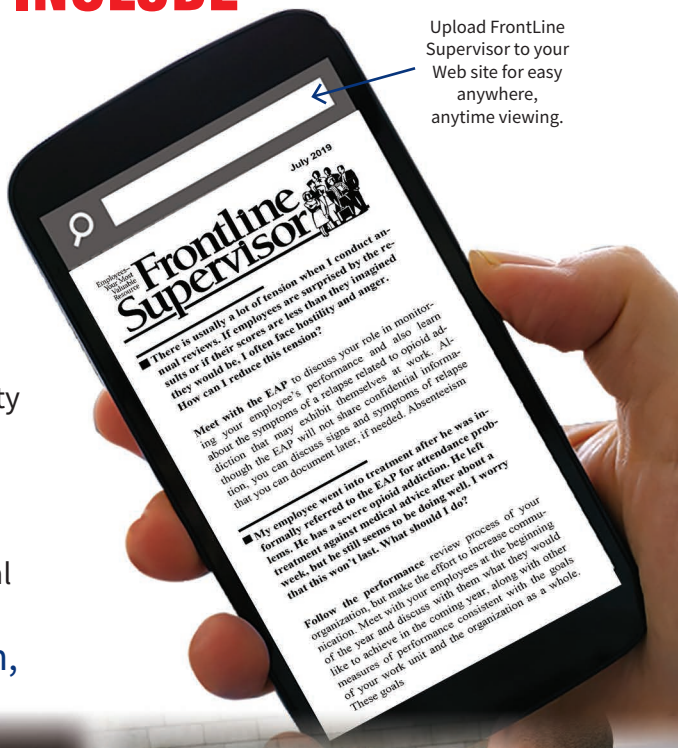
Barbara Sheffield, EAP Program Director
Santa Barbara, CA

"THE FRONTLINE SUPERVISOR is our most effective tool for helping managers and supervisors in our client companies. They tell me they keep each issue and refer back to them."

Ted Larrison, EAP Manager, Southern Hills Counseling Center
Jasper, IN

FRONTLINE SUPERVISOR TOPICS INCLUDE

- ✓ Responding to tardiness and absenteeism problems
- ✓ Avoiding "armchair diagnosing"
- ✓ Identifying signs and symptoms of troubled employees
- ✓ Observing, documenting, confronting, and referring to the EAP
- ✓ Avoiding pitfalls and missteps in the EAP process
- ✓ Referring to the EAP earlier and avoiding enabling
- ✓ Improving supervision and coping skills
- ✓ Avoiding personal liability and maintaining EAP confidentiality
- ✓ Improving communication skills and follow-up
- ✓ Myths about addiction and other personal problems
- ✓ Tips and techniques to use in corrective interviews
- ✓ Follow-up tips and managing employees after the EAP referral



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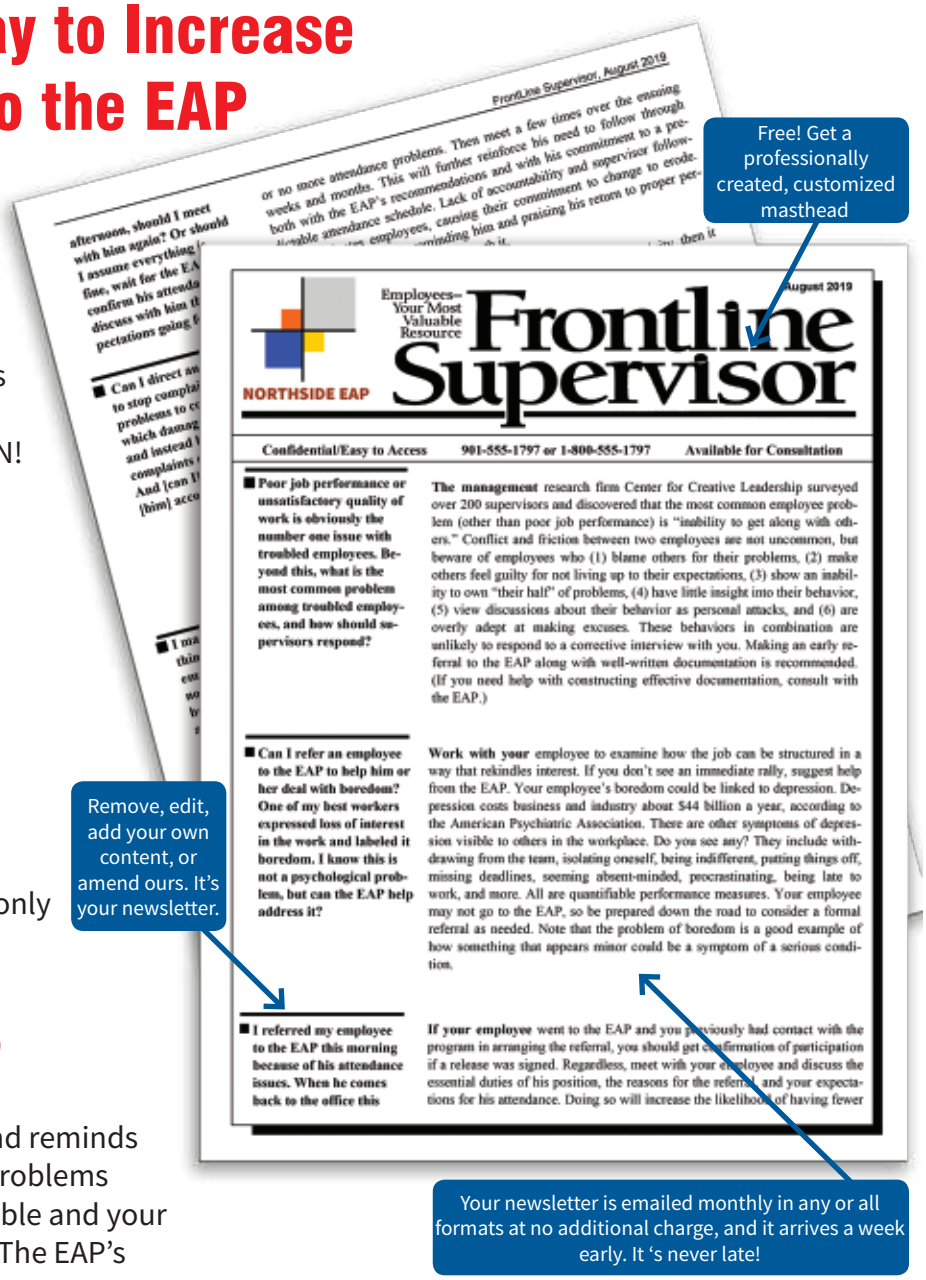

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- ✓ Increase EAP value
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These well-researched Wellness Tip Sheets mean you're always ready to help - with information on topics like depression, managing anger, dealing with debt and credit, parenting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

Timely subjects include...

- ✓ Alcohol consumption
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- ✓ Balancing work and family
- ✓ Anger management
- ✓ Assertiveness skills
- ✓ Dealing with trauma
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- ✓ Understanding depression

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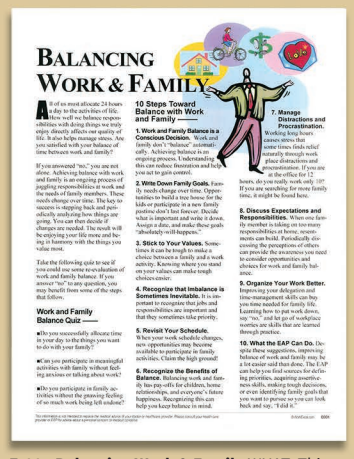
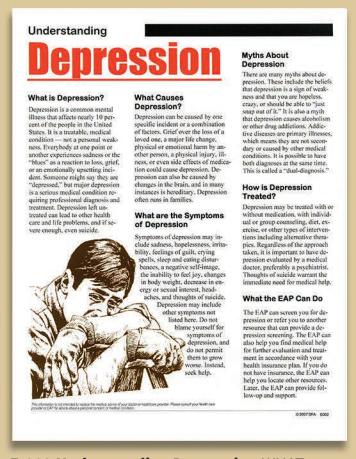


E-001 Balancing Work & Family WHAT: This handout is a practical tool to help employees understand, gain awareness of, and practice tips to improve work and family balance. *WHERE TO USE:* EAP direct service, workshops, waiting rooms, EAP promotion.



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.

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, work-shops, waiting rooms, 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, work-shops, 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.

"Mix and Match" from any group!

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.

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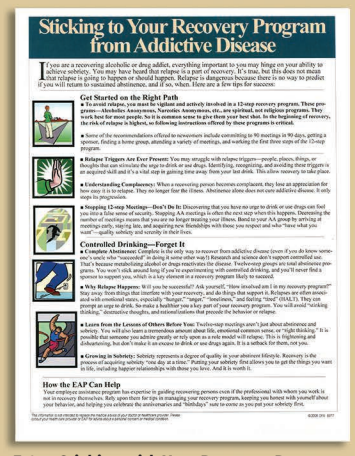
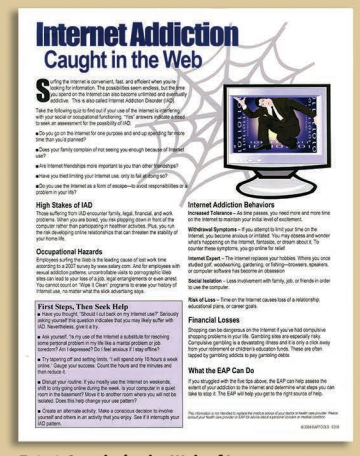
E-016 What to Do About a Negative Performance Review WHAT: Helps clients focus on the positive of a bad review, make changes, and get back to work energized and determined. *WHERE TO USE:* Client sessions, health fairs, EAP waiting areas, assessments.



E-017 Sticking with Your Recovery Program from Addictive Disease WHAT: Essentials that every recovering addict needs to know but may take years to hear or discover in recovery. *WHERE TO USE:* Client counseling sessions, follow-up meetings, post-discharge back-to-work interviews.



E-018 Caught in the Web of Internet Addiction WHAT: Awareness about the high risk of Internet addiction, with warning signs and more. *WHERE TO USE:* Health fairs, client counseling sessions, EAP waiting areas.

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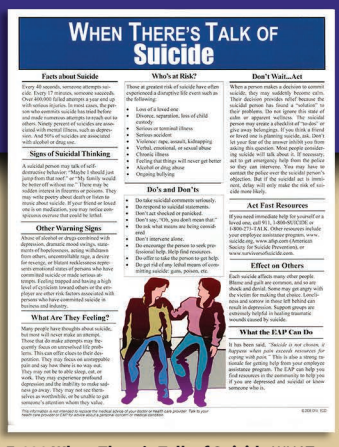
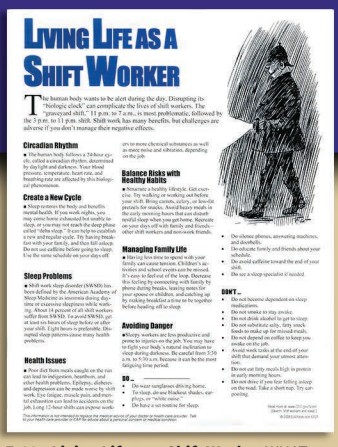
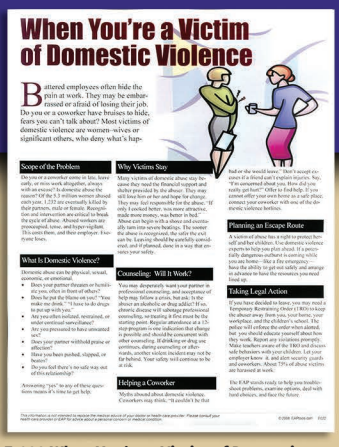
E-019 Workplace Injuries: Stress and Recovery WHAT: After injury comes the risk of depression, conflict at home and with coworkers, and risk of further injury. *WHERE TO USE:* Mail to clients, provide in client sessions during follow-up after injuries to help reduce workers' compensation costs.



E-020 When There's Talk of Suicide WHAT: Understanding suicide facts, risks, and prevention. Dos and don'ts, taking action, helping a friend. *WHERE TO USE:* Counseling sessions, health fairs, waiting rooms.



E-021 Living Life as a Shift Worker WHAT: Special issues and stressors associated with shift work and how to tackle them. *WHERE TO USE:* Health fairs, counseling sessions, waiting rooms, stress management presentations to shift workers.

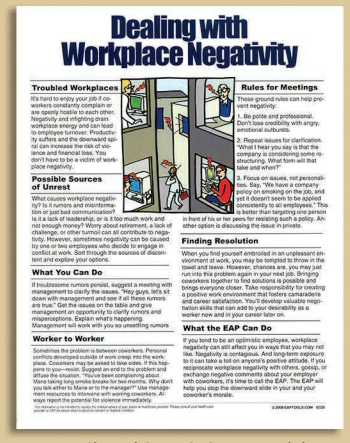


E-022 When You're a Victim of Domestic Violence WHAT: Defines domestic abuse, increases awareness, what to do. *WHERE TO USE:* Waiting rooms, health fairs, client sessions.

E-023 Facing and Stopping Compulsive Eating WHAT: Describes this serious health problem, symptoms, and hope for change. *WHERE TO USE:* Health fairs, client sessions, post-treatment follow-up.

E-024 Manage Stress Right Now WHAT: Ten practical tips anyone can use to manage stress and feel rejuvenated. *WHERE TO USE:* Client sessions, health fairs, waiting rooms.

E-025 Making Holidays More Positive WHAT: A handout for those who suffer in silence. Issues, tips, getting positive, coping effectively with the holiday experience. *WHERE TO USE:* Client sessions and presentations, brown-bag seminars.



E-026 Dealing with Workplace Negativity WHAT: One of the most requested subjects. Sources of negativity and how to head it off at the pass. Some rules, some tips, and a few tricks on reducing negativity and contagion. *WHERE TO USE:* brown-bag seminars, health fairs, group conflict intervention.

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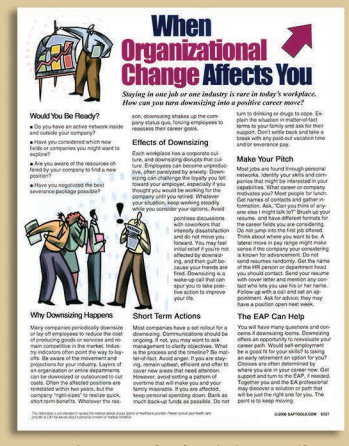
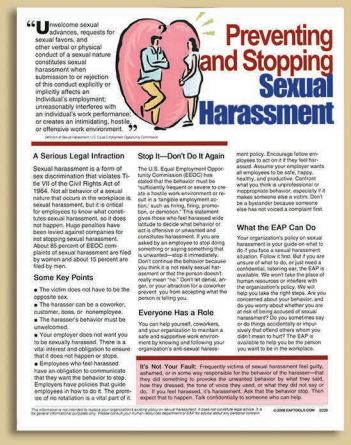
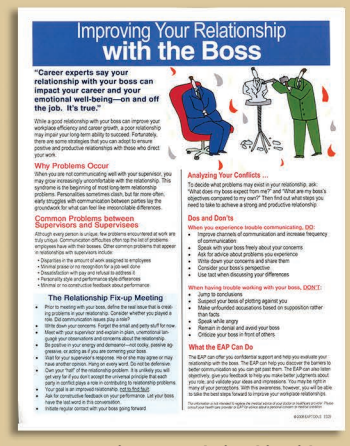


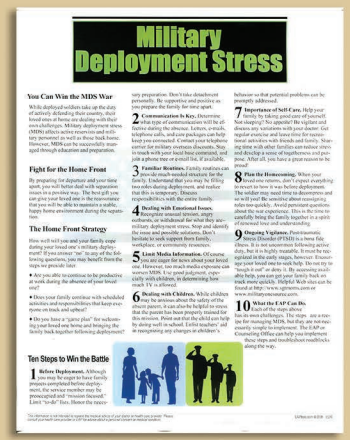
E-027 When Organizational Change Affects You WHAT: Understanding organizational change, preparing for downsizing, taking action steps, planning ahead. *WHERE TO USE:* Presentations, seminars, counseling sessions.



