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Employees Are Frantic About Work-Life Balance

Preview at bit.ly/workexcel-m002

Choose from these common media/presentation formats

M002A Web Course $597
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M002C Web Movie/Video $397
M002D DVD for Standard/Computer Player... $397

"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.

Join hundreds who have used this program. This educational tool rallies employees to grasp the importance of work-life balance. It's exclusively endorsed by licensed mental health professionals and guaranteed to make the impact you want or your money back. No fluff, fast moving, practical, and actionable content. Choose any format and always get a second format of equal or lesser cost at 50% off.

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 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. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

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

10 Slide Preview: bit.ly/M003C

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.

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 web video or an uploadable online web course and install it on your Web site for anytime, anywhere viewing and training of hard-to-reach employees. Easy one-step installation instructions included!

Phone 1-800-626-4327 or email publisher@workexcel.com to learn more or purchase now using the order form in the back of this catalog. A full free preview may also be arranged. See a 10-slide preview right now at "bit.ly/M003C". This program, like all WorkExcel.com programs, includes a 100% satisfaction, money-back guarantee.

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

Format choices:

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

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

Cut Conflicts to the Quick So Employees Stay Focused on Productivity

Preview at bit.ly/M004PV

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 is one of our most popular titles. This educational tool helps employees make the paradigm shift to seeing conflict as opportunity, not something to be feared. We produced this program after years of helping employees resolve conflicts both as coworkers and in work teams. No fluff, fast moving, practical and memorable content. Choose any format and get the same or a second lower cost format for 50% off.

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 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. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

Choose from these common media/presentation formats

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M004C Web Movie/Video $397
M004D DVD for Standard/Computer Player... $397
Running time: (A-25 min.) (B,C,D-12 min.)

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

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

Preview at bit.ly/M005PRV

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.

Education about couples counseling is one the most invaluable topics you can offer in a workplace wellness program. You will marvel at the level of employee interest in this topic. This program can lend to reducing risk of turnover, help prevent absenteeism, reduce the risk of domestic violence, and possibly help prevent family break up. No fluff, solid content, fast moving, practical, and actionable content. Choose any format and get the same or a second lesser cost format for 50% off.

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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.)

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

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Help Employees Live a More Fulfilled Life with Assertiveness

Preview at bit.ly/M006P

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 program helps employees appreciate the broad meaning of assertiveness so they interact with each other and the organization in more meaningful and productive ways. This program is guaranteed to deliver the impact you want with solid, fast moving, and practical content, including plenty of what to say and how to say it examples. Choose any format and always get a second format of equal or lesser cost at 50% off.

Phone 1-800-626-4327 or email publisher@workexcel.com to learn more or purchase now using the order form in the back of this catalog. A full free preview may also be arranged. This program, like all WorkExcel.com programs, includes a 100% satisfaction, money-back guarantee. This program is completely editable and brandable for trainers, EAPs, and HR consultants.

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M006C Web Movie/Video $397
M006D DVD for Standard/Computer Player... $397
Running time: (A-25 min.) (B,C,D-12 min.)

"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."

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

Preview at bit.ly/M007P

Choose from these common media/presentation formats

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.)

"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 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.

Alcoholism is not a mysterious illness, and this program finally helps employees understand it, possibly for the first time ever. Instead of blaming themselves or others for a drinking problem, employees are "re-oriented" to see alcoholism as a disease requiring treatment and making the seeking of treatment the target for change. The ultimate goal of this program is to reduce the cost of alcoholism (and other substance abuse) on the employer's bottom line. This program is guaranteed to deliver the impact you want with solid, fast moving, and practical content, including plenty of what to say and how to say it examples. Choose any format and always get a second format of equal or lesser cost at 50% off.

Phone 1-800-626-4327 or email publisher@workexcel.com to learn more or purchase now using the order form in the back of this catalog. A full free preview may also be arranged. This program, like all WorkExcel.com programs, includes a 100% satisfaction, money-back guarantee. This program is completely editable and brandable for trainers, EAPs, and HR consultants.

Intervene with Depression and Help Prevent Workplace Presenteeism

Preview at bit.ly/M008PV

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.

The workplace is the ideal setting to help employees learn about depression and intervene with it before tragedy strikes. This program is guaranteed to deliver the impact you want with solid, fast moving, and practical content. It includes information about treatment, diagnosis, and prognosis, how the EAP can help, signs and symptoms, and much more. Choose any format and always get a second format of equal or lesser cost at 50% off.

Choose from these common media/presentation formats

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.)

"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."

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Educate Managers to Promote a Respectful Workplace that Supports Productivity

Preview at bit.ly/S012PV

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 presentation (or course) helps supervisors understand how to spot disrespect and develop the ability to step in, and know what to do when they take action. This program is no fluff, fast moving, practical, and memorable. Choose any format and get the same or a second lower cost format for 50% off.

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 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. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

Choose from these common media/presentation formats

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.)

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

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Stop Bullying in the Workplace and Build Positive Relationships

Preview at bit.ly/M018PRV

Stop bullying with awareness.

Facing Bullying at Work

- ✔ Educate employees to have a zero tolerance toward bullying
- ✔ Make education easily accessible
- ✔ Have fewer workplace conflicts
- ✔ Reduce legal risk to the organization
- ✔ Reduce the risk of violence
- ✔ Empower bullying 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.

This presentation (or course) is designed to educate and increase awareness of bullying and how everyone plays a role in its prevention. This program is no fluff, fast moving, practical, and memorable. Choose any format and get the same or a second lower cost format for 50% off.

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 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. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

Choose from these common media/presentation formats

M018A Web Course	$597
M018B PowerPoint (Editable/ with Sound)	$397
M018C Web Movie/Video	$397
M018D DVD for Standard/Computer Player	$397

Running time: (A-20 min.) (B,C,D-7 min.)

"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."

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

Preview at bit.ly/M009PRE

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.

This course or presentation fills a need that parents have for education. It solves the problem of how to deliver it easily and inexpensively, and satisfies the desire companies have for reducing parenting distractions. This program presents tips guaranteeing less stress and a head start at influencing a healthy, happy, and safe adolescent journey to adulthood. No fluff, fast moving, practical and memorable content. Choose any format and get the same or a second lower cost format for 50% off.

Choose from these common media/presentation formats

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.)

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."

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

Preview at bit.ly/M010PV

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.

This presentation/course helps employees practice resilience when faced with a negative review so they turn their negative experience into a positive one that advances their career. No fluff, solid content, fast moving, practical. Choose any format and get the same or a second lesser cost format for 50% off.

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 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. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

Choose from these common media/presentation formats

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.)

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

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Help Employees Conquer Codependency and have More High-Performing Relationships

Preview at bit.ly/M011P

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.

Codependency is a problem that can affect workplace relationships and include controlling and enabling behaviors, boundary issues, taking on too much work, anxiety, and poor work-life balance. This program is no fluff, fast moving, practical, and memorable. Choose any format and get the same or a second lower cost format for 50% off.

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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 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. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

Choose from these common media/presentation formats

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.)

"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."

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Educate Employees to Avoid Workplace Harassment and Prevent Legal Nightmares

Preview at bit.ly/M013P

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.

Employees don't come pre-wired to know what acceptable behavior in the workplace is and what it is not. Assuming every employee knows what the words respect, tolerance, boundaries, harassment, and "inappropriate" means is folly. The sad truth is that unless you train them, they may never know. This program covers all the bases of harassment to help your organization reduce risk and offer employees a hard-hitting overview of the most critical issues. Choose any format and always get a second format of equal or lesser cost at 50% off.

