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When Employees Ask Difficult Questions...

Have the Facts at Your Fingertips

GROUP 1

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- ✔ 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.

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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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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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GROUP 3

Employee Assistance and Manager Fact Sheet

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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.

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Repro-Editable™ Fact Sheets for EAP Management and Supervisors

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V-001 Drugs of Abuse Chart WHAT: Describes types of drugs (including alcohol), drug names, street names, methods of use, symptoms of use, and hazards of use. *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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Repro-Editable™ Fact Sheets for Employees

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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

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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.

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

E047 The Art of Giving Feedback WHAT: The art of giving feedback to others; focusing on behavior, not personalities; what to say, how you say it; the sandwich technique; when others resist; when feedback doesn't fit; keeping egos out of feedback. *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

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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

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

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

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

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

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

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.*

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

E073 Understanding Panic Disorder
WHAT: What is panic disorder. What causes it. What to do about it if it happens to you. What to do if it happens to someone else. *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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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.*

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.*

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

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

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

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

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E091 When You're Being Stalked
WHAT: Important education to protect the victim of a stalker and those 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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