E-028 Preventing and Stopping Sexual Harassment WHAT: Sexual harassment defined, prevention steps, the importance of stopping inappropriate behavior, explaining of "no" means "no," what to do, where to go. *WHERE TO USE:* Presentations, client sessions, waiting rooms.



E-029 Improving your Relationship with the Boss WHAT: A key stress-reduction strategy is to have an effective relationship with a supportive supervisor. Here's how to increase one's chances of that. *WHERE TO USE:* Client counseling sessions, presentations, seminars.



E-030 Military Deployment Stress WHAT: Helps clients deal with military-deployment stress, and provides tips on coping and remaining positive. *WHERE TO USE:* Health fairs, client sessions, waiting rooms.

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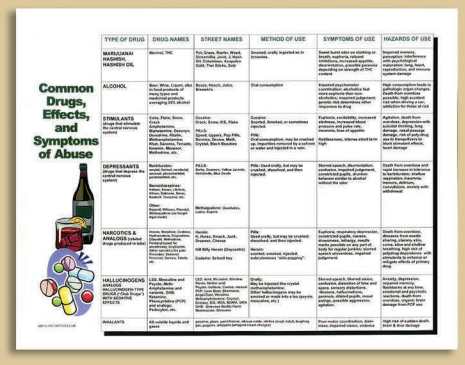
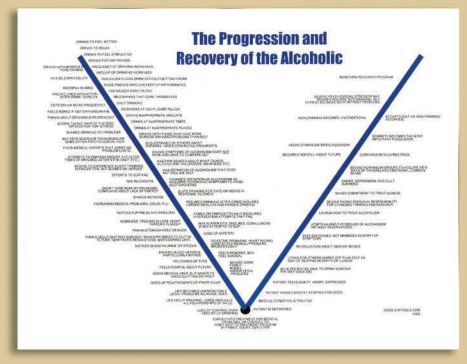
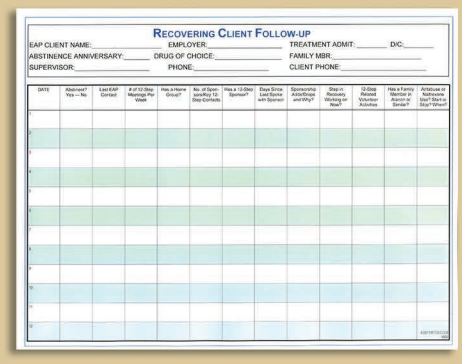


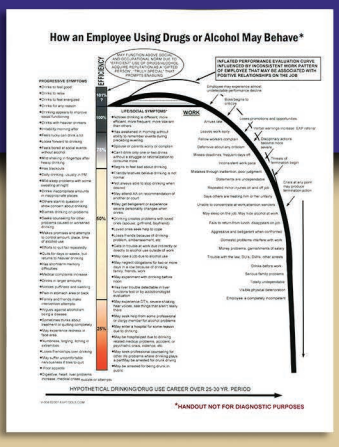
V-001 Drugs of Abuse Chart WHAT: Describes types of drugs (including alcohol), drug names, street names, methods of use, symptoms of use, and hazards of use. *WHERE TO USE:* Department of Transportation training, supervisor training, employee awareness, supervisor consults.



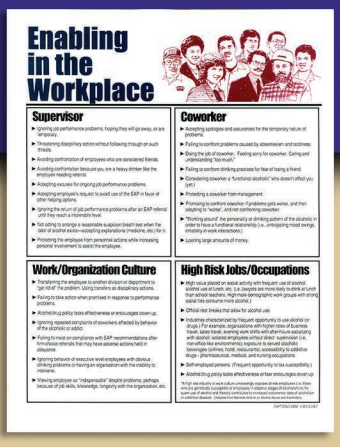
V-002 Progression and Recovery Curve of the Alcoholic WHAT: We spoke with dozens of treatment professionals, CEAPs, and recovering persons. Includes twice as much information as seen on similar charts. *WHERE TO USE:* Motivational interviewing, employee awareness, in-treatment interviewing.



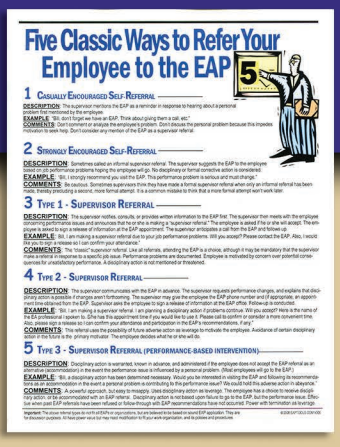
V-003 Tracking Sheet for EAP: Recovering Client Follow-up WHAT: Proper follow-up means tracking any diminishing involvement in the recovery program and intervening earlier. Improves outcomes. Instructions included. *WHERE TO USE:* In-person client follow-up.



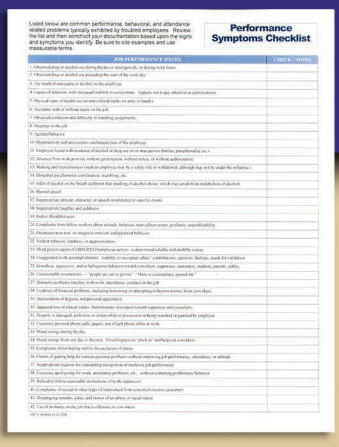
V-004 Addictive Disease in the Workplace Progression Curve WHAT: Shows addictive disease symptoms, life-social symptoms, and performance symptoms chart. Definitely a first. *WHERE TO USE:* Supervisor training, EAP client education in EAP interviews or patient settings, supervisor consults.



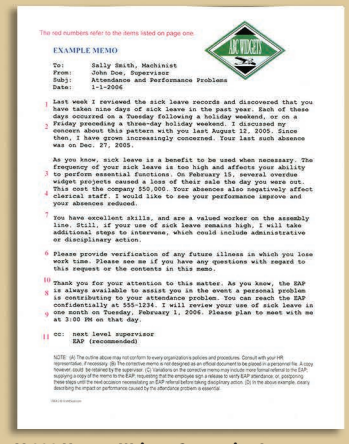
V-005 Enabling in the Workplace WHAT: Describes examples of enabling behaviors of supervisors and coworkers. Also describes how organization policies, politics, and industry types enable addicts. *WHERE TO USE:* Supervisor training, employee education, management consults.



V-006 Five Classics 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. *WHERE TO USE:* Supervisor training, supervisor consults.



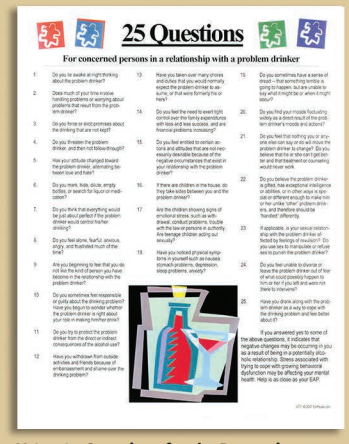
V-007 60 Performance Signs & Symptoms Checklist WHAT: Forty-two lines and more than 60 performance problems on one sheet. Supervisors can use this handout as a memory jogger and menu when constructing documentation. *WHERE TO USE:* Supervisor training and supervisor consults.



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

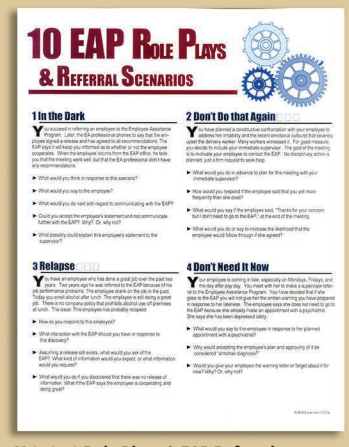
V-009 Back-to-Work Conference Guidelines WHAT: Guidelines for employees returning to work after treatment for serious behavioral/ medical illnesses should participate in a back-to-work conference. *WHERE TO USE:* Supervisor consults prior to the back to work conference.

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

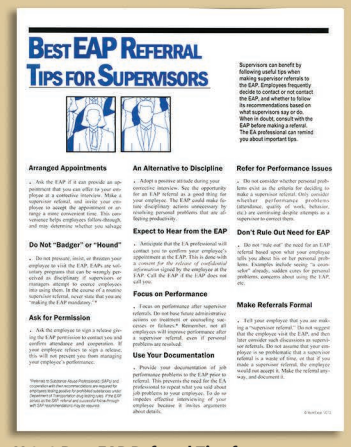


V-011 25 Questions for the Person in a Relationship with an Addict WHAT: Awareness for the person in a relationship with an addict is the start of recovery and intervention. *WHERE TO USE:* Motivating clients to consider Alanon, family intervention, or other self-help measures.

"Mix and Match" from any group!



V-012 10 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. *WHERE TO USE:* Supervisor training.



V-013 Best EAP Referral Tips for Supervisors WHAT: Supervisor referral experiences and "misfires." Helps supervisors motivate employees to accept a referral and reduces frustration with the referral process. *WHERE 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. *WHERE TO USE:* Supervisor training, employee education and awareness.

V-015 Follow-up Tips for Supervisors WHAT: After EAP referral, what's next? List of easy dos and don't. Covers every point along the referral continuum, from beginning to end. Helps supervisors thwart manipulation. *WHERE TO USE:* Supervisor training, supervisor consults.

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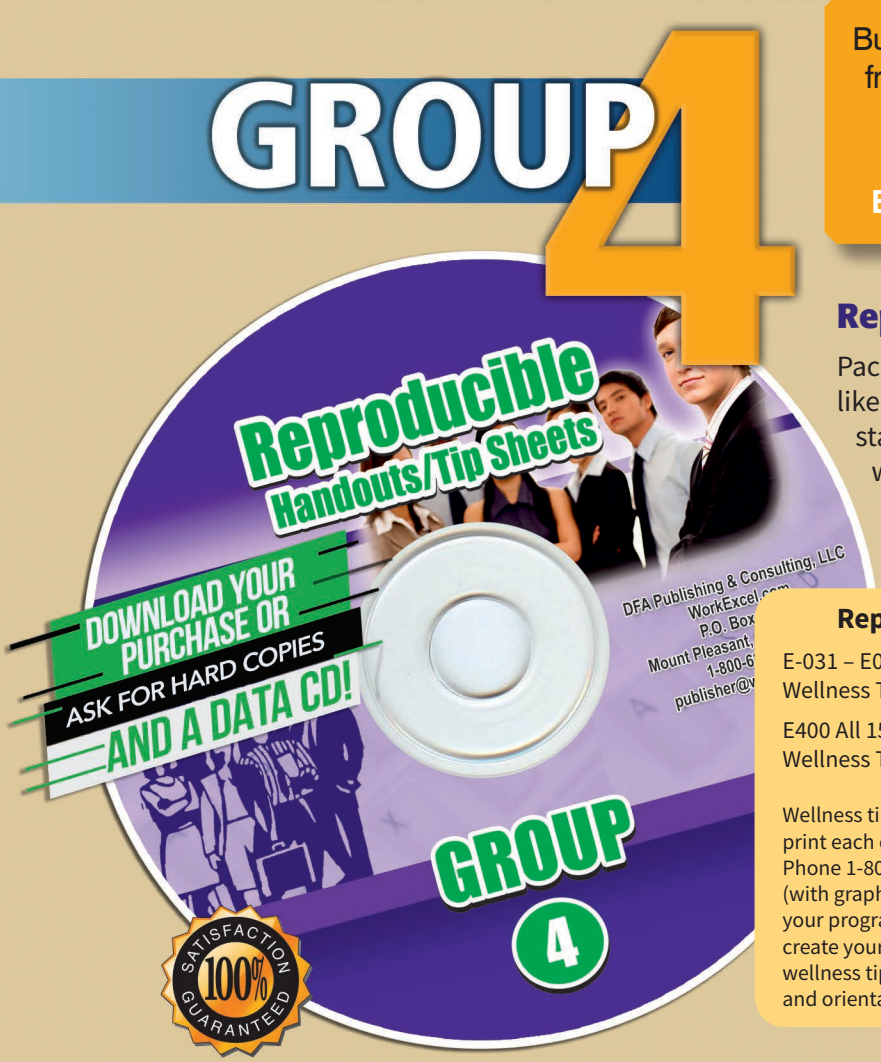

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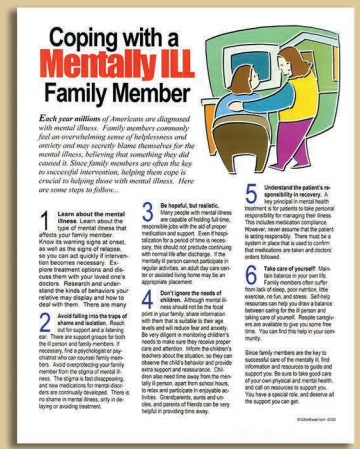
E031 Alcoholism Is a Family Disease WHAT: Alcoholism and its impact on the family. What's wrong, guilt and enabling, myths, misconceptions, what to do, and "right thinking" about the disease. Add your input to create your ideal fact sheet for Clients. *WHERE TO USE:* Client sessions, health fairs, EAP waiting areas, assessments.

E032 Be a Star Performer at Work WHAT: Most employees want to do their best work. What are the commonalities among outstanding employees? Knowing these can inspire employees to achieve more, help them spot their shortcomings, and motivate them to improve. *WHERE TO USE:* Client sessions, promotion.



E033 Coping with a Mentally Ill Family Member WHAT: Guilt, confusion, and worry face family members of the mentally ill. This fact sheet gives them hope, support, and determination to accept the chronicity of mental illness and become empowered through knowledge, while seeking support. *WHERE TO USE:* Client counseling sessions. EAP waiting areas.

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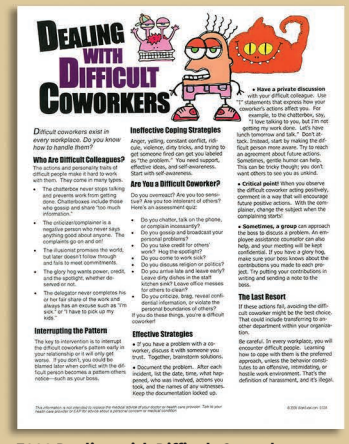
E034 Could Group Therapy Be for You? WHAT: Many clients resist the idea of group therapy, despite its power and effectiveness. It's also cheaper, than individual therapy. Tackles myths and motivates clients to say, "Yes, I will give group therapy a try." *WHERE TO USE:* Counseling, waiting areas.

E035 Facing a Bully at Work WHAT: What is a bully? Why they do it? What should the victim do? About getting proactive to help employees and to help employers who may face legal claims if bullying doesn't stop. *WHERE TO USE:* Counseling sessions, health fairs, waiting rooms.

E036 Dealing with Customer Service Stress WHAT: Customers are the lifeblood of business, but when they're treated badly by stressed employees, they walk away with their wallets. How to cope, what to do, "right thinking" about customers. *WHERE TO USE:* Training on stress.