Choose from these common media/presentation formats

M013A Web Course	$597
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M013C Web Movie/Video	$397
M013D DVD for Standard/Computer Player	$397

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

"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."

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

Preview at bit.ly/M014R

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 program is also available in PowerPoint, DVD, or any form of video format needed to function on a Website and interact with portable devices of any kind.

Phone 1-800-626-4327 or email publisher@workexcel.com to learn more or purchase now using the order form in the back of this catalog. A full free preview may also be arranged. This program, like all WorkExcel.com programs, includes a 100% satisfaction, money-back guarantee. This program is completely editable and brandable for trainers, EAPs, and HR consultants.

Choose from these common media/presentation formats

M014A Web Course $597
M014B PowerPoint (Editable/ with Sound) ... $397
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Running time: (A-25 min.) (B,C,D-15 min.)

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

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

Preview at bit.ly/M016P

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.

This program includes stress-test awareness questions with automatic scoring and feedback, along with a Certificate of Completion with your logo on it. Includes save and return buttons for interrupted training, printable pages, and more.

Phone 1-800-626-4327 or email publisher@workexcel.com to learn more or purchase now using the order form in the back of this catalog.
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Running time: (A-30 min.) (B,C,D-15 min.)

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

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

Preview at bit.ly/M029PV

Spice/K2 can kill

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.

We produced this program at the request of the military drug counselors where hundreds of personnel have been dismissed as a result of using Spice/K2. This program contains no fluff. It is fast moving, practical and memorable. Choose any format and get the same or a second lower cost format for 50% off.

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 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. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

Choose from these common media/presentation formats

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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.)

"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."

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

Preview at bit.ly/M030PV

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.

Some substances of abuse are so dangerous, even one use can take an individual down an inescapable path of destruction. Bath Salts are one of these substances. Educating employees, family members, teenagers, or anyone else who will listen can save a life. This program is no fluff, fast moving, practical, and memorable. Choose any format and get the same or a second lower cost format for 50% off.

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 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. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

Choose from these common media/presentation formats

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.)

"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."

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

Preview at bit.ly/M403V

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.

Choose from these common media/presentation formats

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M401B PowerPoint (Editable/ with Sound) $495
M401C Web Movie/Video $495
M401D DVD for Standard/Computer Player..... $495
Running time: (A-60 min.) (B,C,D-35 min.)

Mastering Respect in the Workplace: Boosting Morale and Increasing Productivity

NEW

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 to learn more or purchase now using the order form in the back of this catalog. A full free preview may also be arranged. This program, like all WorkExcel.com programs, includes a 100% satisfaction, money-back guarantee. This program is completely editable and brandable for trainers, EAPs, and HR consultants.

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- ✔ **Identify signs and symptoms of troubled employees**
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- ✔ **Avoid the pitfalls of manipulation in the EAP referral process**
- ✔ **Refer to the EAP earlier and avoid enabling**
- ✔ **Learn constructive confrontation skills**
- ✔ **Follow up after referral**
- ✔ **Debunking myths about addiction and other personal problems**
- ✔ **Conduct better corrective interviews**

...And gain knowledge from hundreds of EAP and supervision, team, and coaching tips

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Absolutely guaranteed to increase supervisor referrals and improve relationships with supervisors.

"Thanks! 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 a particularly good issue' and every month it truly is! This is a great resource. Thank you so much."

Elizabeth Robinson, LMFT, CEAP, Manager, Employee Assistance Program Division of Occupational and Environmental Medicine
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Farmington, CT

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Joseph Lemmon, LCSW-C, CEAP
President The JSL Consulting Group

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Ted Larrson, LCSW, CEAP, EAP
Manager Southern Hills Counseling Center Jasper, IN

"The *FrontLine Supervisor* will increase the skills of supervisors and they will love and look forward to receiving the publication each month or we will refund 100% of the price you paid for your subscription."

Daniel A. Feerst
Founding Publisher

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Wellness News and Productivity Tips

Effective Articles. Empowered Employees™

Dear Workplace Colleague,

Thank you for requesting information about WorkLife Excel® employee productivity newsletter. This publication can help your organization:

- Increase employee retention
- Improve productivity
- Improve morale
- Enhance work-life balance for its employees
- Prevent on-the-job losses from behavioral problems
- Have a newsletter that improves employee assistance

WorkLife Excel will strengthen your organization, its employees, and your employee assistance program

There's a secret to effective employee productivity and health newsletters:

The secret lies in punchy, articles that delve a bit deeper to address pressing issues facing employees and while giving them tips and resources to reduce stress, improve team cohesion, increase wellness, encourage help-seeking behavior for personal problems, and reducing conflict.

All of the articles in WorkLife Excel are inspired are inspired by real, work world experience, and our subscribers all play a direct role in contributing to content ideas throughout the year. Here are just a few topics we've addressed in recent issues:

- Workplace relationships and morale
- Employee productivity
- Family, home, and community
- Personal fitness
- Personal effectiveness
- Team building and productivity
- Health education
- Hot health topics in the news
- Stress management
- Workplace safety/injury prevention
- Customer service improvement
- Improving relationships with supervisors

How is WorkLife Excel *really different*?

WorkLife Excel is the *only* wellness and productivity newsletter produced by authored, produced, and founded by experienced, long-term employees assistance professionals. And it's the *only* newsletter with articles targeting both employees *and employers.* That means that WorkLife Excel keeps the needs of management in mind as much as it does employees' needs.

WorkLife Excel is the only wellness and productivity employee newsletter founded by a Certified Employee Assistance Professional, and guided an editorial philosophy that drives up EAP utilization.

How do I know my employees will read WorkLife Excel?

Written in an easy-to-read, and is only two pages, sent monthly, bimonthly, or quarterly. It's articles are short and punchy. Topics leave employees wanting more, and work to drive EAP utilization up—not away. Articles stimulate interest and provoke conversation, and the grab attention. You'll find intriguing photos, captivating content, and every issue of WorkLife Excel is inspirational with short, news tips employees look forward to receiving.

If you're looking for an corporate-appearing, fast-reading, two-page, full-color employee newsletter that doesn't overwhelm while giving your employees more solid "feet-on-the-ground" advice in PDF or print format, then WorkLife Excel is the newsletter for you.

*Employee Assistance Certification Commission

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Get the wellness and productivity newsletter your employees will read!

WorkLife Excel is the only employee productivity and wellness newsletter written by experience EAP and licensed mental health professionals - featuring articles that will help anticipate the next issue.

WorkLife Excel Sample Articles

The following is a sampling of just some of the topical and easy-to-read articles featured in recent editions of WorkLife Excel

Dealing with Difficult People:

- Your Coworker's Cooperation and Motives
- Keeping Your "Hot Buttons" on Ice

Productivity:

- Sleep Improvement Tips
- Fighting Procrastination

Communication:

- Giving Feedback Effectively
- *Proper* Humor in the Workplace

Coworker and Team Relations:

- Should You Loan Money to Coworkers?
- Dealing with Coworker Conflicts

Performance Improvement and Employer Impact:

- Avoiding Performance Evaluation Surprises
- Don't Let Wage Garnishments Getch'ya

Customer Relations:

- "Rebooting" Your Customer Service Attitude
- Calming your customers

Personal Organization Tips:

- Desk Clutter Cures
- On-Time-to-the-Meeting Team Tips

Leadership:

- Are You an Untapped Leader?
- Teaming with Your Supervisor

Substance Abuse and Addictions:

- Alcohol to for Better Sleep? No Way!
- Gambling Addiction: A Bad Deal

Dealing with Depression:

- Is it More Than the Blahs?
- Burnout!

Violence and Terror:

- Violence Often "Knocks" First
- After the Fright: Trauma Memories Return

Health and Wellness:

- Fibromyalgia: Hidden Illness at Work
- Dangers of Stress Eating

Stress Management:

- Stress Tips from the Field (periodic column)
- Shifting Your Focus to Manage Stress

Marriage and Family:

- Nursing Home OK? Ask Patients First
- When Kids See "Fair Fighting"

Financial Issues:

- Ditch those Zero-Balance Credit Cards
- Financial Help Worth Hearing About

Anger and Conflict:

- Managing Anger—Try This
- Bullying Behavior at Work

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Wellness News and Productivity Tips

The Employee Newsletter that Works!

WorkLife Excel is the only employee productivity and wellness newsletter written by mental health professionals, and designed, driven, and approved by employee assistance pros—your peers!

- Increases utilization	- Improves productivity	- Improves morale
- Enhances work-life balance	- Prevents behavioral problems	- Juices up proposals

High-Quality, Relevant Articles:

• WorkLife Excel features articles written by real mental health professionals—articles from first-hand experience and written to prevent problems before they occur.

• Have high impact on employees —whether at work or at home, WorkLife Excel is a thought-provoking newsletter with content that your employees will discuss at the water cooler.

Corporate Look and Feel:

• With a full color professional look, your newsletter will be instantly attractive so employees, corporate customers, and future customers!

Easy-to-Read Format:

• WorkLife Excel features short, punchy, easy-to-read articles. You feel proud to have your logo on it.

• WorkLife Excel is designed in a concise two-page format. Our experience shows a shorter format delivered more frequently, is more read wordy, longer-format feature article newsletters.

Simple to Use and Distribute:

• Spend time doing what you do best. WorkLife Excel is "ready to go" and does not require editing – this means you do your job and not sweat a newsletter. And it always comes early!

• You can choose to receive paper copies or an easy-to-distribute electronic PDF format.

Real Benefits from Trained Professionals:

• With articles written by peers, and contributions to topics by you, you can be sure your employees are getting information that will really help them – both at work and at home.

• Your Employee Assistance Program or Human Resources department will make a powerful visual impression.

Increased Usage of HR or EAP Services:

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• Select the best WorkLife Excel option to fit your organization – and your budget!

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Sincerely,

Daniel A. Feerst, LISW-CP, Publisher

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PS — Take a look at the enclosed copies of WorkLife Excel right now. You'll discover that WorkLife Excel truly does have articles that delve deeper to help employees more.

WOW!

PPS — Big news! WorkLife Excel is now the *official newsletter of the U.S. Congress*, the U.S. Small Business Administration headquarters, and the U.S. Air Force Academy, along with small and larger private companies and EAP firms across the USA and Canada. Come join them!

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- ☑ Boost EAP utilization rates like never before.
- ☑ 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 about 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 WorkLife 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 WorkLife 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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Articles delve deeper and give employees practical information and actionable tips on increasing productivity, enhancing wellness, improving workplace relationships, and balancing work and family. WorkLife Excel® inspires employees with fast-moving, lively, and energetic articles that don't just get read—they get remembered.

WorkLife 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

WorkLife 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.

(A) Pricing Chart: PDF ONLY

Number of Employees	Annual Flat Rate: 12	Biannual Flat Rate: 6	Quarterly Flat Rate: 4
1-99	$274*	$155*	Not Available
100 - 499	$784*	$420*	Not Available
500 - 999	$1020*	$547*	$402*
1000 - 2499	$1295	$698*	$512*
2500 - 4999	$1649	$849*	$622*
5000 - 7499	$1845	$1005	$738*
7500 - 9,999	$2120	$1152	$845*
10,000 - 14,999	$2395	$1304	$957*
15,000 - 19,999	$2670	$1454	$1067
20,000 - 24,999	$2945	$1606	$1178
25,000 - 29,999	$3220	$1757	$1290
30,000 - 49,999	$3495	$1908	$1399
Over 50,000	$3774	$2295	$1692

*For these subscriptions add $150 per year if requesting logo and unique sub-heading.

Order WorkLife Excel Today!

- Simply fill in the number of employees and price using the accompanying order form or phone us at 1-800-626-4327 for help.
- Use the pricing charts to determine the best pricing options for your organization.
- Your employees will love WorkLife Excel®. Employees will instantly recognize its richer content, and agree that it is a more exciting health and productivity newsletter.
- Employers will be impressed how articles meet their needs too, not only for healthier and happier employees, but also for helping employees improve their productivity and relationships at work.

NO RISK GUARANTEE

As a new subscriber, if you decide within 90 days that WorkLife Excel is not for you, we will gladly refund 100% of the price you paid for your subscription at any time!

Daniel A. Feerst, Publisher

WorkExcel.com

WorkLife Excel® Paper - Pricing
(Includes FREE PDF version)

(B) Pricing Chart: PRINT AND PDF

PRINT QUANTITY	Annual Price Per Employee Monthly (12)	Annual Price Per Employee Bimonthly (6)	Annual Price Per Employee Seasons/Qtr. (4)
10 - 250	$7.42	$4.08	$3.01
500	4.73	2.60	1.99
750	3.83	2.10	1.85
1000	3.01	1.66	1.45
1500	2.51	1.39	1.23
2000	2.11	1.30	.87
3000	1.77	1.19	.74
4000	1.62	.93	.70
5000	1.39	.78	.60
6000	1.30	.76	.59
7000	1.24	.73	.55
8000	1.18	.69	.54
9000	1.16	.66	.53
10,000	1.15	.65	.52
11,000	1.06	.62	.51
12,000	1.02	.56	.50
13,000	.99	.55	.49
14,000	.98	.54	.48
15,000	.94	.52	.47
16,000	.92	.51	.46
17,000	.90	.51	.45
18,000	.90	.51	.44
19,000	.88	.49	.43
20,000	.87	.48	.42
21,000	.85	.47	.41
22,000	.84	.47	.38
23.000	.83	.47	.37
24,000	.83	.46	.36
25,000	.82	.46	.37
26,000	.82	.46	.36
27.000	.81	.45	.35
28,000	.81	.45	.35
29,000	.81	.45	.34
+30,000	CALL	CALL	CALL

INSTRUCTIONS:

Imprinting: Add $150 per year for imprinting logo/subtitle information on newsletter. Choose location "A", "B", or both. (See below) E-mail art or text marked for each location to publisher@workexcel.com
(Logo imprinting Not available for orders under 50 employees.)

When ordering your logo and "caption", please identify information for locations A and/or B as shown below.

Shipping: Paper prices do not include 7% UPS shipping and handling. See order form for shipping information.

Print-ready PDFs are without additional charge. You may photocopy your print-ready PDF or take it to your own print shop AND SAVE!