E037 The Art of Detachment WHAT: One of the most important life skills. Letting go, ending enabling, getting past guilt, love versus control, why detachment just might be "the ticket" the employee's been searching for. *WHERE TO USE:* Clients sessions, waiting rooms, health fairs.



E038 Dealing with Difficult Coworkers WHAT: Who is a difficult coworker? Types of approaches to difficult coworkers. Are you one of them? Effective strategies for a more harmonious workplace. *WHERE TO USE:* Health fairs, client sessions, conflict resolution counseling (also for fun and a few laughs).

E039 Coworkers Facing Grief Together WHAT: "What do we do?" "What do we say?" These common coworker questions have commonsense answers. Provides support, clarifies, helps prevent the pain of loss from becoming confused over the process. *WHERE TO USE:* Grief counseling, group work.

E040 Helping Someone Who Doesn't Want Help WHAT: What to say, how to say it, what to expect. Is it your role or someone else's? Do it now, or say it later? When to use a push strategy or a pull strategy, and when to "let nature take its course. *WHERE TO USE:* Client sessions, counseling

E041 Communication Tips for a Happier Workplace WHAT: Stop poor workplace communication that can create bad attitudes and thwart productivity. It's not what you say, it's how you say it -- and a lot more. *WHERE TO USE:* Brown-bag seminars, OD projects, group conflict intervention.

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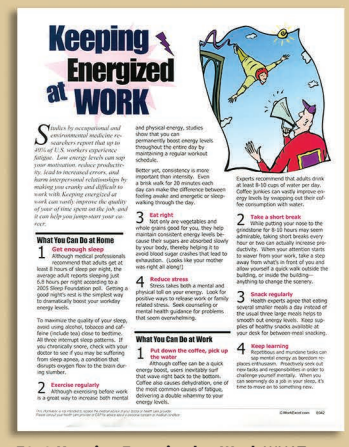
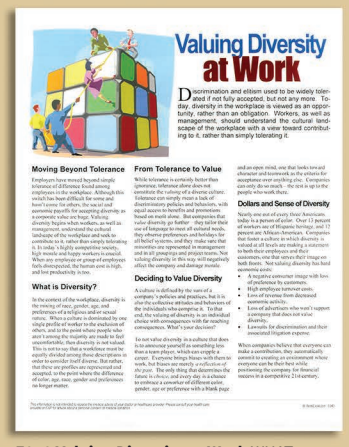


E042 Keeping Energized at Work WHAT: After lunch, it doesn't have to be all downhill. Here's how to stay perky for improving productivity, managing stress, and knowing what zaps your energy, plus other tips for fighting fatigue. *WHERE TO USE:* Waiting rooms, health fairs, client sessions.



E043 Valuing Diversity at Work WHAT: What is diversity in the workplace? Why is it important? What is the difference between tolerating, valuing, and celebrating diversity? How does valuing diversity contribute to the bottom line? *WHERE TO USE:* Presentations, group work, OD projects.

E044 Functional Alcoholism (Isn't!) WHAT: His (her) drinking doesn't affect me-- he's a "functional alcoholic"! All about the world's most enabling phrase. What it means and how this misnomer takes its toll on everyone, including the addict. *WHERE TO USE:* Presentations, A/D education.

E045 It's Not to Late! Making Happy, Healthy, and Productive WHAT: It's not January, but that's the point. This fact sheet is for any month or year. It goes the next step to keep employees fired up. *WHERE TO USE:* After January!

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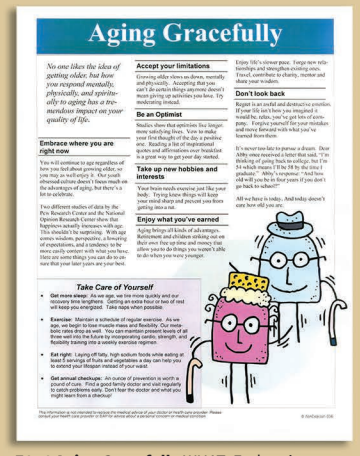
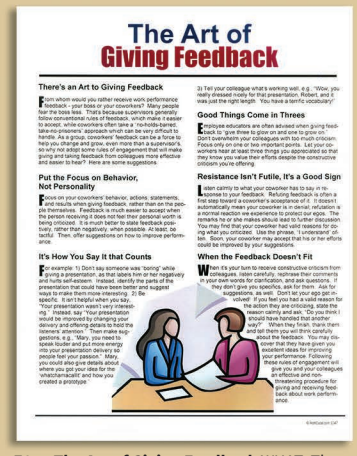


E046 Aging Gracefully WHAT: Embracing the present; accepting limitations without elimination; moderating versus giving up on things you love; being an optimist; new hobbies; taking care of yourself; tips on enjoying life; not looking back; much more. *WHERE TO USE:* Client sessions, brown-bag luncheons.



E047 The Art of Giving Feedback WHAT: The art of giving feedback to others; focusing on behavior, not personalities; what to say, how you say it; the sandwich technique; when others resist; when feedback doesn't fit; keeping egos out of feedback. *WHERE TO USE:* Team building, client sessions, off-site retreats, conflict resolution.

E048 Becoming an "Askable" Parent WHAT: Children who aren't getting answers from their parents will go somewhere else. What is an "askable parent? Becoming receptive. Developing skills in honesty and directness. Arming yourself with information and understanding "TMI". *WHERE TO USE:* Client counseling sessions. EAP waiting areas, health fairs.

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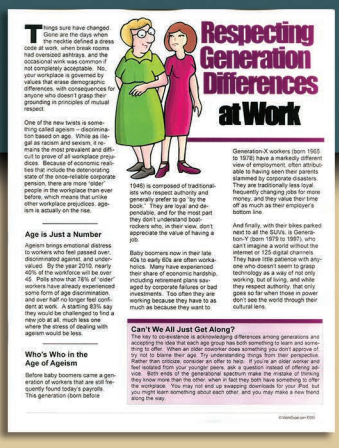
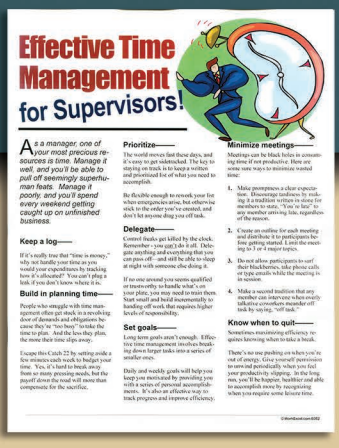
E049 Before You Quit Your Job WHAT: Avoiding overreaction to conflict; the right reasons to quit; considering the consequences of quitting a job; being professional in letting go; not burning bridges; more. *WHERE TO USE:* Counseling and individual client sessions, waiting rooms.



E050 Respecting Generational Differences WHAT: "Ageism" and its cost; attitudes and values of different generations-- boomers, X, Y and beyond; why we can't get along, and how to start making it happen. *WHERE TO USE:* Conflict resolution, individual sessions, brown-bag seminars.

E051 Compulsive Gambling is a Bad Deal WHAT: What is compulsive gambling; why people become gamblers. Am I at risk? Self-diagnosis, signs and symptoms. Treatment and recovery of compulsive gambling addiction. *WHERE TO USE:* Individual counseling, health fairs, family counseling



E052 Effective Time Management for Supervisors WHAT: Supervisors who manage time well win the management game. Loads of tips, "building in" time, prioritizing, delegating, setting goals, minimizing meetings, knowing when to take a break. *WHERE TO USE:* Clients sessions, training supervisors, small group work.

E053 Coming Back Home WHAT: Managing the emotional build-up of coming home from; transitions; expectations; getting back to normal life; ten powerful tips for families and key issues of reuniting. *WHERE TO USE:* Family sessions, group work, health fairs, waiting rooms.

E054 Coping with a Crisis WHAT: Crisis versus trauma. Definition and "what works" in managing crises. Is it a crisis? Staying mobilized. Steps for coping. Managing disruption. Keeping structure in your life. Decision making. Signs that crisis is affecting you. *WHERE TO USE:* Counseling sessions. Groups.

E055 Coping with Divorce WHAT: Emotions and loss; legalities; avoiding unnecessary conflict; seeking support; taking care of yourself; refocusing your energy; avoiding unhealthy coping behaviors; forgiving yourself. Moving forward. *WHERE TO USE:* Client sessions, counseling, waiting rooms.

E056 When You've Been Disciplined at Work WHAT: Discipline isn't punishment; causes of employee discipline; what to do; how to respond; seeing an opportunity for change; why the employer isn't the "bad guy"; responding with the right attitude; using the EAP. *WHERE TO USE:* Individual counseling sessions

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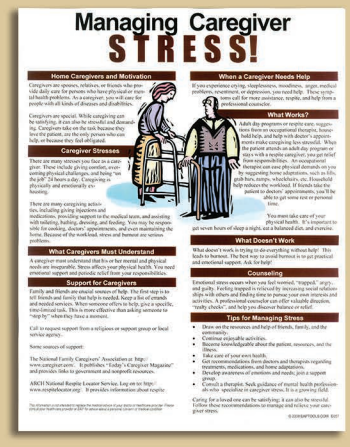
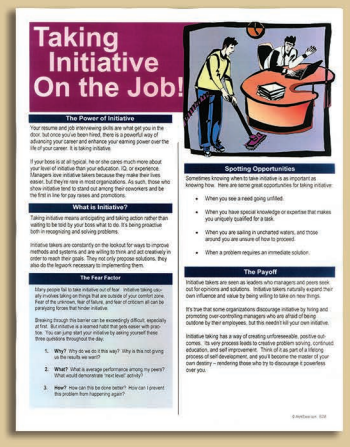
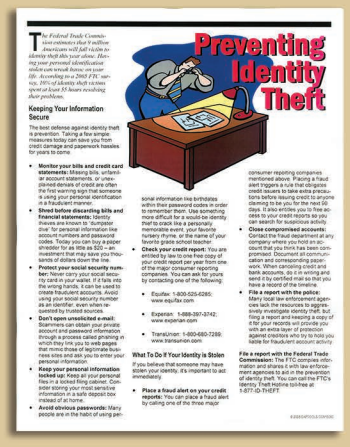


E057 Managing Caregiver Stress! WHAT: Caregivers are special, but have important needs. Types of stress; caregiver needs; avoiding denial of needs; support of caregivers; when you need help; what works!; what doesn't work!; counseling; tips. HERE TO USE: Counseling, waiting rooms.



E058 Taking Initiative On the Job WHAT: Why initiative is powerful--and it's free! What is initiative; why you don't take initiative; proactive initiative vs. initiative out of fear. Spotting opportunities for initiative; the payoffs for everyone. *WHERE TO USE:* Waiting rooms; team building.

E059 Eldercare Across the Miles WHAT: Stressors faced by employees with long-distance eldercare responsibilities; tips for caregivers and family; mistakes and missteps of family members; what elderly persons should do; resources. *WHERE TO USE:* Counseling sessions, brownbag presentations.



E060 Preventing Identity Theft WHAT: Keeping personal information secure. Monitoring credit properly; shredding and protecting; guarding your SSN; responding to mail and e-mail solicitations; password problems; credit bureaus; responding to suspicious activity. *WHERE TO USE:* Waiting rooms, seminars.

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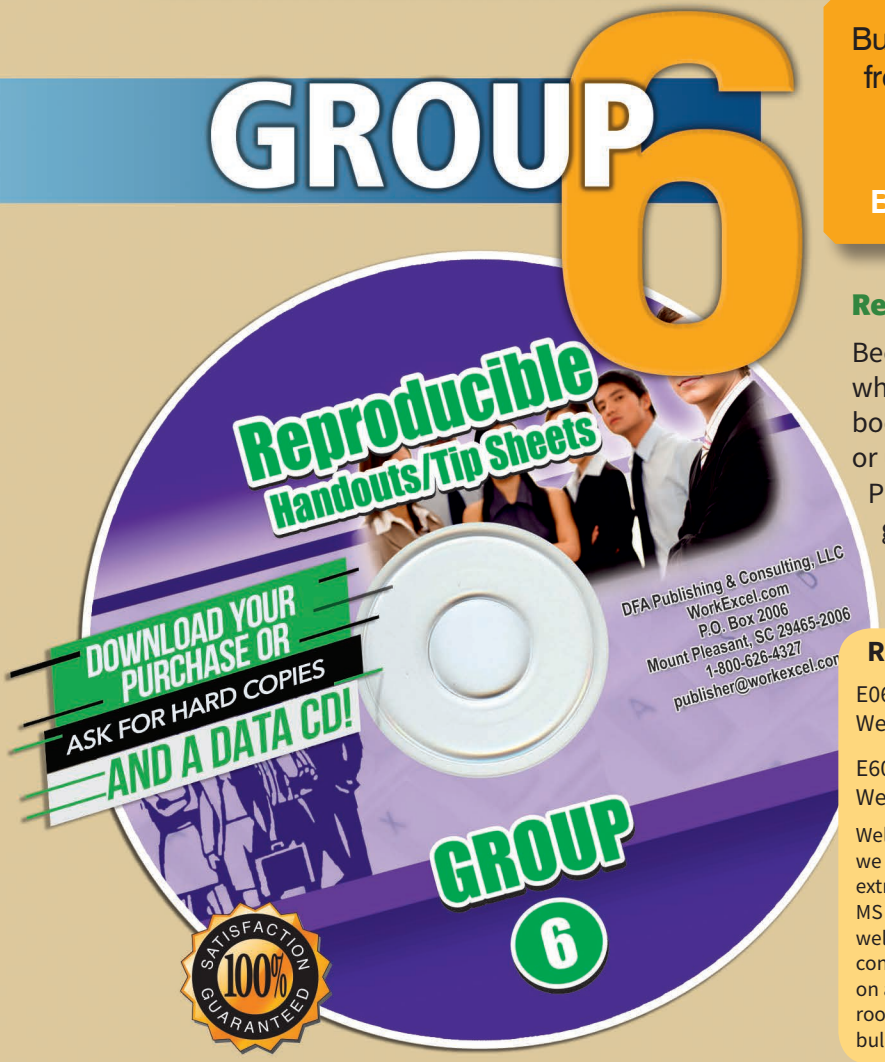

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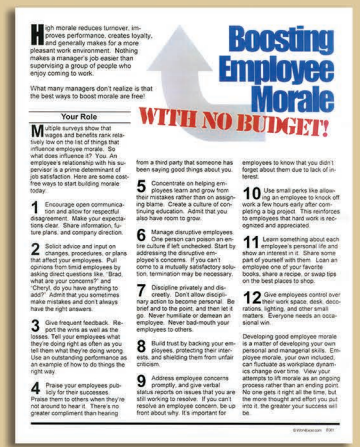

E061 Boosting Employee Morale WHAT: 11 great tips every supervisor should know-feedback, support, praise, control, creativity, perks, and more. *WHERE TO USE:* Supervisor training workshops and consultations with supervisors.

E062 Discover the Leader in You! WHAT: Help supervisors discover their ability to lead and act on it. Creating a vision, planning, self-awareness, being a role model, reaching out to others for help. *WHERE TO USE:* Supervisor training and consultation, client sessions.

E063 Letting Go of Your Control Issues WHAT: Insightful tips on avoiding domination and disrespect in relationships. Causes of controlling behavior. Self-awareness and self-intervention. Practicing healthier relationship behaviors and how to gain better cooperation with others. *WHERE TO USE:* Client counseling sessions, leadership workshops, consulting.