Imprint Location "A": Logo

Imprint Location "B": "Caption"

WorkExcel.com

WorkLife Excel® Order Form

Ordering Help: 1-800-626-4327

CHOOSE A OR B — CHOOSE FREQUENCY

A PDF B Print __Monthly __Bimonthly __Quarterly

Order Date: _____

Price (See Chart): No. of Employees: _____) $ _____

Logo Imprinted? Add $150 (free over 1000): + $ _____

[B] Shipping for Print Only: **Add 7%** + $ _____

Sales Tax (7.5% **SC Only**) + $ _____

Annual Subscription Price: **= $** _____

Payment Method:

P.O.# _____ ☐ Bill My Organization

☐ Visa ☐ M/C ☐ AMEX ☐ DISCOVER

No: _____ Exp (mm/yy): ___/___

CVC: _____ (3-digits on back of card)

Shipping Information:

Name: _____

Title: _____

Organization: _____

Address: _____

_____

City: _____ State: _____

ZIP/Postal Code: _____

Country*: _____

*Print orders not available outside the USA

Phone: _____

Fax: _____

Email: _____

Billing Information: (Don't complete if same as shipping)

Name: _____

Title: _____

Organization: _____

Address: _____

_____

City: _____ State: _____

ZIP/Postal Code: _____

Country*: _____

*Print orders not available outside the USA

Phone: _____

Fax: _____

Email: _____

Imprint Instructions:

☐ **Option A:** E-mail logo and/or sub-heading information to publisher@workexcel.com.

☐ **Option B Caption:** Seven Words Maximum

_____

_____

Fax or mail this form to:

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PO BOX 2006
MOUNT PLEASANT, SC 29465-2006
1-800-626-4327 (843) 884-3632
FAX (843) 884-0442
Email: publisher@workexcel.com

WorkExcel.com

Don't lose your EAP to a managed care 800# . . .

Warning: High EAP Utilization, Success Stories, and a Great Reputation Alone Won't Protect Your EAP from Closure.

Dear Employee Assistance Professional:

I am not puzzled anymore about why many EAPs are closing their doors. It's not about host organizations trying to save money. It's about CEOs listening to finance experts who say you are no better than a managed care 800#.

In the past 12 months, I have spoken to many EAPs that got the budget ax and others who came close. Most are—or were—solid core tech EAPs with long track records. Still, each one was shocked when they got the bad news.

In every case, the common denominator was management's belief that the EAP could be contracted out for less. What went wrong? And will it happen to you?

Build Emotional Bonds with Frequent Communication

Many EAPs think they have a close bond with management. The truth is that they can double and triple this closeness with a few tweaks. Do this, and you will dramatically increase your perceived value and become part of the work culture.

Marketing is all about frequency. Just like on television or on the radio, but your most valuable vehicle is a regularly published newsletter.

Your goal is to get management to say "no" to the finance officer or insurance benefits consultant when or if they recommend cutting the program. You want the top brass to say, *"We love the EAP the way it is, so we're not changing it."*

Frontline Employee newsletter will increase EAP utilization, market your program inside and out, give you top-of-mind visibility, and build a bullet-proof relationship with the organization. I call this maximum impact.

FrontLine Employee is frequently distributed and written so it inspires emotional and behavioral changes among employees and produces an organizational "buzz." Your EAP deepens within the work culture.

I created ***FrontLine Employee*** in 2001 to help EAPs stay alive, save more lives, and thrive. No EAP newsletter has been created with these crucial goals.

Frontline Employee has the "Ingredients" EAPs Need

Hundreds of EAPs are thrilled with ***FrontLine Employee***. More EAP testimonials are found in our promotional literature than any similar publication. Many of our subscribers gave up on their old newsletter just to get ***FrontLine Employee***. Why?

▪ Other newsletters are too expensive, too infrequent, and too long-winded. Many can't be emailed. None are editable and all contain third-party links, copyright marks, and slapdash customization. This undermines a seamless appearance that your EAP needs. ***FrontLine Employee*** avoids these problems.

▪ Articles in wellness newsletters do not contain creative topics that motivate employees to act on their problems. Many are freelanced, written by health writers who do not understand EAPs. And almost none offer tips for improving workplace productivity.

▪ And here is the "elephant in the living room" when it comes to EAP newsletters: Virtually no one finishes reading a four-page newsletter before being distracted and putting it down. Four-page newsletters are ALWAYS quarterly newsletters. And with less frequency comes less impact.

Frequency, Not Quantity Increases EAP Utilizatoin

I cannot emphasize this enough: One of the many secrets to the success of ***FrontLine Employee*** is its two-page format. This amounts to 50% more content per year than a quarterly 4-page newsletter! But, ironically, it is more likely to be completely read. Think about that for a minute. . .

All articles in ***FrontLine Employee*** are between 75 and 250 words. They are tightly written without fluff and deliver a fire hose thought-provoking content.

Here's the point: Your newsletter must not be casual entertainment or a snoozer that is sheepishly dropped into people's inboxes every three months. **It is your most valuable marketing tool!** You need frequency, and monthly is the way to go. Still, you can decide to send Frontline Employee less frequently if you wish. It's in your control.

Obviously, if you don't have an EAP newsletter, you need one. If you don't have ***FrontLine Employee***, you are probably paying too much for a non-EAP authored publication that is not putting your relationship with top management in the forefront of its purpose, and not driving your utilization rate up.

EAP Testimonials: What Your Colleagues Say

Only ***FrontLine Employee*** does all the things and I mentioned above, but there is what others have said:

"Aloha, Dan – I sent out the February Frontline Employee yesterday and got a call today thanking me for the excellent articles. She wanted to know more information on one of the stories – the Pennsylvania weight loss study – and I was able to Google the information and send her the links, but she was very thankful for the information!! Thanks for helping us look good once again!" – **David Mitchell, Child and Family Service, Honolulu, Hawaii**

Dan has conscientiously developed software programs designed to assist EAP's with their clients. We have found that his programs which we use for our website trainings are of superior quality featuring color graphics, and relevant information. His programs are user friendly and address all of our training needs. Dan makes himself available and has skillfully assisted me when implementing his programs. I enjoy working with Dan and look forward to adding additional programs to our training website. – **David Hugo D. Hugo and Associates, Inc.**

"We have found the EAP Frontline Employee which we renamed, "rEAP the Benefits" to be the greatest way to keep our Employee Assistance Program visible to our employees over the years. They look forward to receiving it and will contact us if we are late sending out to them. The articles wonderfully address timely issues in the workplace.
– **Carol Boone, Ed. D., CEAP, EAP Administrator, State of Tennessee Government**

"Frontline Employee" has been a huge hit – and has opened more doors with the HR people I'm developing relationships with (all over the state) than you know. 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**

A Complete, "Done-for-You" EAP Newsletter

Frontline Employee is:

- **Affordable with a flat-rate price** for unlimited distribution by EAPs
- **Completely editable**—you can even re-name the publication
- **Powerful with articles** that delve deeper and also help the organization
- **Flexible, with easy-to-use formats** in PDF, Microsoft Publisher and Microsoft Word with graphics, or text-only are available.
- **Actionable with** do's and don'ts, and plenty of how-to's
- **Printable**, web-usable, e-mail-able, and adaptable to any need
- **Hassle-free** accessibility. It's e-mailed to you a week early. There is no "logging-in". And you are not buying into web subscription site with services no one will use.
- ***On time***--arrives monthly, not quarterly–a proven way to build trust, familiarity, and readership.
- ***Motivational***—it regularly motivates employees to seek help or visit the EAP. The result is increased EAP utilization and reduced workplace risk**.**
- ***Readership Hotline*** EAPs may request article topics for us to consider.
- ***Free Professional Masthead*** – we will create one just for you FREE.

Can you see why *FrontLine Employee* is the only EAP newsletter you should use?

Today thousands of companies receive *Frontline Employee* from their in-house or EAP provider and readership is over 3,000,000–including all employees of at least four states, plus Army installations, universities, municipalities, a ton of EAP providers, and subscribers in several countries.