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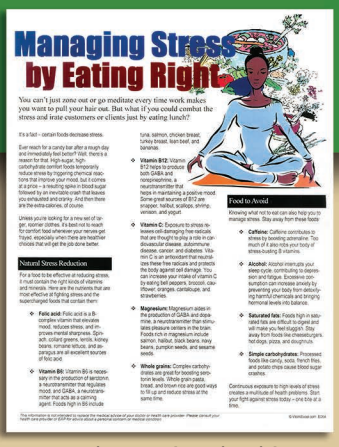
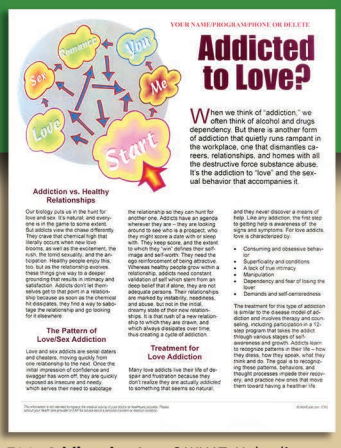


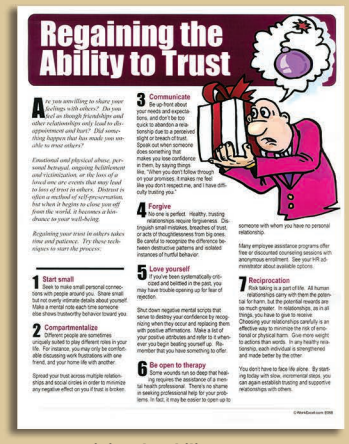
E064 Managing Stress by Eating Right
WHAT: Certain foods decrease stress because of the stress reducing vitamins and minerals they contain. Other foods contribute to stress--good to avoid if your trying to reduce stress. *WHERE TO USE:* Health fairs, counseling sessions, workshops.



E065 Addicted to Love? WHAT: Help clients understand relationship, love, sex addiction, and the cycle of excitement and loss of interest in the elusive search for intimacy. *WHERE TO USE:* Client counseling sessions.

E066 Quitting Tobacco: This Time for Good
WHAT: Help clients do it now, this time for sure. The best and most difficult ways to quit smoking, and what works. Making the commitment to quit, and what research says works best. *WHERE TO USE:* Counseling, health fairs.

E067 Beating the Recession WHAT: Everybody's worried. Here is what to do. Here's tips for paying off debts, saving money, tracking spending, and reducing expenses--all with the goal of reducing worry! *WHERE TO USE:* Clients sessions, health fairs, workshops.



E068 Regaining the Ability to Trust WHAT: Trusting others is an anchor for positive mental health, but our past can damage our willingness to be vulnerable. Here's how to start the ball rolling toward more reciprocal and effective relationships. *WHERE TO USE:* Client sessions.

E069 Romance at Work WHAT: Is it any of their business? Yes. Conflict of interests, favoritism, productivity loss, morale, and sexual harassment risk. Companies are concerned. Here's common sense on what to do, and how to avoid problems. *WHERE TO USE:* Counseling sessions.

E070 Embrace Team Building WHAT: Here's the way to give employees the message about how and why they should be team players: Getting and keeping the right attitude about team building, how to be a team player. *WHERE TO USE:* Client sessions, workshops, team building.

E071 Teens Using Drugs WHAT: Risk and family history--what other Wellness Tip Sheets won't say. Forms of use and abuse. Behavioral signs and symptoms. Parental response. Includes tobacco, alcohol, pot, and prescription drug information—including methamphetamine. *WHERE TO USE:* Waiting rooms, counseling.

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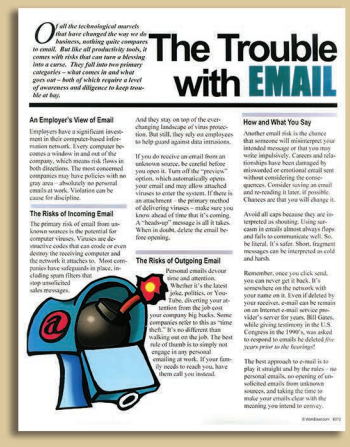
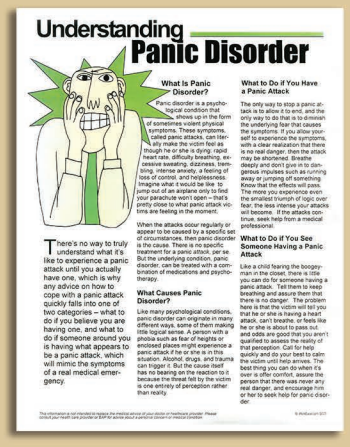
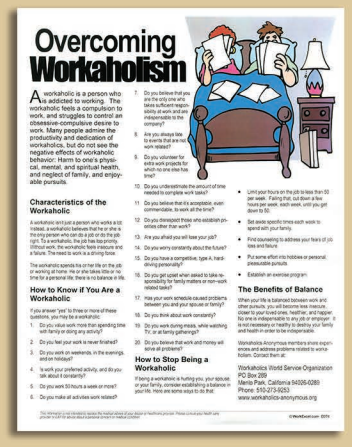


E072 The Trouble with EMAIL WHAT: Email is a powerful tool, but abused or careless use of it can bring you down. What everyone should know about email hazards-- writing, opening, sending, and thinking before you click. HERE TO USE: Waiting rooms, new employees.



E073 Understanding Panic Disorder WHAT: What is panic disorder. What causes it. What to do about it if it happens to you. What to do if it happens to someone else. *WHERE TO USE:* Waiting rooms, counseling sessions.



E074 Overcoming Workaholism WHAT: Characteristics of the workaholic, signs, symptoms, stopping the cycle, finding balance, tips for getting your life back--and the benefits of doing so. *WHERE TO USE:* Counseling sessions, brownbag presentations.

E075 End of Summer: Back to School Tips WHAT: Grade school, college, both! Here it is on one tip sheet. For families and students. Making the transition. Keeping it smooth. Making it a great year for everyone in the household! *WHERE TO USE:* Waiting rooms, seminars.

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E076 Win with Completed Staff Work
WHAT: Age-old guidance to help employees to produce work that is thorough, detailed, professional, and that will sky-rocket their careers. *WHERE TO USE:* Counseling sessions.

E077 Exceptional Customer Service WHAT: How to deliver outstanding customer service using skills that make it happen while reducing personal stress. Anticipating needs, understanding expectations, being flexible, and demonstrating honesty. *WHERE TO USE:* Counseling sessions, waiting areas.

E078 Effective Parenting of Younger Children
WHAT: Short concise guidance for parents on understanding independence, respect, making friends and socialization, helping around the house, learning responsibility and patience, and helping kids manage their stress. *WHERE TO USE:* Counseling sessions.

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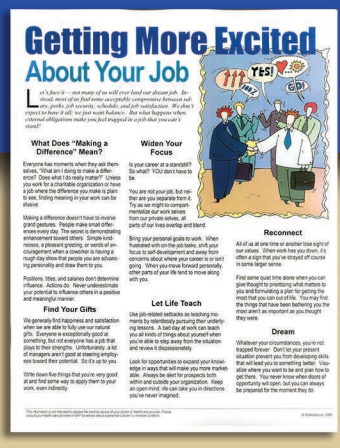
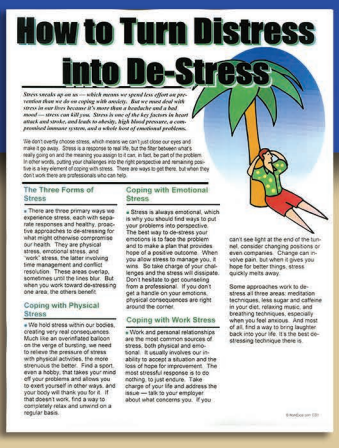
E079 Facing the Loss of a Loved One WHAT: Stages of loss, working through loss, and guidelines for coping with grief. Accepting feelings, expressing emotions, sticking to a routine, taking care of yourself, finding meaning and spiritual insight in the healing process. *WHERE TO USE:* Counseling sessions.



E080 Getting More Excited About Your Job WHAT: What to do when one feels trapped in a job; making a difference; finding meaning in your work; identifying your potential and applying it; widening your focus; formulating a plan to get the most out of life. *WHERE TO USE:* Counseling sessions.



E081 How to Turn Stress into De-Stress WHAT: About stress and how to take charge of it; the three forms of stress and how to manage each kind; coping with physical stress; coping with emotional stress; coping with work stress. *WHERE TO USE:* Counseling sessions, health fairs, waiting rooms.

E082 Letting Go of Guilt WHAT: Guilt is an appropriate human feeling, but persistence of guilt can rob you of health and happiness; approaches to letting go; means of examining the origin of guilt; justified guilt, power of apologies, remorse; personal growth and redemption. *WHERE TO USE:* Counseling sessions.

E083 Meditation Practice Tips WHAT: History of meditation; what is meditation; why it works; how to meditate; gaining more proficiency; types of meditation; steps for meditation (two approaches); concentrated meditation and guided meditation. *WHERE TO USE:* Counseling sessions

E084 Overcoming Single Parenting Challenges WHAT: Single parenting can be overwhelming; developing a plan of approach to finding childcare, developing a support system; putting your children first; dealing with your "ex"- do's and don'ts; daycare, support, resources. *WHERE TO USE:* Counseling sessions; health fairs; waiting rooms.

E085 Shyness WHAT: What is shyness; what causes shyness; when is treatment needed; what does treatment entail; examining and diagnosing your shyness pattern, what contributes to it, and what perpetuates the pattern. *WHERE TO USE:* Counseling sessions.

E086 Stalked on the Job: When You Feel Unsafe at Work WHAT: Murder is the number one cause of death in the workplace for women. A stalker is involved in one of eight; challenge of dealing with stalkers; employer responsibility; what you should do; organization your protection; communication. *WHERE TO USE:* Groups, counseling.

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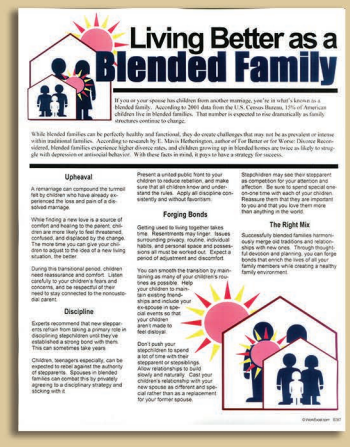

E087 Living Better as a Blended Family WHAT: Why such a challenge. What is the "trick"? Steps to take. Keeping it simple. Exercise is the secret weapon. Making exercise fun—yes, it's possible. Changes you will see and feel. WHEN: Counseling, health fairs, work shops.

E088 Helping Employee Stay Healthy WHAT: What employers can do; free resources; stopping smoking; support groups; group discounts; health fairs; EAPs and mental health counseling; establishing incentives to motivate employee lifestyle changes. WHEN: Management consultation; marketing presentations by EAP vendors.

E089 Getting and Keeping an Exercise Program WHAT: Why is it a challenge. What is the "trick" to keeping a program active? Steps to take. Making exercise fun–yes, it's possible. Changes you will see and feel. WHEN: Counseling, health fairs, workshops..

E090 25 Ways to Beat Holiday Stress WHAT: 25 cool ways of managing the mistletoe season to help employees enjoy it more or be less troubled by the memories and issues that make it especially tough. WHEN: Counseling sessions; health fairs.

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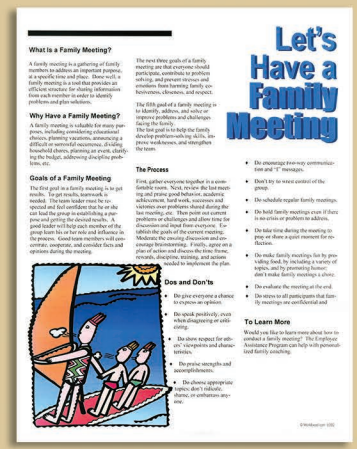
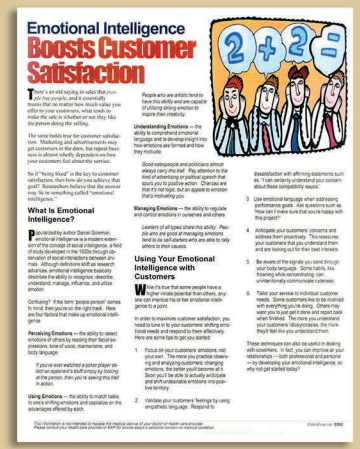
E091 When You're Being Stalked WHAT: Important education to protect the victim of a stalker and those around her; stalking defined; who becomes a stalker; how to deal with a stalker; legal recourses. *WHERE TO USE:* Counseling sessions; health fairs; waiting rooms.



E092 Let's Have a Family Meeting WHAT: What is a family meeting; why have a family meeting; goals of a family meeting; a process that works; Do's and Don'ts. *WHERE TO USE:* Counseling sessions.



E093 Emotional Intelligence Boosts Customer Satisfaction WHAT: What is emotional intelligence and how it connects to customer service; establishing likeability and becoming a "people person"; perceiving emotions; using emotions in positive way; understanding emotions; managing emotions; using emotional intelligence. *WHERE TO USE:* Group work; coaching; field work.

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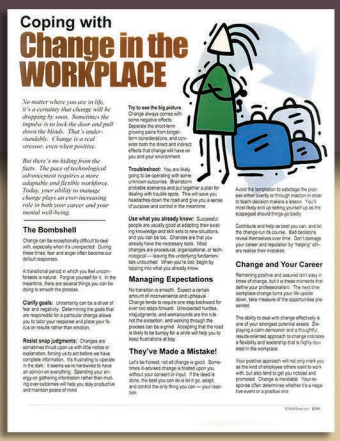
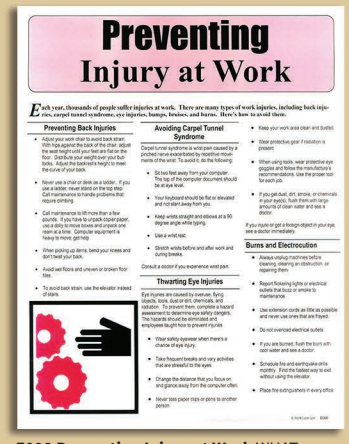
E094 Workplace Tolerance and Bias Awareness WHAT: Bias is a misunderstood term. We all have biases; awareness and tolerance; bias in the social interaction of the workplace; recognizing one's bias; walking in another's shoes. *WHERE TO USE:* Counseling sessions; waiting rooms.



E095 Coping with Change in the Workplace WHAT: Ability to manage change is critical; facing unexpected change; avoiding fear and negativity; resisting snap judgments; see the big picture; managing expectations; remaining positive and professional, and the benefit of doing so. *WHERE TO USE:* Group work, counseling.

E096 Performance Management Tips (Supervisor) WHAT: Power of effective performance management; understanding and trusting the process; employee input; developing a process; feedback; removing barriers to acceptable performance; effective steps of a review. *WHERE TO USE:* Coaching supervisors, individual or group.

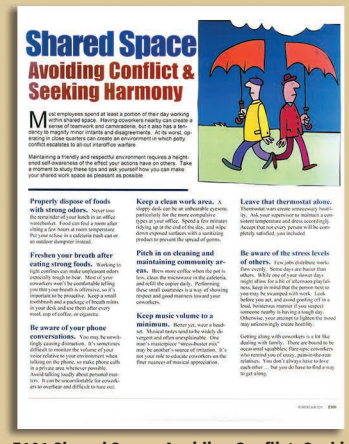
E097 Coaching Your Employees for Success (Supervisor) WHAT: Promoting talent from within is critical; it takes skills to do it; about the need to coach; what it entails; the promises of coaching; getting a coaching mindset. *WHERE TO USE:* Consultative use.



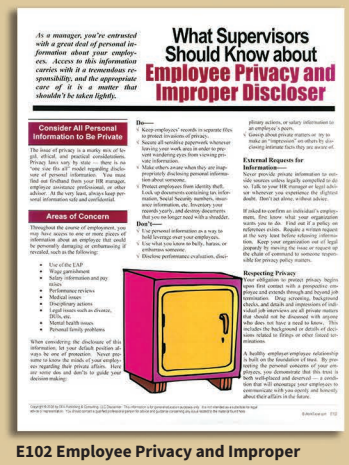
E098 Preventing Injury at Work WHAT: Preventing back injury; reminders and awareness; education of carpel tunnel syndrome; thwarting eye-injuries; avoiding burns and electrocution. *WHERE TO USE:* Safety training, health fairs, waiting areas.

E099 Creating Job Satisfaction for Employees (Supervisor) WHAT: Helping employees enjoy their jobs more; supervisor simple steps; responding to teams to stimulate excitement; eliminating monotony; encourage work-life balance. *WHERE TO USE:* Training, coaching.

E100 Relax about Retirement Planning WHAT: Ten tips for retirement planning; never too late to start; analyzing needs; how to invest; diversification; monitoring; reviewing and revising a plan. *WHERE TO USE:* Waiting rooms; counseling; workshops.

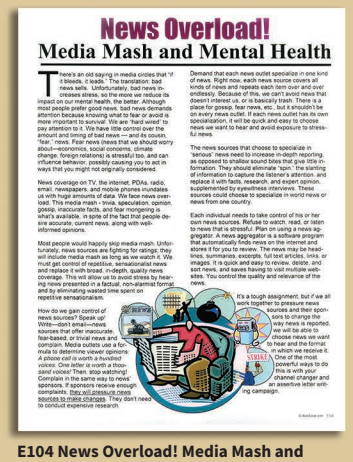


E101 Shared Space: Avoiding Conflict, Seeking Harmony WHAT: Most employees share space and the conflicts as a result are legion—and legendary! Here are the harmony tips: odors, breath, loud conversations, cleanliness, storage, conflict management, music volume, temperature, and stress! *WHERE TO USE:* Conflict management, counseling sessions.

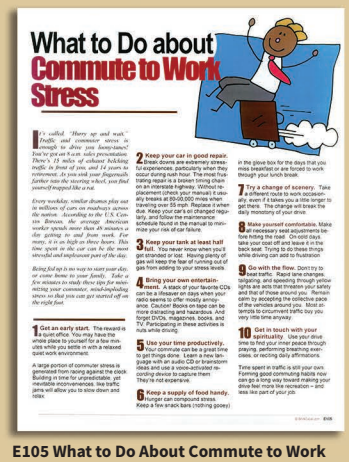


E102 Employee Privacy and Improper Disclosure WHAT: Privacy is key to EAPs and supervisors must cooperate. Covers types of information management, abuse of information, areas of privacy, Do's and Don'ts; respect for privacy; avoiding gossip. *WHERE TO USE:* Supervisor training and consultation.

E103 Becoming a Successful Leader (Supervisor) WHAT: Traits and skills of a leader, and how to acquire them; having a vision; people skills; commitment; business acumen; building coalitions; communication; becoming a great boss. *WHERE TO USE:* Consulting; supervisor training.



E104 News Overload! Media Mash and Mental Health WHAT: News can drive you nuts; why news is mostly bad; how to respond to it and avoid it; how to manage your mood in response to news; how to make a difference in the quality of news. *WHERE TO USE:* Waiting areas; brown baggers.



E105 What to Do About Commute to Work Stress WHAT: Facing the madhouse. Ten tips for a less stressful commute. Starting early, keeping your car repaired, keep a half tank minimum, find safe audio entertainment, changing the scenery, getting comfortable, using time wisely. *WHERE TO USE:* Workshops, counseling.

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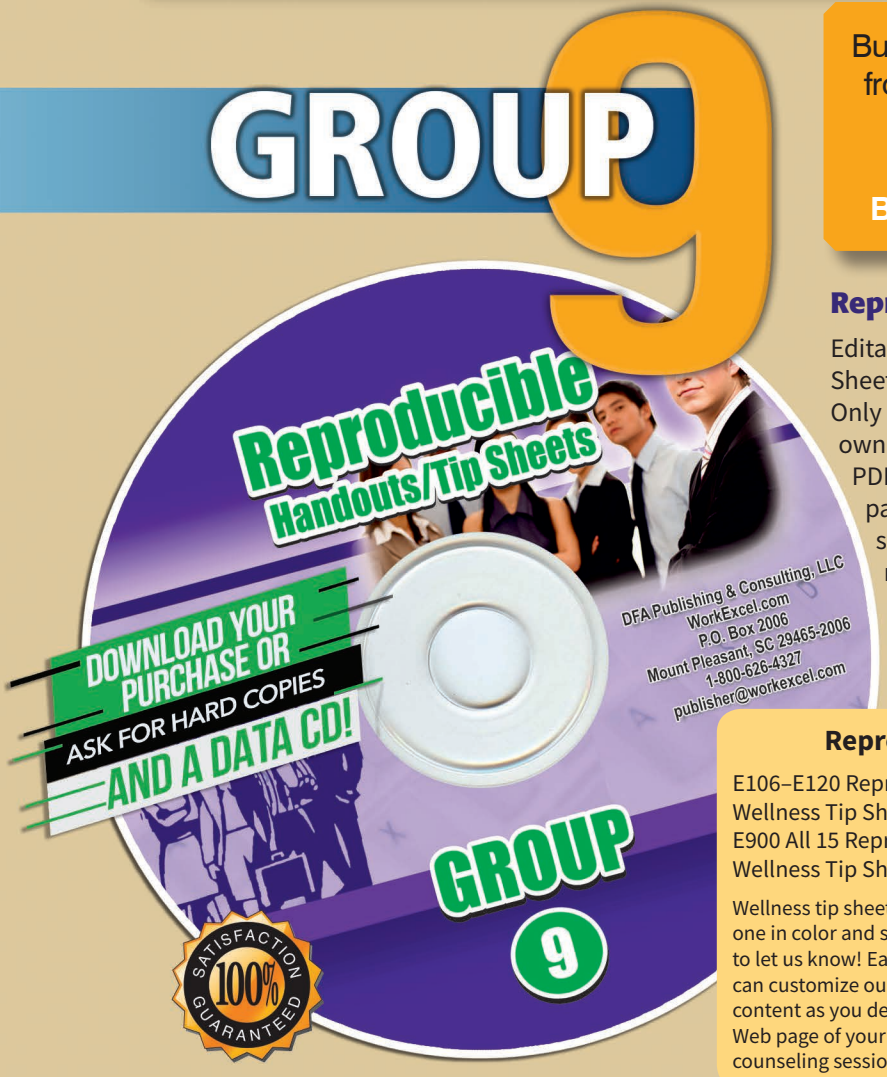

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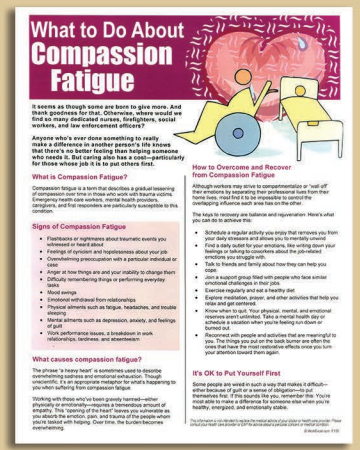
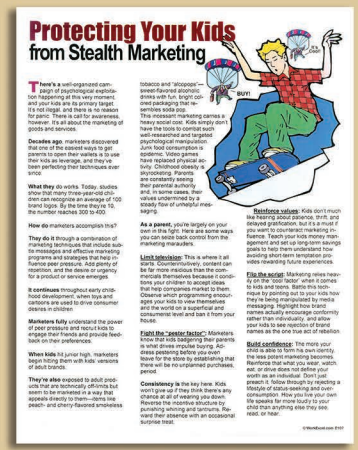
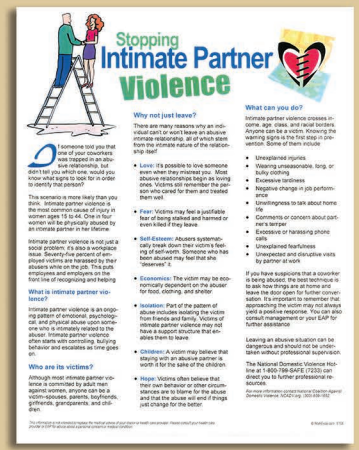


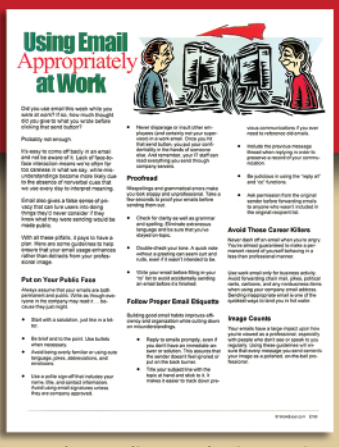
E106 What to Do about Compassion Fatigue WHAT: What is compassion fatigue; What is the cause of compassion fatigue; Overcoming and recovering from compassion fatigue; tips, do's and don'ts; putting yourself first in a healthy way. WHERE: counseling sessions; health fairs; waiting rooms, brown-bag luncheons.



E107 Protecting Your Kids from Stealth Marketing WHAT: Children are unwitting targets of corporate marketing. Here's some awareness to help parents be more aware and be in more control. *WHERE TO USE:* brown bag luncheons, health unit lobby distribution, general education.

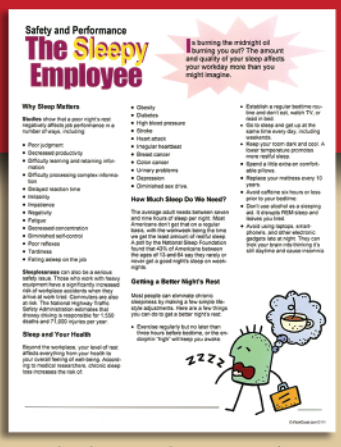


E108 Stopping Intimate Partner Violence WHAT: What is intimate partner violence, who are the victims, why victims stay, and how to empower yourself to act, take a stand, and protecting yourself. *WHERE TO USE:* counseling sessions, health unit, special seminars.

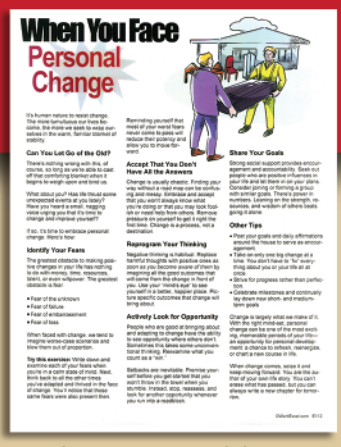


E109 Using E-mail Appropriately at Work
WHAT: Giving thought to e-mail use, impact of inappropriate communications, impact on employers, communicating with clarity and etiquette; avoiding career-killing bad behaviors. *WHERE TO USE:* policy discussions, general education, internal circulation, HR presentations.

E110 Distracted Driving and You WHAT: The problem of distracted driving, deadly cell phone habits, other devices that distract, driving responsibly, do's and don'ts behind the wheel. *WHERE TO USE:* general education, health displays



E111 The Sleepy Employee WHAT: Why sleep matters, impact of sleeplessness, sleep and your health, how much sleep do you need, getting a better night's rest, habits that support and don't support restful sleep. *WHERE TO USE:* general education, counseling sessions, health lobby displays.



E112 When You Face Personal Change
WHAT: It's human nature to resist change; start by examining opportunities fears; the nature of change, how to reprogram your thinking about change, looking for the opportunity in change, targeting goals, tips for moving forward, and more. *WHERE TO USE:* consultative use, downsizing, displays.

E113 Common Sense Communication at Work WHAT: Help employees protect themselves and the company; out of bounds topics to avoid, how to be a change agent and take proper steps to maintain a positive work culture. *WHERE TO USE:* health unit displays, seminars, brown-bag sessions, general education.

E114 Teaching Your Kids to Save Money
WHAT: Help children start early to appreciate money, manage spending, and save. How to teach, short-term actions to take, building excitement and proper motivation. *WHERE TO USE:* parenting classes, seminars, health lobby literature displays.

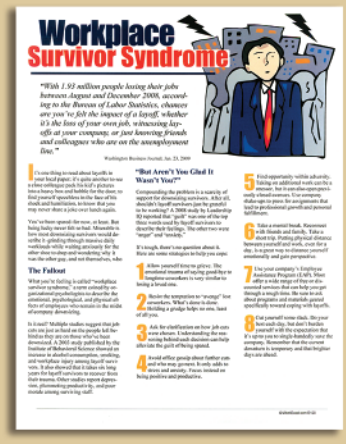
E115 Saying "No" to Your Child WHAT: Learn how to say no to prevent a lifetime problems; understanding "no" and effectiveness with child communication; techniques for getting cooperation. *WHERE TO USE:* brown bag luncheons, waiting rooms, gen. education, counseling

E116 Do You Know About Your Teenager's Friends WHAT: Why you need to know who your teen's friends are, how to find out, not being a control freak; meeting friend's parents, entertaining friends; when to act, evaluating friends, red flags to watch for. *WHERE TO USE:* brown bag sessions, lobby displays, counseling sessions.

E117 Using Emotional Intelligence to Boost Customer Satisfaction WHAT: Help yourself, help your company, enjoy your job more with tips on EI and how to use it on the job; what is EI, how does EI apply to customer relationships...frankly, how to be liked! *WHERE TO USE:* customer relationship management training.

E118 Holiday Eating Tips You Can Bite Into
WHAT: Dealing with the temptations! Realistic goals, food preparation, eating strategies, understanding moderation, tips and tricks for winning the holiday food battle. *WHERE TO USE:* general education, health unit displays, brown baggers.

E119 Creating a Welcoming Workplace for Disabled Workers WHAT: How to positively respond to disabled workers; what to say and how to say it when faced with uncomfortable situations; seeing the individual, not the disability, changing your behavior/attitude. *WHERE TO USE:* general education.



E120 Workplace Survivor Syndrome WHAT: What is workplace survivor syndrome; coping with loss at work, managing guilt and anger, steps to take to experience healing and how to adopt a renewed positive attitude about the future. *WHERE TO USE:* post-downsizing, counseling sessions

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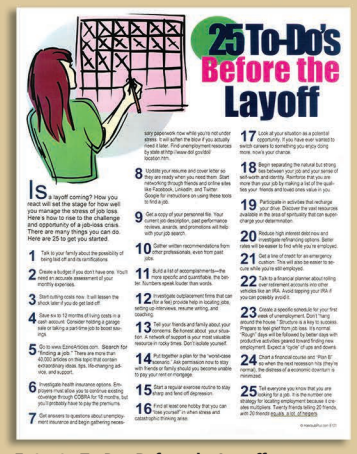
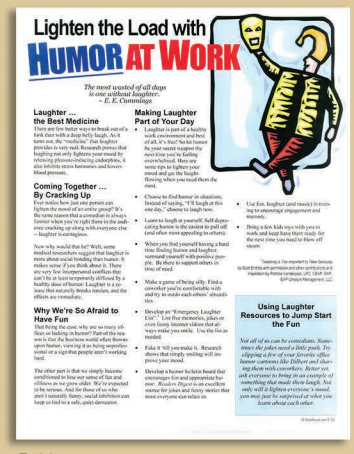


E121 25 To-Dos Before the Layoff
WHAT: Help employees take action and experience less negative impact in the face of a layoff; *WHERE TO USE:* Presentations, counseling, exit interviews.