Subscribe Now with A 100% Money-back Guarantee

There's simply no question that ***FrontLine Employee*** will help protect your EAP and serve your readers. You will be thankful and relieved after starting your subscription. If not, your payment will be promptly returned–**100% of your payment – no questions asked!**

I have been a member of EAPA since 1979, and I wouldn't make this offer if ***FrontLine Employee*** EAP newsletter didn't have a 16 year track record of satisfaction about hundreds of EAPs. But there is more bonus...

There's an order form with this letter. Fill it out and fax it back today (before you're distracted!) … or use the postage-paid envelope enclosed. And the easiest way of all—phone me at 1-800-626-4327. I answer my own phone.

Become a paid subscriber with this letter and I will send Volume One of WorkExcel.com's reproducible workplace wellness tip sheets. They are editable and the individual tip sheets in the package I will send are sold for $258.

These tip sheets are bursting with help and relevance. They are topical and filled with great information that affects employees' lives daily. All of my subscribers love them, and so will your employees.

I look forward to hearing from you,

Daniel A. Feerst, MSW, LISW-CP
Licensed Independent Social Worker, Clinical Practice
Publisher/Editor-in-Chief

P.S. Don't delay and forget to order today to start your no-risk, 12 month subscription and get 15 issues and a **free $258 bonus --- Volume 1 of our Workplace Wellness Editable, Reproducible Tip Sheets.**

P.P.S. The *fastest* way to order is to phone me at 1-800-626-4327. I answer my own phone. Remember, subscribe right now and you'll get 15 issues instead of 12.

WorkExcel.com

What EAP Subscribers Representing Thousands of Companies Say about FrontLine Employee!

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

- -

"The newsletter is a great hit with our EAP companies and their employees."
Sylvia Darlington
Network Services Centre
St. Michael, Barbados

- -

"By the way, I am thrilled with the FrontLine newsletters. Excellent resource for both my supervisors and employees. Happy Thanksgiving."
Elizabeth Robinson
University of Connecticut
Farmington, CT

- -

"After downsizing, right-sizing, or whatever, I now provide direct services to over 10,000 employees with no other EAP staff. FrontLine Employee (and FrontLine Supervisor) enable me to have some type of newsletter. It is a most valuable tool."
Ken Seaton, Civilian Employee Assistance Program Administrator
Puget Sound Naval Shipyard
Bremerton, Washington

- -

"This month, October '01, your two newsletters were right on target. The FrontLine Supervisor addressed the specific issues I have been helping my customers and clients with the past month. A great reinforcement."
Keith Crochiere, Co-owner
EAP Network
Taunton, Massachusetts

- -

"A great resource, especially when you need to work out a newsletter in a hurry!"
Bud Wassell, Solutions, Inc, Meriden, Connecticut

- -

"The FrontLine Employee has been a big success for the promotion of the EAP. I have received several phone calls from employees to the EAP asking questions about the information. Keep up the good work!"
Employee Wellness Associates,
Green Bay, Wisconsin

- -

"Our employees call me immediately if the FrontLine Employee is not in their office on the designated day of arrival. As a provider of both internal and external EAP services, this is our most valuable marketing and educational tool. We routinely get compliments on the timeliness and quality of content. We have won EAP contracts because of this newsletter."
Melvina MacDonald
Tallahassee Memorial Hospital
Tallahassee, Florida

- -

"Our companies have thoroughly enjoyed receiving the FrontLine Employee. We have had several compliments and the requests for more copies."
Carolyn Rohrig,
DIRECTIONS
Lincoln, Nebraska

- -

"After years of struggling with the newsletter arena -- a fantastic solution!"
Marylee Nunley , RMS, Inc.,Peoria, Illinois

- -

"A great way to keep in touch with employees and give them useful information. Money well spent!"
Tom McMahon
U.S. Postal Service
Omaha, Nebraska

- -

"I am always one to share good products with other peoples in our Native communities and beyond. By doing so, it permits One Feather EAP as a nationwide EAP provider to serve our contracts in good ways. As an integrated piece of our programming, WorkExcel.com EAP products have been very useful to the employees, Tribes, Nations, and communities we work with and for."
Rodney Haring, Ph.D., LMSW (enrolled Seneca)
One Feather Consulting, LLC
http://www.onefeatherconsulting.com

- -

"Thanks for your speedy reply. Your newsletters are of great value to us and our clients."
Eileen Crochiere
EAP Network
Taunton, Massachusetts

- -

"I currently subscribe to both Frontline Newsletters and find them most beneficial."
Ken Sipes, Director
United Family Services EAP
Charlotte, North Carolina

- -

"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
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- -

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- -

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Dan makes himself available and has skillfully assisted me when implementing his programs. I enjoy working with Dan and look forward to adding additional programs to our training website.
David Hugo,
D. Hugo and Associates, Inc.
Broadalbin, New York

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EAP Administrator
State of Tennessee Government
Nashville, Tennessee

- -

"Frontline Employee" has been a huge hit – and has opened more doors with the HR people I'm developing relationships with (all over the state) than you know. 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. Yes, yes, yes! "

Stan Meloy, Ph.D., State of Ohio EAP

- -

"FrontLine Employee has solved the daunting task of providing my small team the benefit of a customized monthly newsletter in a cost-effective way. The practical tips on work/life wellness and training are so insightful, simple, and important. Our employees are able to take ideas from this wonderful newsletter and start utilizing them immediately!"

Meredith Rosenow
Quality Control & Training
The Continental Group
Property Management

- -

"We at Arlington EAP have been using both the FrontLine Employee and FrontLine Supervisor newsletters for many years. Recently the Spanish newsletter was put into circulation here and has gotten excellent reviews. All are clearly written and brief enough for anyone to use. Thanks for your continued focus on key areas of help for employees and supervisors."

Joe Chodkiewicz, Director,
Arlington Employee Assistance Programs
Arlington, VA

- -

"We send Frontline out electronically and every month I get at least 2 or 3 individuals who e-mail me back and thank us for sending Frontline. It is a great way to keep EAP fresh in people's minds, and they really enjoy the quick-read articles. Thanks for the great product! "

Leah Szemborski
EAP Counselor
Ministry Health Care Wisconsin

- -

"FrontLine Employee is very valuable and influential in my day to day tasks. I have received countless words of appreciation for the information that the newsletters provide. In addition, I often refer employees back to certain articles to assist them in providing information to others or help them to achieve a resolution to a situation that is before them. Keep up the great work. "

Urseline Liz Harris,
Employee Assistance Program
Department of the Army
Fort Leonard Wood, Missouri

- -

"Simply put, we receive nothing but glowing praise for the content found in FrontLine Employee! "

Gregory Hale, Tobyhanna Army Depot
U.S. Army Garrison, Detroit Arsenal, Detroit, Michigan

"The FrontLine Employee in Spanish allows us to cost-effectively reach a growing population. We subscribe to all the FrontLine newsletters because they contain friendly and interesting articles that help educate readers about the numerous areas that our EAP can assist them with. It often leads them to using other services such as our web-site, telephone support, or face to face counseling. "
Luci Styles Payne, MA, CEAP, SAP
Director
IMPACT Solutions
Cleveland, OH

- -

"Aspiria EAP uses FrontLine Employee and FrontLine Supervisor on a monthly basis. Our companies and their employees are thrilled with both publications as they are being used as learning tools for both the employee and the supervisor to address employee and organizational issues. "
Charles Benayon, Founder & CEO
Aspiria Corporation
Ontario, Canada