E122 Stopping Workplace Harassment
WHAT: There are many types of harassment, and they are all serious and illegal. Help employees and managers know WHAT they are, how to prevent them, and how to respond. *WHERE TO USE:* Employee education, supervisor training, legal protection through education.



E123
WHAT: Laughter lightens the mood by releasing pleasure-inducing endorphins, and it also inhibits stress hormones and lowers blood pressure; how to laugh, appropriate humor, and how employees can "be themselves; WHERE TO USE: Brown bag seminars; small group education; Off-site fun

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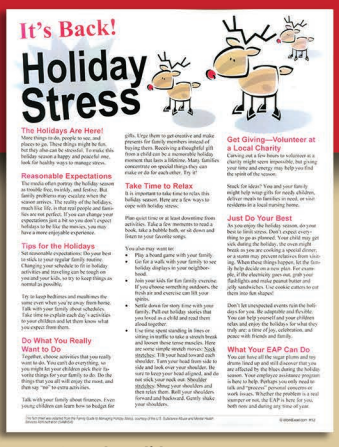
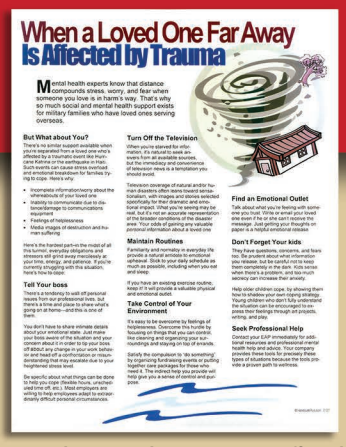


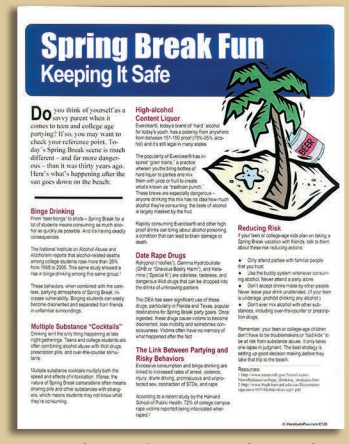
E124 It's Back! Holiday Stress
WHAT: Holidays are here! The fun also comes with a lot of stress; discusses reasonable expectations; tips for managing stress; taking personal time; avoiding the drive to perfection. *WHERE TO USE:* general education, individual counseling; waiting areas.

E125 Stopping Harassment at Work
WHAT: There are other forms of harassment beyond sexual harassment, and some are just as serious. For the average employee, the real danger is harassing a coworker without even being aware of it. *WHERE TO USE:* training, compliance, general education.

E126 Make this Year the Best Yet
WHAT: Do New Year's resolutions really work? Help for employees in defining resolutions, keys to success; overcoming roadblocks; strategies; use for any year. *WHERE TO USE:* general education, individual counseling.



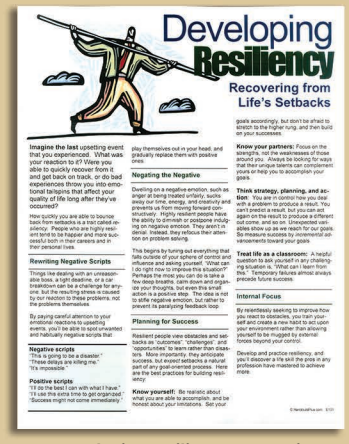
E127 When a Loved One Far Away Is Affected by Trauma WHAT: Natural disasters can cause stress overload and emotional breakdown. Distance compounds stress, worry, and fear when someone an employee loves in trouble is far away. Help employees respond. *WHERE TO USE:* counseling sessions, internal communication after a disaster.



E128 Spring Break Party! Keeping It Safe and Sane WHAT: Educate parents about college Spring break partying, date rape, risk, illicit drug use; what to say and how to reduce risks; common sense tips when "you can't stop them" from going. *WHERE TO USE:* brown bag luncheons, seasonal displays, general education.

E129 Dealing with Angry and Difficult Customers WHAT: Facing angry customers, using apologies and empathy to de-escalate tension; maintaining calm, when to take action; tough situations, self-awareness, getting help for the stress. *WHERE TO USE:* New employee orientation, individual counseling.

E130 Don't Say "No" To a Critical Incident Stress Debriefing WHAT: Help those who are inclined to dismiss or avoid CISDs understand their value for helping prevent health problems from critical stress. *WHERE TO USE:* EAP orientation for first-responders, individual counseling.

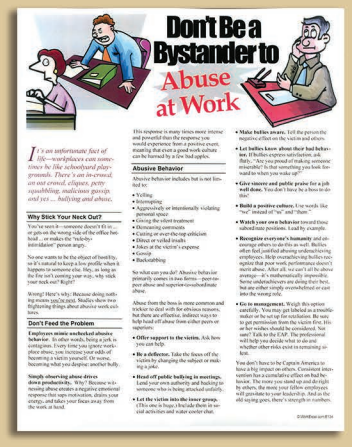


E131 Developing Resiliency: Recovering from Life's Setbacks WHAT: People who are highly resilient tend to be happier and more successful. Help employees identify negative scripts, plan for success, keep an internal focus, and nurture resiliency. *WHERE TO USE:* Employee education, post-incident recovery and intervention, counseling.

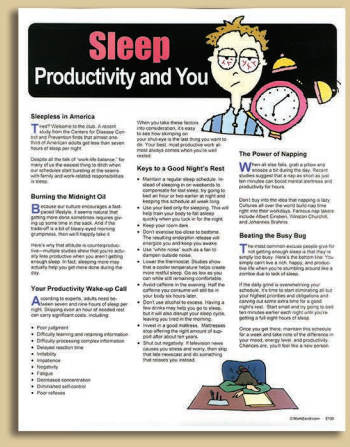
"Mix and Match" from any group!

E132 Making the New Year Happy, Healthy, and Productive WHAT: Help to motivate and excite employees about the coming year--from protecting mental health, managing stress, accomplish goals, managing conflicts, and much more. *WHERE TO USE:* Brown-bag seminars, small group seminars or workshops, health waiting rooms.

E133 Supporting Coworkers Experiencing Job Loss WHAT: Layoffs can occur at any time. Here's how coworker survivors can help those who are cut. Emotional support, tips to offer distressed coworkers, dos and don'ts, networking assistance, more. *WHERE TO USE:* Training, small group seminars or workshops.



E134 Don't Be a Bystander to Abuse at Work WHAT: Abusive behavior between coworkers happens, but stopping it is everyone's business. Here's how to be proactive, be a change agent, and help everyone be responsible for a positive workplace. *WHERE TO USE:* Brown-bag seminars, emailing internally, posting on EAP Web site.



E135 Sleep, Productivity, and You
WHAT: One-third of American adults get less than seven hours of sleep per night. Here's how to get more, overcome sleep obstacles, and when to get more help. *WHERE TO USE:* Brown-bag seminars, individual counseling.

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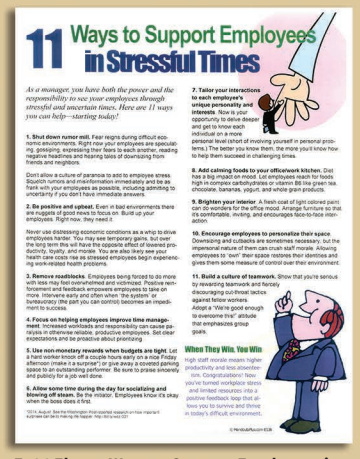
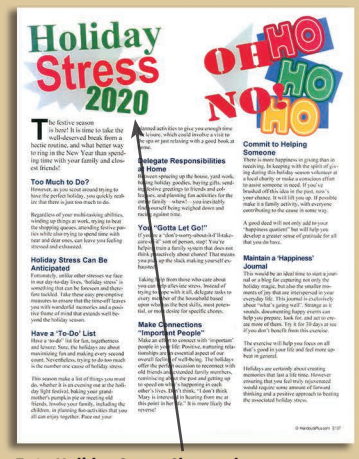
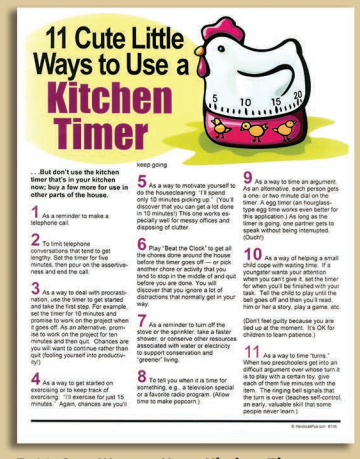


E136 Eleven Ways to Support Employees in Stressful Times WHAT: Supervisors have the power and responsibility to see employees through stressful and uncertain times during organizational upset and change. Here are 11 ways to do it. *WHERE TO USE:* Supervisor training or consultation, small group seminars or workshops, emailing internally.



E137 Holiday Stress Change date—use forever WHAT: Preventing the overwhelmed experience, organizing ideas, delegating, letting go, focusing on relationships, helping others, avoiding the blahs. *WHERE TO USE:* Brown-bag seminars, individual counseling, emailing internally.



E138 Cute Ways to Use a Kitchen Timer WHAT: Reminders, brainstorming, interrupting procrastination, sharing time in heated discussions, exercising, beating the clock in high productivity, and more. *WHERE TO USE:* Brown-bag seminars, individual counseling.

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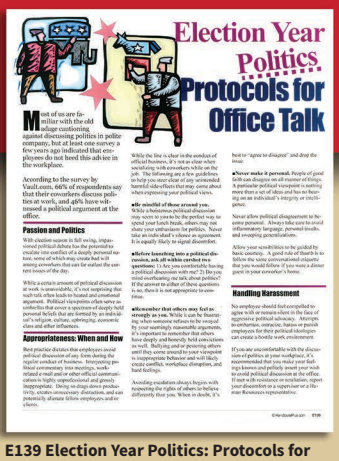
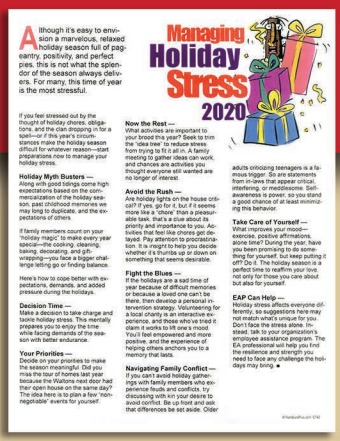


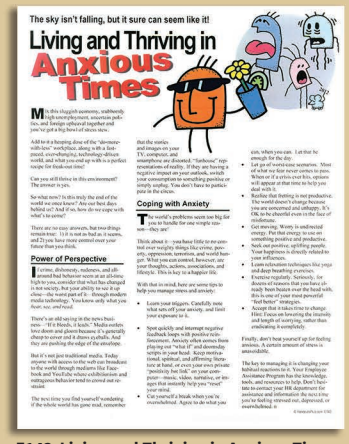
E139 Election Year Politics: Protocols for Office Talk WHAT: Politics can create some of the most toxic interactions between employees, but it doesn't mean everyone has to shut up. Here are the rules that work. *WHERE TO USE:* Brown-bag seminars, general distribution, emailing internally, posting on the EAP Web site.

E140 Respect and Civility at Work WHAT: Respect and civility are not out the window, and employees can recapture the techniques for maintaining a positive workplace. *WHERE TO USE:* Brown-bag seminars, small group seminars or workshops, general distribution.

E141 Holiday Financial Stress Tips and Worry Change date—use forever WHAT: What can employees discard to reduce financial stress, saving money, combining gifts, using the Internet, reducing stress *WHERE TO USE:* Brown-bag seminars, individual counseling.



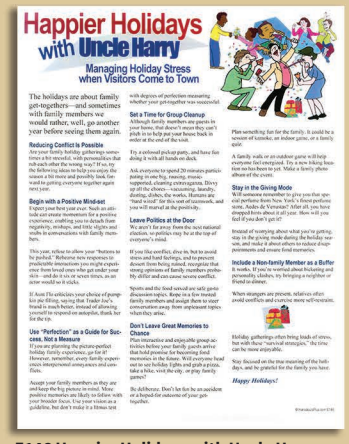
E142 Managing Holiday Stress Change date—use forever WHAT: Start preparations now to manage your holiday stress. *WHERE TO USE:* Brown-bag seminars, individual counseling, small group seminars or workshops, EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.



E143 Living and Thriving in Anxious Times WHAT: It is not as bad as it seems, and you have more control over your future than you think, no matter what's going on in society. *WHERE TO USE:* Brown-bag seminars, individual counseling.

E144 Controlling Gossip at Work WHAT: To be human is to gossip, but managing this behavior and being an advocate for less of it can help everyone enjoy a more positive workplace. *WHERE TO USE:* Brown-bag seminars emailing internally, supervisor training.

E145 25 Ways the EAP Can Help WHAT: The EAP can help in many ways. Here are just a few that employees should know. *WHERE TO USE:* Supervisor training, EAP orientation for new employees, EAP refresher training, posting on EAP Web site.



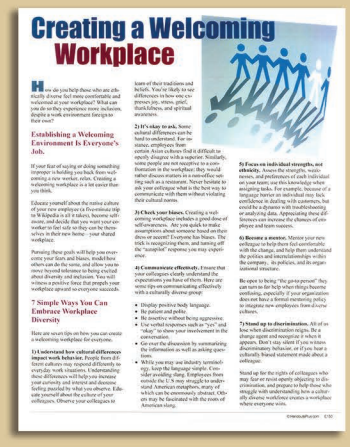
E146 Happier Holidays with Uncle Harry WHAT: They're family, so we are going to see them, but their personalities and beliefs, attitudes, or tone may not complement our own. Here's how to manage these special relationships during occasional get-togethers. *WHERE TO USE:* Brown-bag seminars, individual counseling.

"Mix and Match" from any group!

E147 End of Summer Back to School Tips WHAT: Back to school after the summer is a big transition for students and families. Here's what's coming and tips for a smoother experience and fewer disruptions. *WHERE TO USE:* Brown-bag seminars, individual counseling, posting on EAP Web site.

E148 Your Holiday Stress Toolbox WHAT: People who successfully handle holiday stress understand that coping skills and strategies are like workshop tools. It's important to use the right one. *WHERE TO USE:* Brown-bag seminars; EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.

E149 Here Comes Powdered Alcohol WHAT: Easy to store, transport, and abuse powdered alcohol is the real stuff and parents need to know what it is and what they can do about it. *WHERE TO USE:* General distribution, waiting rooms.



E150 Creating a Welcoming Workplace WHAT: Help those who are ethnically diverse feel more comfortable and welcomed at your workplace, and offer guidance to all employees about how to do it. *WHERE TO USE:* Brown-bag seminars, supervisor training, general distribution.

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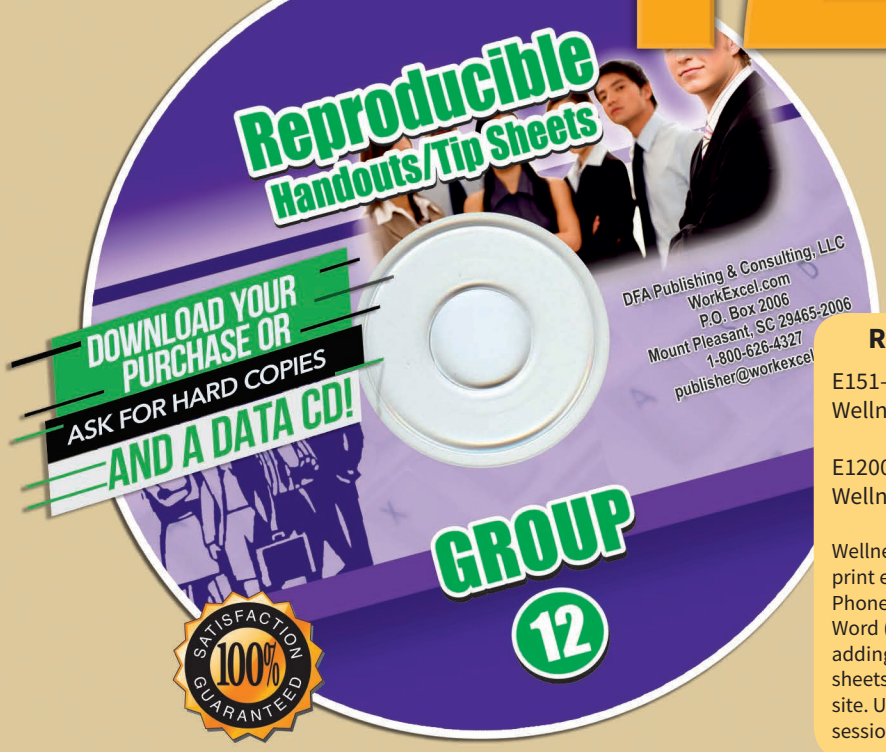

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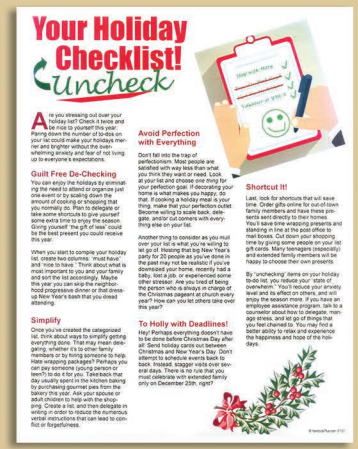
E151 Lateral (Horizontal) Violence at Work
WHAT: Workplace bullying between peers, is most often found at the same position level. Help employees stop, prevent, and intervene with horizontal violence. *WHERE TO USE:* Supervisor training, small group seminars or workshops.

E152 Managing Customer Service Stress
WHAT: Help employees deliver a satisfying custom experience and feel more happy doing so, even with the most difficult customers. *WHERE TO USE:* Brown-bag seminars, EAP orientation for new employees, small group seminars or workshops.



E153 Your Holiday "Uncheck" List
WHAT: Paring down the number of to-dos on your list could make your holidays merrier. Here's how to do it. *WHERE TO USE:* Brown-bag seminars, individual counseling, posting on EAP Web site.

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E154 Don't Give Up On Your New Year's Resolutions WHAT: Each January is a fresh start with potential for life-changing possibilities. Here's how to make a New Year's resolution payoff big. *WHERE TO USE:* Individual counseling, EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.

E155 What You Need to Know About Opioids WHAT: It's a national health emergency and everyone is affected directly or indirectly. Help employees understand the scope, spot addiction, get help, help others, and be part of the solution. *WHERE TO USE:* Brown-bag seminars, general distribution.

E156 Emotional Intelligence for Coworkers WHAT: What is emotional intelligence, how can employees use it to advance job satisfaction and improve relationships on and off the job. *WHERE TO USE:* Brown-bag seminars, supervisor training, individual counseling.

E157 FAKE IDs – What Parents Can Do WHAT: Teens obtain fake identification cards so they can buy booze, and penalties are far more serious today than yesteryear. Here's what parents can do about it. *WHERE TO USE:* Brown-bag seminars, emailing internally.

E158 Alone for the Holidays WHAT: Many people are alone for the holidays, and a high percentage suffer with social isolation and the negative emotional and physical effects of loneliness. Tips for overcoming social isolation. *WHERE TO USE:* Individual counseling, general distribution, EAP/HR/and occupational health waiting rooms, posting on EAP Web site.

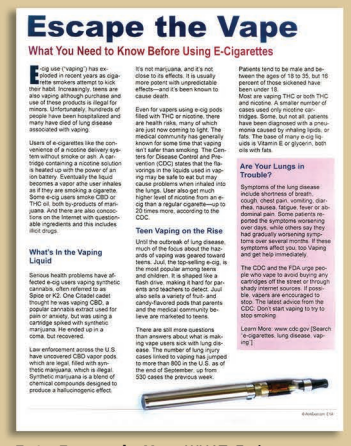
E159 Is Social Media Affecting You WHAT: Social media—Facebook, Instagram, Twitter—a correlation exists between low self-esteem and depression and escalating social media use. Intervention, awareness, tips to take back personal control. *WHERE TO USE:* Brown-bag seminars, individual counseling, general distribution, EAP/HR/and occupational health waiting rooms.

E160 Overcoming Loneliness WHAT: Loneliness is a health crisis, nothing less. Science shows its ability to shorten lifespan. Here's how to help oneself and others increase social engagement. *WHERE TO USE:* Brown-bag seminars, individual counseling.

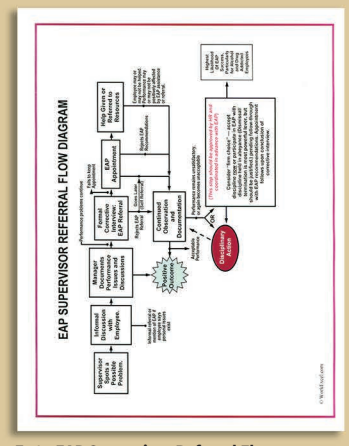
E161 Managing Stress for Family Holiday Get-togethers WHAT: Holiday family get-togethers can be stressful, tips for self-care, avoiding triggers, mindfulness, letting go, focusing on the positive. *WHERE TO USE:* Brown-bag seminars, individual counseling, small group seminars or workshops.

E162 Internet Drugs: What Parents Should Know WHAT: Illicit drug users are using the internet, and teens are easy prey for criminals selling speed, compounds, analogs, and mixtures of illicit drugs. Parental guidance, tips, and intervention tips. *WHERE TO USE:* Brown-bag seminars, EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.

E163 Top Ten Symptoms of Burnout WHAT: Job burnout has been officially recognized by the World Health Organization as an occupational phenomenon. Help employee know the symptoms and intervene earlier to stop the downward slide. *WHERE TO USE:* Brown-bag seminars, supervisor training, individual counseling.



E164 Escape the Vape WHAT: E-cigarettes—vaping—it's grown increasing unfavorable in the medical community with news of death, other health risks, and teen addiction. Here's what employees should know, symptoms of trouble, and information to help anyone make a better decision about vaping. *WHERE TO USE:* lobby, general health education, brown bags, parent education.



E165 EAP Supervisor Referral Flow Diagram Guaranteed to become the most valuable tool in your supervisor training library—yet still editable for your specific EAP structure—engage supervisors and educate them in how to make effective EAP referrals. Awesome for prompting classroom discussion! WHERE TO USE: Supervisor training.

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PowerPoint Program Length

Number of slides _____ ($17/ea, Min. $397)

Course Options

_____ number of slides to be narrated.

_____ number handouts in course.

_____ Number of true/false questions in course.

_____ Number of multiple choice questions.

☐ Sync narrator's voice text on slide
Place script in "notes" section of PowerPoint or document.

Price of this option may vary based upon complexity of elements and number of elements that requiring timing/syncing.

Additional Options

☐ Add Logo (FREE)

☐ Self-play CD (FREE)

☐ PowerPoint Show (FREE)

☐ Video of Course (FREE)

Choose either or all

☐ **Restricted:** Learner unable to skip slides (FREE)

☐ **Unrestricted:** Learner able to skip slides. (FREE)

☐ SCORM (or AAIC) for LMS? (Add $50)

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Train ARMY Supervisory Personnel to Support a Federal Drug-Free Workplace (Updated)

Request a FREE PREVIEW

Get Federal Drug Free Workplace Training Done Fast

ARMY Federal Drug Free Workplace Training for Supervisors

- ✔ Legal/Regulatory Basis of the ARMY FDW
- ✔ Components of DFW Program
- ✔ TDPs
- ✔ Drugs for which Individuals are Tested
- ✔ Drug Testing Process
- ✔ Types of Tests
- ✔ Range of Consequences
- ✔ Impact on Employees
- ✔ Employee Assistance Program Role

Enable supervisors to act on the Federal Drug-Free Workplace rules and regulations. This mandatory training requirement includes a list of Testing Designated Positions (TDPs), signs and symptoms of substance abuse, the drug testing process, understanding categories of drugs tested, use of EAP, about refusal of a test, when deferral of testing is permitted, managing no-shows, key communication points, specimen collection procedures, role of the EAP, return to duty, role of the Medical Review Officer, and more.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

ARMY Federal Drug Free Workplace Training for Supervisors

M165A Web Course*	$797
M165B PowerPoint (Editable/ with Sound)	$597
M165C Web Movie/Video	$597
M165D DVD for Standard/Computer Player	$597

Running time: (A-25 min.) (B,C,D-15 min.)
Free Logo/Branding for Web Course!

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"Save time and get the training done with this program developed for ARMY ASAP -- need a custom edit, amendment, handout, or extra slide--just ask!"

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Save Lives By Educating Employees about Fentanyl

DVD mailed, or Download Web Course, MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

Request a FREE PREVIEW

Miracle Drug, Killer, or Both?

What You Should Know about Fentanyl

- ✔ Educate about Fentanyl to prevent tragedies
- ✔ Remove the mystery and misconceptions
- ✔ What to do in a drug use or OD emergency
- ✔ Encourage early intervention and EAP use
- ✔ Street use issues
- ✔ Signs of Abuse
- ✔ Power of Carfentanil over Fentanyl
- ✔ Risk Factors of Addiction
- ✔ Treatment options

Educate employees about Fentanyl, Carfentanil, and related opioids. Help them get smart on the power and dangers these substances pose to any user--even those who barely touch their powdered form. Help reduce the risk of abuse or death and devastation from opioid addiction. Explain away the mystery and misconceptions of Fentanyl, and offer the facts on how addiction happens, so employees and loved ones are less likely to be victims. Employees learn what to know about the Opioid Crisis so they do not unwittingly contribute to it. You'll introduce learners to the signs and symptoms of opioid addiction so they take steps to help loved ones and intervene with friends or coworkers, and of course discover how the EAP can help.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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What You Should Know about Fentanyl

M303A Web Course*	$597
M303B PowerPoint (Editable/ with Sound)	$397
M303C Web Movie/Video	$397
M303D DVD for Standard/Computer Player	$397

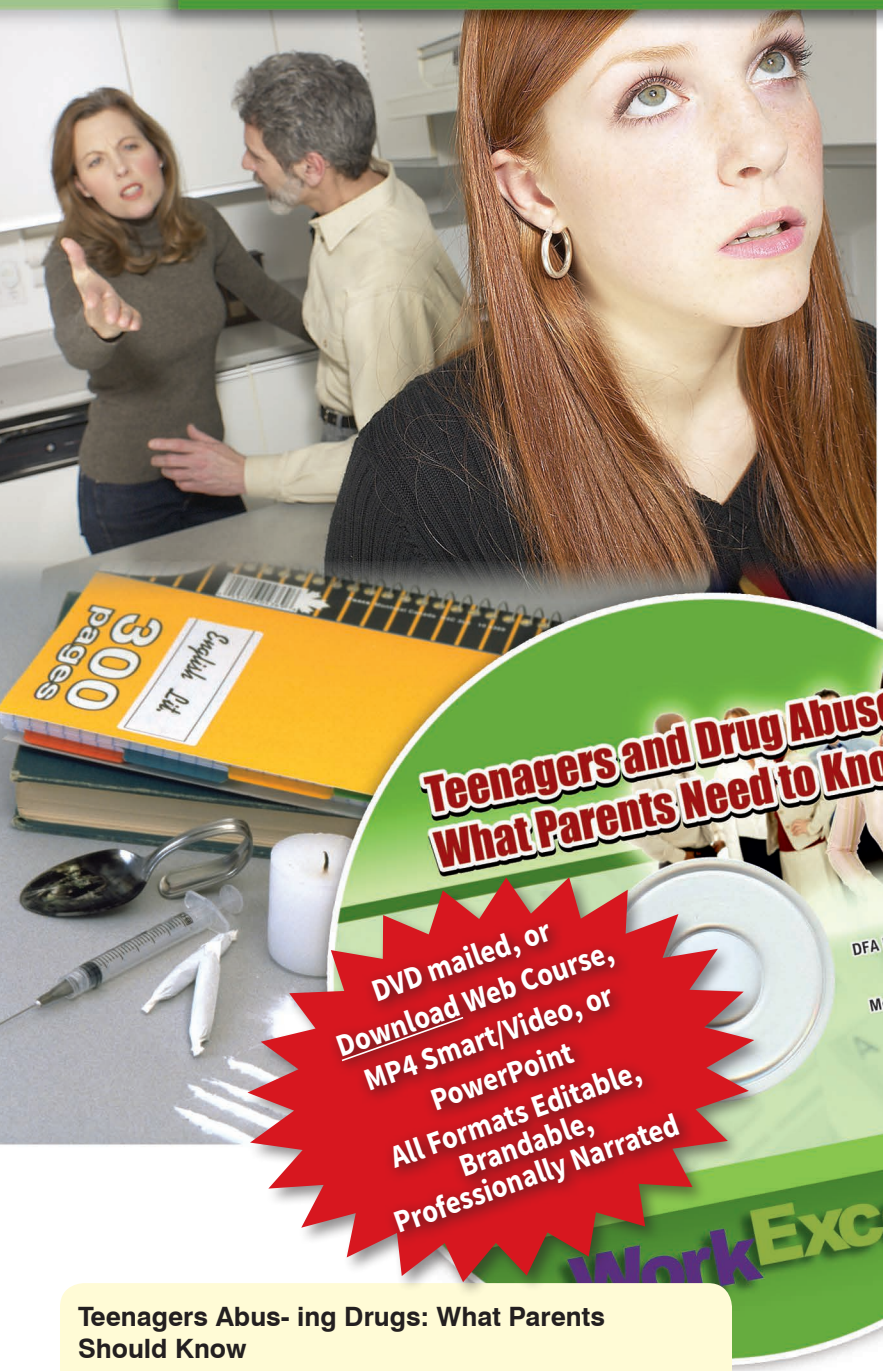
Running time: (A-25 min.) (B,C,D-15 min.)
Free Logo/Branding for Web Course!

*Web courses upload/operate on your Web site

"Chances are there are opioid addicted employees among your workforce. You don't know who they are, but you can reach out to them nonetheless."

Empower Parents with Education about Teenage Substance Abuse

Request a FREE PREVIEW



DVD mailed, or Download Web Course, MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

Parents are not powerless

Teenagers Abusing Drugs: What Parents Should Know

- ✔ Get parents out of the dark by shedding light on the scope of the teen drug abuse problem
- ✔ Give parents hope and empower their resolve so they can make a difference
- ✔ Dispel common myths and misconceptions about teen substance abuse
- ✔ Help parents understand family history of addiction and its relevance to teen drug use
- ✔ Improve parental communication about substance abuse
- ✔ The real power of parental role modeling

Virtually all parents fear drug abuse by their teenagers. Without knowledge, they are virtually helpless. They must be empowered with information, best-practice parenting tips, and the truth about abuse, addiction, and the implications of family history in substance abuse, especially alcoholism. This program was designed to provide the information and guidance parents need to navigate one of the most frightening discoveries ever—that a child is using drugs or abusing alcohol.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Teenagers Abus- ing Drugs: What Parents Should Know

M021A Web Course*	$597
M021B PowerPoint (Editable/ with Sound)	$397
M021C Web Movie/Video	$397
M021D DVD for Standard/Computer Player	$397

Running time: (A-30 min.) (B,C,D-15 min.)