- -

"Both FrontLine Supervisor and FrontLine Employee are highly useful tools for our customers (large and small businesses of all kinds) They always contain useful and reliable information that is appreciated by those we serve. I can't imagine not offering these newsletters to our business customers and companies. We know they help people to decide to use our services. "
Garry Cook, Director EACP Services
Alamance Regional Medical Center
Burlington, North Carolina

- -

"The FrontLine Employee newsletter is an invaluable tool for our EAP. We send it monthly to all employees via email and receive positive feedback each month. We particularly like being able to modify and personalize the articles in each newsletter to speak to the specific needs of our employees."
Catherine Erickson, EAP Manager
Seattle Public Schools, Seattle, Washington

- -

"Our employees and employers in the Portland, Oregon area enjoy reading the FrontLine Employee newsletter. The FrontLine Employee is a great resource to help supervisors and managers address workplace issues, too."
Margi Koninendyke, EAP Office Coordinator
Providence EAP
Portland, Oregon

ORDER FRONTLINE EMPLOYEE – PHONE 1-800-626-4327

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See inside
for details and
Bonus Offer
on page 4!

Help Your Employees...

- ✓ Manage Stress
- ✓ Reduce Conflicts
- ✓ Boost Productivity
- ✓ Improve Morale
- ✓ Reduce Risk On The Job
- ✓ Seek Help for Personal Problems
- ✓ Be Happier and Healthier.

FrontLine Employee
Wellness, Productivity, & You!
Mastering Open-ended Job Interview Questions
If You're Stalked
Nap Time for "Left Brainers"
Couples Counseling: When Only One Will Go

FrontLine Employee -
The fully customizable employee newsletter

Inspire healthy behaviors and productivity, build better relationships, and encourage self-referral for personal problems and concerns.

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

The FrontLine Employee Newsletter

"Everyone will love FrontLine Employee or we will refund 100% of the price you paid for your subscription."

Daniel A. Feerst, LISW
Founding Publisher

FrontLine Employee topics include…

- ✓ Improving workplace communication and relationships with coworkers
- ✓ Worker productivity tips
- ✓ Family, home, and family effectiveness
- ✓ Personal fitness and emotional wellness
- ✓ Personal effectiveness and goal achievement
- ✓ Team-building and productivity
- ✓ Improving relationships with supervisors
- ✓ Hot productivity and health tips
- ✓ Stress management tips
- ✓ Making use of your employer-sponsored employee assistance program.
- ✓ Workplace safety, injury prevention, and how to support injured coworkers
- ✓ Improving customer service and reducing related stress

Your logo can go here.

Your program name and phone number can go here.

Your customized nameplate created! (optional)

FrontLine Employee

Wellness, Productivity, & You!

Build Your Immunity to Criticism

Although eagerly welcoming constructive feedback, employees who accomplish a lot on the job know their successes will sometimes rub others the wrong way. Not everyone will be quick to praise your triumphs when you are cast into the limelight by others who recognize your achievements. Learning to detach from unhelpful criticism is a skill to help you stay motivated, adapt to change, and think more creatively about your job. Try these "inoculators" to beef up your immunity: 1) Remember that those who criticize don't know the real you. 2) See negative criticism as possible validation that you are "on the right track." 3) Accept criticism of your success as normal and part of life's challenges. 4) Search for the truth in the criticism, if any. Something about it may be helpful despite the style of its delivery. 5) Let criticism inspire you to work with even more vigor toward accomplishing your dreams, rather than forcing you into retreat.

Pay Attention to Accolades

Pay attention to moments of super satisfaction in your work expressed by customers and superiors. Ask yourself: What skills, abilities, or personality traits did I exhibit to earn this praise for my work? These are what make you unique and outstanding as a worker. Tuck these gems away so that you don't forget them. Use these descriptions of yourself in resumes and cover letters in the future. In job interviews, you'll sell yourself with believability.

Adapt to Technology and Thrive

Don't be overwhelmed by software related productivity tools that seem complicated now—like web building software, software programs beyond MS Word, or discovering how to be effective with graphics programs. Learning these tools can only make you more desirable as an employee. Dependency on technology in the workplace is increasing, not decreasing, so remaining in denial rather than facing your diminishing ability to keep up will only increase workplace stress. As long as you get started, you will learn more each passing day.

Help Prevent Internet Harassment

Internet harassment or cyber-stalking is rapidly gaining attention as a serious crime in many states. Cyber-stalking is the intentional harassment or threatening of another person through the use of electronic mail or electronic communication. Online harassment is similar to real-world stalking in its ability to be extremely disturbing to the victim. Perpetrators take advantage of the anonymity of the online environment and its false sense of security to act anonymously and harass another person. These activities may include disturbing text messages, the sending of unwanted, abusive, threatening, or obscene e-mails or messages, or the use of Internet postings, message boards, or chat rooms.

Important Notice: Information in *FrontLine Employee* is for general informational purposes only and is not intended to replace the counsel or advice of a qualified health professional. For further help, questions, or referral to community resources for specific problems or personal concerns, contact your employee assistance professional.

Articles come ready to edit, or you can insert your own articles using MS Publisher or MS Word. Available with graphics or as text only.

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The Answer's in the Group

If you are struggling with a personal crisis or mental health issue in which you feel misunderstood, unable to communicate, or totally alone, then group therapy may be an effective treatment option for you. Group therapy is a therapeutic technique that uses small group interaction as a means of changing negative mental and behavioral patterns. Group members are expected to be honest and open in their communication with one another, which is generally done through talking around a theme determined by a professional counselor. Things go slow at first, but once group members trust and bond with each other—look out—you can make big changes in your life, and fast. You can find therapists who offer group therapy through your employee assistance provider, mental health association, or health insurance plan.

Developing a Safety Culture

Preventing accidents is more than hanging up a warning poster or avoiding a shortcut that ignores an important safety rule. The safest organizations have a culture of safety where employees naturally resist violation of safety practices—a major cause of workplace accidents. You feel personal ownership in maintaining a safe environment and no one needs to remind you to "think safety" because you're living it. When safe behaviors and thinking safety seem to be on autopilot, you've got it.

Important Notice: Mention in FrontLine Employee is for general informational purposes only, and is no substitute to replace the counsel of advice of a qualified health professional. For further help, guidance, or referral to community resources for specific problems or general concerns, contact your employee assistance, immediately.

Battling Against Sleep a No Win

If waking up and getting out of bed is a daily "chore," a tardy arrival at work usually follows. If there's no medical problem, a likely cause is an improper attitude toward sleep. Like exercise, you may see sleep as a nagging inconvenience—something getting in your way. You have to sleep, but you wait for it to force itself upon you. Like exercise, you may not incorporate sleep into a routine that allows the necessary amount of time—somewhere between seven and nine hours. Give up the battle against sleep. Make it part of your routine to reap its benefits and avoid the side effects of deprivation.

Being Sick Can Be Bad for Your Health

Too much work stress can affect your health. But so can no stress. If you are on sick leave for a long period, monitor yourself for depression symptoms and slowly emerging negative thoughts about your self-esteem. Work has huge psychological rewards from social interaction, even with coworkers with whom you sometimes have conflict. You can get a list of depression symptoms from a counselor or health care provider. You may be recovering from a physical illness, but it's the "whole you" that needs to come back healthy.

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This program, originally developed for the Norfolk Southern Railroad Corporation, gives your supervisors the skills they need to deal with all those problems, and more.