*Web courses upload/operate on your Web site

"Never see experimenting with drugs as 'normal'. It's not."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Help Employees Avoid Opioid Addiction

Request a FREE PREVIEW

Opioid addiction is a health crisis

What You Need to Know about Opioids

- ✔ What are Opioids and Opioid Addiction Epidemic What's caused the epidemic
- ✔ List of Opioid names
- ✔ Illicit street names
- ✔ Identifying Opioid use symptoms
- ✔ When does addiction grab hold?
- ✔ Treatment
- ✔ Overdose
- ✔ What can I do?

Help employees understand opioids, their origin, the start of the addiction crisis, and how to opioids are different from other pain relieving drugs. This program helps employees know the dangers of use and the potential for addiction. Viewers learn who is at risk, myths and misconceptions, signs and symptoms of use and addiction, withdrawal, how addiction can start, how to avoid accidentally becoming addicted to opioids, the different types of opioids and their names, signs of overdose emergency, avoiding enabling, intervening with loved ones, the promise of treatment, and how the EAP can help.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/ supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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What You Need to Know about Opioids

M135A Web Course*	$597
M135B PowerPoint (Editable/ with Sound)	$397
M135C Web Movie/Video	$397
M135D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

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"Opioid addiction has been designated a national health emergency. Are you helping employees protect themselves?"

Help Employees Fight Burnout So They Stay in the Game

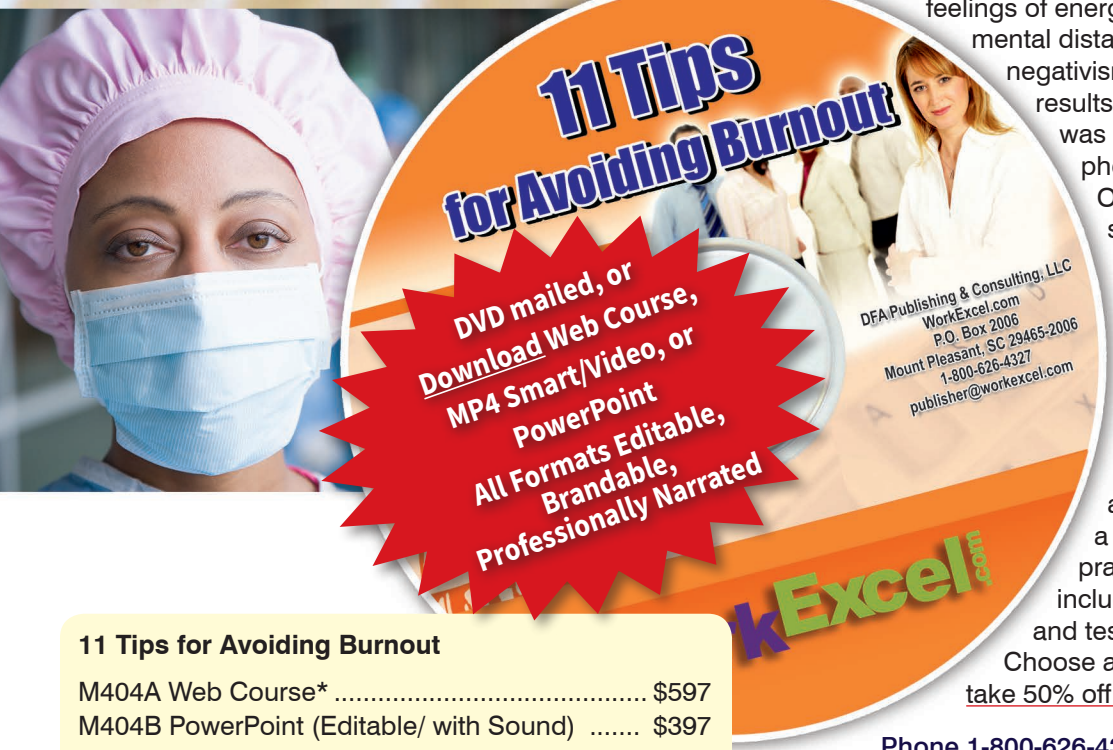
Request a FREE PREVIEW

Burnout Is Preventable If Employees Know What to Do

11 Tips for Avoiding Burnout

- ✔ Breath work and stress relief
- ✔ Visualization Tactics
- ✔ Setting Priorities
- ✔ Using Music for Relaxation
- ✔ Using Positive self-talk
- ✔ Setting boundaries
- ✔ Using Laughter
- ✔ Food that Reduce Stress
- ✔ What the EAP Can Do
- ✔ More!

Help employees spot symptoms of burnout early enough to intervene and motivate them to take action to prevent it. Burnout results from chronic workplace stress that has not been successfully managed. It is characterized by feelings of energy depletion or exhaustion; increased mental distance from one's job, or feelings of negativism or cynicism related to one's job. It results in reduced effectiveness. Burnout is was recently recognized as "workplace phenomenon" by the World Health Organization with new focus on it as a strictly occupational health concern. This program offers the intervention steps need for employees intervene with the downward cycle.



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11 Tips for Avoiding Burnout

M404A Web Course*	$597
M404B PowerPoint (Editable/ with Sound)	$397
M404C Web Movie/Video	$397
M404D DVD for Standard/Computer Player	$397

Running time: (A-30 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

"This program is just in time--the World Health Organization has officially recognized burnout for this first time as an occupational phenonenon worth of intervention."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Offer Employees a Pocket Full of Stress Management Gems

Ten tips for use at any time

Request a FREE PREVIEW

Stress Management, Right Now!

- ✔ Breath work and relief
- ✔ Visualization Tactics
- ✔ Setting Priorities
- ✔ Magic of Music
- ✔ Using Positive self-talk
- ✔ Setting boundaries
- ✔ Using Laughter
- ✔ Food that Reduce Stress
- ✔ What the EAP Can Do
- ✔ More!

Workplace stress can overwhelm employees, but this program will help any employee know how to take immediate action to reduce stress. Perfect for employees who are doing more with less, it includes tips and techniques that encompass every aspect of the mind and body. From meditation to music, and laughter to stress free snacks, this program also includes motivational content that encourages employees to use the EAP and to take care of themselves.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

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"Hook up this stress management training video-style to your companies Web site for 24 hour, anytime viewing."

Stress Management, Right Now!

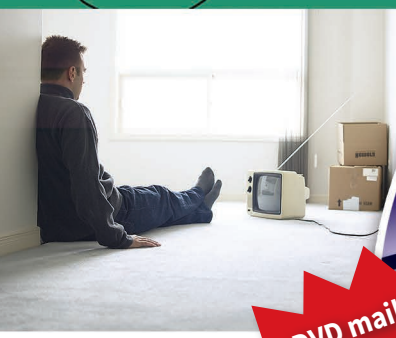
M407A Web Course*	$597
M407B PowerPoint (Editable/ with Sound)	$397
M407C Web Movie/Video	$397
M407D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-12 min.)

*Web courses upload/operate on your Web site

Take the Mystery Out of Psychotherapy for Interested Employees

Request a FREE PREVIEW



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All Formats Editable, Brandable, Professionally Narrated

Psychotherapy works -- maximize its power

Thinking About Psychotherapy?

- ✔ What is psychotherapy?
- ✔ Types of professionals
- ✔ What sort of problems?
- ✔ What about cost?
- ✔ How does it work?
- ✔ The Therapist/patient relationship
- ✔ You're in control
- ✔ How to be successful
- ✔ What the EAP can do

Many employees think about making positive changes and may want to consider psychotherapy, but fear and mystery hold them back. Help them take the next step. This program offers employees everything they need to know about the psychotherapeutic relationship with a mental health professional. It helps employees understand that they do not need a diagnosis before seeing a therapist, that they are in control, how therapy works, establishing goals, gauging progress, about tasks and homework, what the EAP can do.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/ supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

Thinking About Psychotherapy?

M209A Web Course*	$597
M209B PowerPoint (Editable/ with Sound)	$397
M209C Web Movie/Video	$397
M209D DVD for Standard/Computer Player	$397

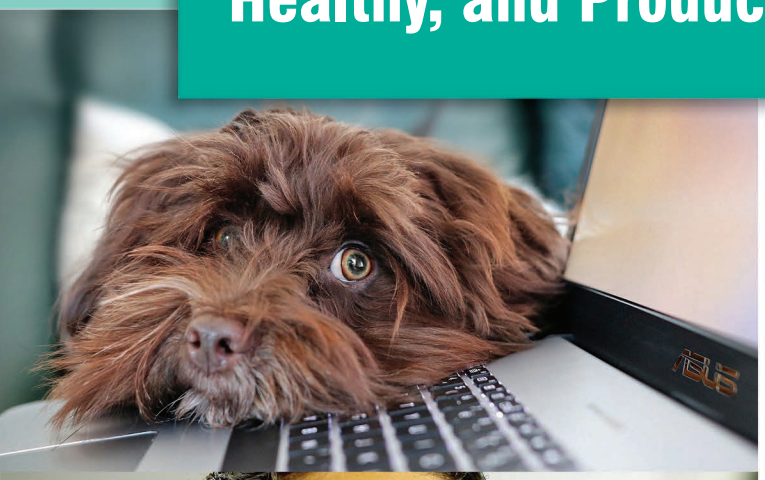
Running time: (A-25 min.) (B,C,D-12 min.)

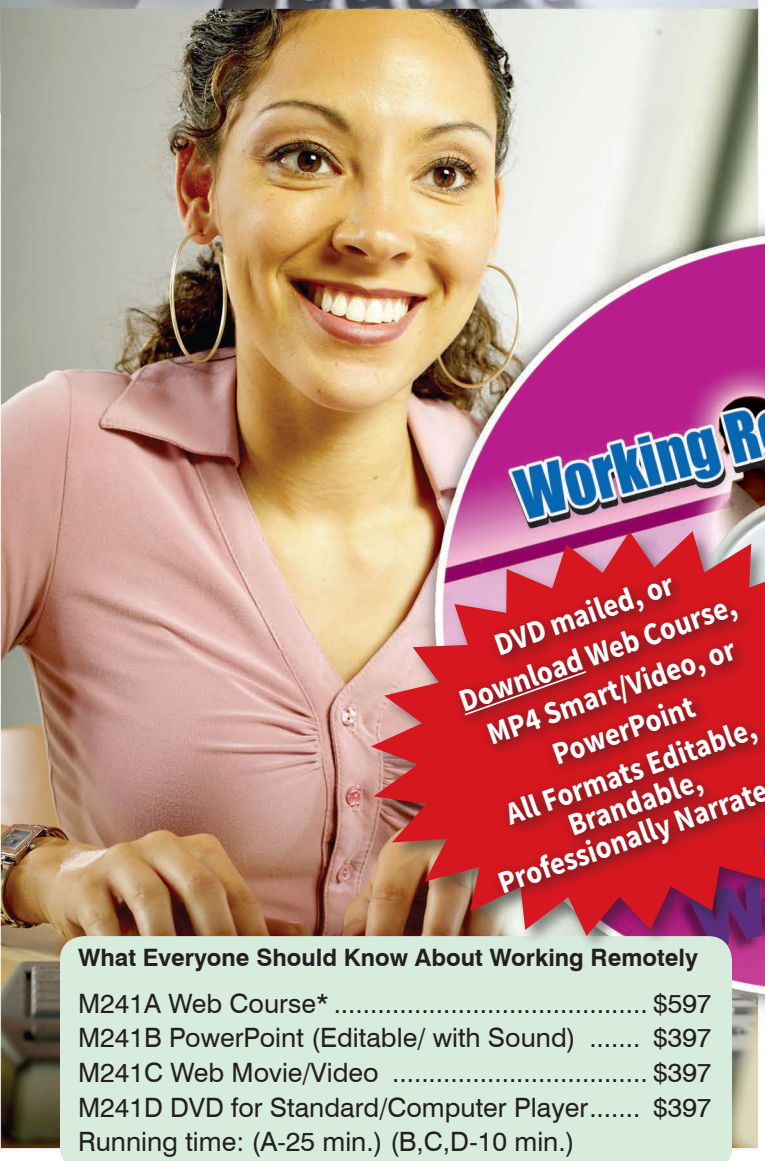
*Web courses upload/operate on your Web site

"No time for stress management training doesn't mean you can't reduce stress, right now."

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion.

Help Employees Who Work Remotely Stay Healthy, and Productive





Request a FREE PREVIEW

Working remotely may not be a dream come true

What Everyone Should Know About Working Remotely

- ✔ Avoiding distractions
- ✔ Overcoming sprecial stressors
- ✔ Set boundaries (and how)
- ✔ Structuring your day
- ✔ Communicate with coworkers
- ✔ Fighting isolation
- ✔ Best practices and biggest mistakes
- ✔ Overcoming the struggles
- ✔ Using the EAP

DVD mailed, or Download Web Course,
MP4 Smart/Video, or PowerPoint
All Formats Editable, Brandable, Professionally Narrated

Here's practical advice to help employees working remotely improve productivity, deal with telecommuting shortcomings, and enjoy their jobs more. Employees learn about avoiding distractions so they stay focused and don't get behind. And they learn to set boundaries with phrases like, "I'm working right now, can talk about this later", creating checklists, starting the day the most difficult task, communicating coworkers, avoiding isolation, using best practices discovered by others, and using the EAP if the going gets tough.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/ supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-priced format.

What Everyone Should Know About Working Remotely

M241A Web Course*	$597
M241B PowerPoint (Editable/ with Sound)	$397
M241C Web Movie/Video	$397
M241D DVD for Standard/Computer Player	$397

Running time: (A-25 min.) (B,C,D-10 min.)

*Web courses upload/operate on your Web site

"All the things that seem like a tick in the 'plus' column for working at home can quickly become a 'minus.'"

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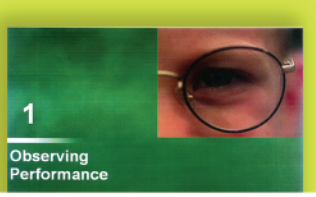

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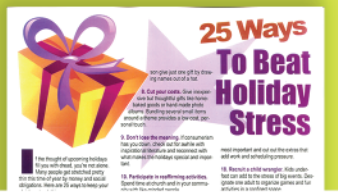
Wellness Tip Sheet Club

Download them in three formats --- MS Word, MS Publisher, and PDF. Go to bit.ly/workexcel20-4 to sign up.



FREE!

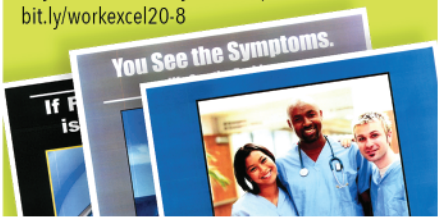
10 Excuses Employees Give When Confronted for Reasonable Suspicion

Make supervisors more savvy and less likely to fall for excuses when confronting employees. This program is without sound, but you can get it in a Web course, DVD, MP4 Video, or PowerPoint – *each one has sound included* – download at bit.ly/workexcel20-7

FREE!

Three EAP Posters!

FREE! Download three EAP posters with permission to print, reproduce, and post! Then buy the kit to make your own posters! Go bit.ly/workexcel20-8



FREE!

Mandatory EAP Referrals Explained

"Mandatory" referrals are found in many EAP policies, but they can lower EAP utilization. Educate supervisors in understanding mandatory referrals to prevent undermining the EAP. bit.ly/workexcel20-9

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- Alcohol and Other Drugs at Work: What Employees Should Know 49

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- FrontLine Supervisor EAP Newsletter 61

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SAVE $100

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- Employee Orientation to the EAP 32

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