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- Workplace occurrence rates
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- Cross-tolerance and cross-addiction
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You Get Two Ways To Train

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"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."

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

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Subtract $200 when you purchase all three sections of this program - $158, $159, and $160!

Prevent loneliness at the top!

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

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- ✔ 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.

This is one our most acclaimed programs for supervisors and a dynamite way to show organizational support for those in the supervisory role. This power-packed program reveals today's top stress management secrets, plus key insights into easing conflict, combating self-doubt and feelings of isolation, goal setting, time management, and much more. Supervisors will discover this program is stuffed with strategies for defeating common stress-challenges all leaders face.

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

Phone 1-800-626-4327 or email publisher@workexcel.com to learn more or purchase now using the order form in the back of this catalog. A full free preview may also be arranged. This program, like all WorkExcel.com programs, includes a 100% satisfaction, money-back guarantee. This program is completely editable and brandable for trainers, EAPs, and HR consultants.

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

Preview at bit.ly/158PRE2

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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.

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

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

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Prevent loneliness at the top!

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

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- ✔ 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.

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When Employees Ask Difficult Questions...

Have the Facts at Your Fingertips

GROUP 1

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Repro-Editable™ Fact Sheets for Employees!

Buy All 8 Groups for the Price of 7! Save nearly $200!

These well-researched fact 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
- ✔ Resolving coworker conflicts
- ✔ Coping with the blues
- ✔ Balancing work and family
- ✔ Anger management
- ✔ Assertiveness skills
- ✔ Dealing with trauma
- ✔ Couples counseling
- ✔ Understanding depression

...and much more.

Repro-Editable™ Fact Sheets For Employees

E001 – E015 Repro-Editable™ Fact Sheets for Employees .....$17 each

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Fact sheets come on one CD in MS Publisher, MS Word, and a PDF along with a reproducible hard copy in a top-loading sheet protector, and a plastic storage case. You can customize the fact sheets by adding your EAP name and phone number. E-mail them, create your own PDFs, or put them on a password protected Web site. Use them in waiting rooms, at health fairs, at client sessions and orientations, on bulletin boards.

Choose individual titles, or get the whole set and save $58. Buy multiple sets (see other pages in this catalog) and save even more. It's like getting three free—when you purchase groups of 15. Purchase seven sets and get the 8th set free! Change the text and add your own expertise. And with exclusive editing capability available only from WorkExcel.com, you can make these valuable fact sheets fit your employee education needs perfectly.

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.*

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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, workshops, waiting room, 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, workshops, health fairs, waiting room.*

E-008 Assertiveness Skills WHAT: Defines assertiveness and why it's difficult. Benefits of being assertive. Assertiveness vs. aggression. Steps to being more assertive. *WHERE TO USE: EAP direct service, health fairs, waiting room.*

E-009 Resolving Coworker Conflicts WHAT: The nature of conflict and misconceptions. Intervention and prevention steps. How to keep relationships productive. *WHERE TO USE: Conflict resolution clients, EAP direct service, workshops, EAP promotion.*

E-010 Adult Attention Deficit/ Hyperactivity Disorder WHAT: Definition and description. Signs, symptoms, motivating employees to get help. *WHERE TO USE: EAP direct service, EAP promotional events, waiting room.*

E-011 Violence in the Workplace WHAT: Defines different types of workplace violence, facts, risks, warning signs, 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.*

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E-012 Thinking About Your Drinking WHAT: Definition of alcoholism, reducing stigma, understanding the disease, signs, symptoms, self-diagnosis, and understanding how denial works. *WHERE TO USE: EAP direct service, workshops on substance abuse in the workplace.*

E-013 Coping with the Blues WHAT: Distinguishes normal blues from depression. Cognitive intervention to limit frequency of the blues, and when to seek professional help. *WHERE TO USE: EAP direct service, waiting room, EAP promotional events.*

E-014 Thinking About Psychotherapy WHAT: Explains psychotherapy. Answers important questions: who, what, how, cost, managed care issues, and how to get the most from treatment. *WHERE TO USE: EAP direct service, promotional events, waiting room.*

E-015 Codependency: Caring Until It Hurts WHAT: A less confusing look at codependency signs, symptoms, misconceptions, and breaking free of dysfunctional relationship behaviors. *WHERE TO USE: EAP direct service, promotional events, waiting room, special workshops.*

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Fact Sheets You Can Edit, Change, Copy, and Control

GROUP 2

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Yes You Can Preview These Too!

More Repro-Editable™ Fact Sheets for Employees!

Buy All 8 Groups for the Price of 7! Save nearly $200!

Fifteen more easy to use fact sheets for use in client sessions, health fairs, assessments, follow-ups and a variety of other situations. Topics include workplace injuries, compulsive eating, suicide, stress management and more.

Choose individual titles, or get the whole set and save $58. Buy multiple sets (see other pages in this catalog) and save even more. It's like getting three free—when you purchase groups of 15. Purchase seven sets and get the 8th set free! Change the text and add your own expertise. And with exclusive editing capability available only from WorkExcel.com, you can make these valuable fact sheets fit your employee education needs perfectly.

Repro-Editable™ Fact Sheets for Employees

E016 – E030 Repro-Editable™ Fact Sheets.....$17 each

E200 All 15 Repro-Editable™ Fact Sheets (SAVE $58) $197

Fact sheets come on one CD in MS Publisher, MS Word, and a PDF along with a reproducible hard copy in a top-loading sheet protector, and a plastic storage case. You can customize the fact sheets by adding your EAP name and phone number. E-mail them, create your own PDFs, or put them on a password protected Web site. Use them in waiting rooms, at health fairs, at client sessions and orientations, on bulletin boards.

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.*

Each Fact Sheet $17. Each Group $197 (Save $58) Buy Seven Groups—Get the 8th Group FREE!

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.*

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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.*

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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These Information-Packed Sheets Put "Manager Know-How" Directly Into the Hands of Supervisors

GROUP 3

SATISFACTION 100% GUARANTEED

Employee Assistance and Manager Fact Sheet

Written by "long-timers" in the EAP field, these unique editable handouts provide authoritative information that enhances your message and improves results. Handouts may be purchased separately or save by purchasing all 15.

Buy All 8 Groups for the Price of 7! Save nearly $200!

These fact sheets are perfect as handouts following instructional sessions with managers and supervisors, or for educating top management.

Choose individual titles, or get the whole set and save $58. Buy multiple sets (see other pages in this catalog) and save even more. It's like getting three free when you purchase groups of 15. Purchase seven sets and get the 8th set free! Change the text and add your own expertise. And with exclusive editing capability available only from WorkExcel.com, you can make these valuable fact sheets fit your employee education needs perfectly.

Repro-Editable™ Fact Sheets for EAP Management and Supervisors

V001 – V015 Repro-Editable™ Fact Sheets .....$17 each
V100 – All 15 Repro-Editable™ Fact Sheets **(Save $58)** $197

Fact sheets come on one CD in MS Publisher, MS Word, and a PDF along with a reproducible hard copy in a top-loading sheet protector, and a plastic storage case. You can customize the fact sheets by adding your EAP name and phone number. E-mail them, create your own PDFs, or put them on a password protected Web site. Use them in waiting rooms, at health fairs, at client sessions and orientations, on bulletin boards.

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

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

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

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

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

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

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

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

V-012 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. *WHEN 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. *WHEN TO USE: Supervisor training, supervisor consults.*

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

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

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Fifteen More Easy-to-read Fact Sheets Let You Finally Get Topics You've Been Searching For

GROUP 4

SATISFACTION 100% GUARANTEED

Repro-Editable™ Fact Sheets

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Packed with the very latest thinking on important topics like coping with a mentally ill family member, becoming a star performer at work, facing down bullies and dealing with difficult coworkers, these editable fact sheets are priceless for client sessions, assessments, counseling and promotion.

Repro-Editable™ Fact Sheets for Employees

E-031 – E045 Repro-Editable™
Fact Sheets for Employees .....$17 each

E400 All 15 Repro-Editable™
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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. *WHEN 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. *WHEN 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 confusion 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. *WHEN TO USE: Client sessions, counseling.*

E041 Communication Tips for a Happier the 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. *WHEN 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? *WHEN 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. *WHEN TO USE: Presentations, A/D education.*

E045 It's Not to Late! Making 2009 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. (And all fact sheets are editable!) WHEN TO USE: After January!

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Clear, Well Written Answers to Some of Life's Biggest Problems to Help You Be the One People Turn to

GROUP 5

Repro-Editable™ Fact Sheets

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Compelling and attractively designed, these editable fact sheets give people the information they need to deal with issues like aging, being a better parent, coping with divorce and more. And, whether you use them in counseling, waiting rooms, team building program, seminars or other settings, they position your workplace program as the go-to source for help.

Repro-Editable™ Fact Sheets for Employees

E046 – E060 Repro-Editable™
Fact Sheets for Employees.....$17 each

E500 All 15 Repro-Editable™
Fact Sheets for Employees (SAVE $58).....$197

Fact sheets come on one CD in MS Publisher, MS Word, and a PDF along with a reproducible hard copy in a top-loading sheet protector, and a plastic storage case. You can customize the fact sheets by adding your EAP name and phone number. E-mail them, create your own PDFs, or put them on a password protected Web site. Use them in waiting rooms, at health fairs, at client sessions and orientations, on bulletin boards.

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. *WHEN 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". *WHEN 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. *WHEN 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. *WHEN 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. *WHEN 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. *WHEN 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. *WHEN 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. *WHEN TO USE: Waiting rooms, seminars.*

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Expand the Effectiveness of Your Program with Helpful Fact Sheets that Keep Them Coming Back For More

GROUP 6

Repro-Editable™ Fact Sheets

Buy All 8 Groups for the Price of 7! Save nearly $200!

Become the resource people turn to again and again when they need help dealing with challenges like boosting morale, quitting smoking, team building or understanding panic disorder. Delivered as Word, Publisher and PDF files, as well as hard copy, these fact sheets help get the job done time after time.

Repro-Editable™ Fact Sheets for Employees

E061 – E075 Repro-Editable™
Fact Sheets for Employees.....$17 each

E600 All 15 Repro-Editable™
Fact Sheets for Employees (SAVE $58).....$197

Fact sheets come on one CD in MS Publisher, MS Word, and a PDF along with a reproducible hard copy in a top-loading sheet protector, and a plastic storage case. You can customize the fact sheets by adding your EAP name and phone number. E-mail them, create your own PDFs, or put them on a password protected Web site. Use them in waiting rooms, at health fairs, at client sessions and orientations, on bulletin boards.

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. *WHEN 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. *WHEN TO USE: Client counseling sessions, leadership workshops, consulting.*

Each Fact Sheet $17. Each Group $197 (Save $58) Buy Seven Groups—Get the 8th Group FREE!

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. *WHEN 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.*

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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. *WHEN TO USE: Client sessions, workshops, team building.*

E071 Teens Using Drugs WHAT: Risk and family history--what other fact 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. *WHEN TO USE: Waiting rooms, counseling.*

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. *WHEN 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. *WHEN 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! *WHEN 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. *WHEN 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. *WHEN 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. *WHEN 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. *WHEN 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.
WHEN 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. *WHEN 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. *WHEN TO USE: Counseling sessions.*

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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. *WHEN 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. *WHEN: 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 with a stalker is involved in one of eight; challenge of dealing with stalkers; employer responsibility; what you should do; organization your protection; communication. *WHEN: Groups, counseling.*

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
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E091 When You're Being Stalked
WHAT: Important education to protect the victim of a stalker and those are around her; stalking defined; who becomes a stalker; how to deal with a stalker; legal recourses. *WHEN 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. *WHEN 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. *WHEN 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. *WHEN 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. *WHEN 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. *WHEN 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. *WHEN 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. *WHEN 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. *WHEN TO USE: Training, coaching.*

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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. *WHEN 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! *WHEN TO USE: Conflict management, counseling sessions.*

E102 About Employee Privacy and Improper Disclosure (Supervisor) WHAT: Privacy is key to EAPs and supervisor must cooperate. Covers types of information, management, abuse of information, areas of privacy, Do's and Don'ts; respect for privacy; avoiding gossip. *WHEN 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. *WHEN 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. *WHEN TO USE: Waiting areas; brown baggers.*

E105 Performance Evaluation Anchors Tool (Supervisor) 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. *WHEN TO USE: Workshops, counseling.*

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E106 What to Do about Compassion Fatigue WHAT: What is compassion fatigue; What is the cause of compassiong 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. *WHEN 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. *WHEN TO USE: counseling sessions, health unit, special seminars.*

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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. *WHEN 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. *WHEN 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. *WHEN 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 examing 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. *WHEN 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. *WHEN TO USE: health unit displays, seminars, brown-bag sessions, general education.*

E114 Teaching Your Kids to Save Money WHAT: Help childrenstart early to appreciate money, manage spending, and save. How to teach, short-term actions to take, building excitement and proper motivation. *WHEN 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. *WHEN TO USE: brown bag lunch-eons, 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 be a control freak; meeting friend's parents, entertaining friends; when to act, evaluating friends, how to talk about their friends. *WHEN 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! *WHEN 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. *WHEN 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. *WHEN 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. *WHEN TO USE: post-downsizing, counseling sessions*

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How to Conduct a Performance Evaluation (Supervisors) – 12 min
Reasonable Suspicion DOT Training – 1:28 min* (DOT length with materials = 2 hours)
Alcohol and Other Drugs at Work: Employees – 47 min*
Alcohol and Other Drugs at Work: Supervisors – 58 min*
Assertiveness Skills for Supervisors – 9 min
14 Vital Skills for Supervisors (14 videos) 90 min*
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Orientation of New Employees to the EAP – 11 min. *
Spanish: Orientation of New Employees to the EAP – 11 min*
What You Should Know about Prescription Drug Abuse – 17 min.
Anger Management: Tips for Employees – 11 min
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Balancing Work/Family – 9 min
Communication Tips for a Happier Workplace – 5 min
Facing Bullying at Work – 6 min
EAP Supervisor Training – 25 min*
Giving Couples Counseling a Try – 10 min
Improving Your Assertiveness Skills – 8 min
Just Don't Use It: Marijuana (What You Need...Know) – 16 min
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Refresher Training I – 15 min
Refresher Training II – 15 min
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Responding to a Disappointing Review – 9 min
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Skyrocket EAP Utilization: 25 Ways the EAP Can Help – 9 min
Stress Management Tips for Employees: Part 1 – 15 min
Stress Management Tips for Employees: Part 2 - 15 min
Stress Management Secrets for Supervisors – 1 – 15 min
Stress Management Secrets for Supervisors – 2 – 15 min
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Supporting a Family or Friend in Recovery for Addictive Disease – 9 min
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