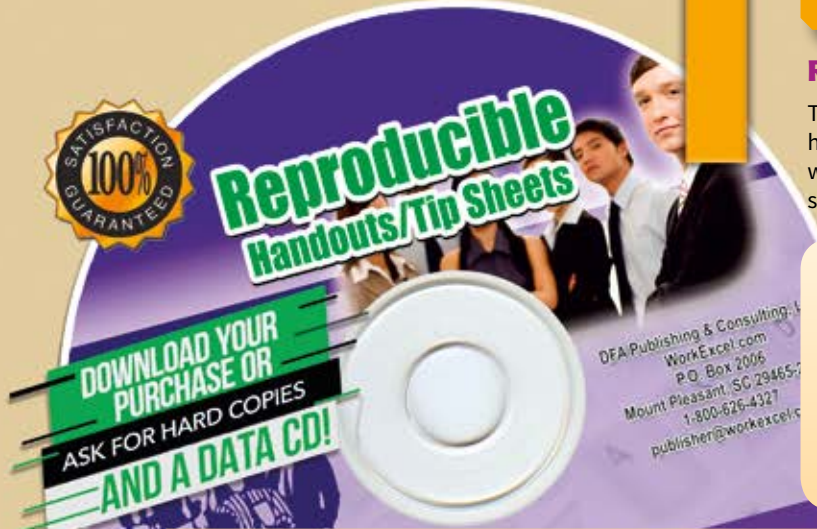


When Employees have Difficult Problems, Have the Help at Your Fingertips

GROUP 1



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- 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.

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E001 - E015 Repro-Editable- Wellness Tip Sheets for Employees \$17 each
 E100 All 15 Repro-Editable- Wellness Tip Sheets for Employees (SAVE \$58) \$197

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



E-002 Understanding Depression WHAT: Helps employees understand depression; its causes, signs and symptoms; myths; and treatment options; and reducing stigma. WHERE TO USE: Depression screenings, EAP direct service, workshops, waiting room.



E-003 Managing Your Anger WHAT: Helps employees understand anger, gain control, and diagnose problems. Includes a tool for practicing anger management. WHERE TO USE: EAP direct service, health fairs, waiting room, workshops.



E-004 Dealing with Debt and Credit Problems WHAT: Helps employees determine whether debt trouble exists and how to take action; also tells about credit repair services and scams, and consumer laws. WHERE TO USE: EAP direct service, work-shops, waiting rooms, promotional fairs.



E-005 Giving Couples Counseling a Try WHAT: How couples counseling works to help save a relationship. Types of couples problems. What to do when a spouse won't go. Motivation to try it. WHERE TO USE: Direct service with EAP clients, waiting room, workshops.



E-006 When You Experience a Traumatic Event WHAT: Understand trauma and how it affects the psyche. Traumatic stress symptoms, and dos and don'ts. About PTSD and more. WHERE TO USE: With CISM program, distribute after traumatic events.



E-007 Tips for Parenting Teens WHAT: Ten tips to help parents understand key issues such as identity, self-esteem, parental conflict, peer influence, emotions, and sex. WHERE TO USE: EAP direct service, 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.

“Mix and Match” from any group!



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



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



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



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

Wellness Tip Sheets You Can Edit, Change, Copy, and Control

GROUP 2



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GROUP 2

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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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Workplace Injuries: Stress and Recovery

The amount of suffering at last... **Back to Work After You're Ready to Play**... **Recovery Roadblocks**... **Staying Positive**... **What the EAP Can Do**

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.

WHEN THERE'S TALK OF SUICIDE

From about 10%... **Signs of Suicidal Thinking**... **Other Warning Signs**... **What Are They Thinking?**... **When the EAP Can Do**

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.

LIVING LIFE AS A SHIFT WORKER

Shiftwork Disruption... **Shiftwork Disrupts Health**... **Shiftwork Disrupts Family Life**... **Shiftwork Disrupts Relationships**... **Shiftwork Disrupts Health**... **Shiftwork Disrupts Family Life**... **Shiftwork Disrupts Relationships**

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.

When You're a Victim of Domestic Violence

Signs of Domestic Violence... **What You Can Do**... **What the EAP Can Do**

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.

Facing and Stopping Compulsive Eating

Compulsive Eating... **What You Can Do**... **What the EAP Can Do**

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.

Manage Stress Right Now

10 Ways to Manage Stress... **What the EAP Can Do**

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.

Making the Holidays More Positive

10 Steps to Making the Holidays More Positive... **What the EAP Can Do**

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.

Dealing with Workplace Negativity

10 Ways to Deal with Workplace Negativity... **What the EAP Can Do**

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.



When Organizational Change Affects You

What You Can Do... **What the EAP Can Do**

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.

Preventing and Stopping Sexual Harassment

What You Can Do... **What the EAP Can Do**

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.

Improving Your Relationship with the Boss

What You Can Do... **What the EAP Can Do**

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.

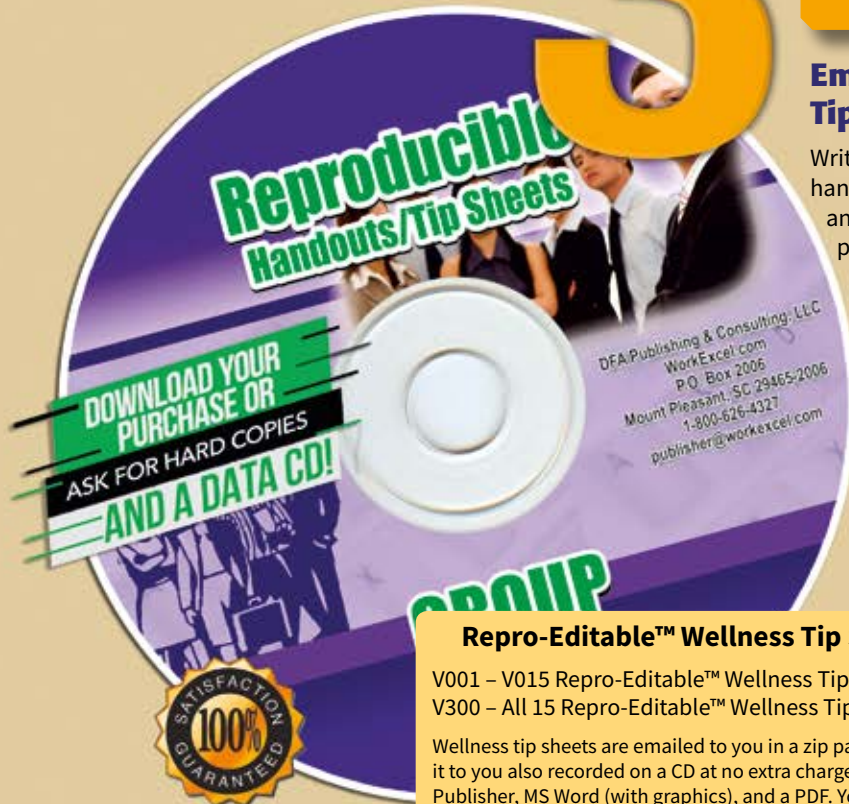
Military Deployment Stress

10 Ways to Deal with Military Deployment Stress... **What the EAP Can Do**

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.

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

GROUP 3



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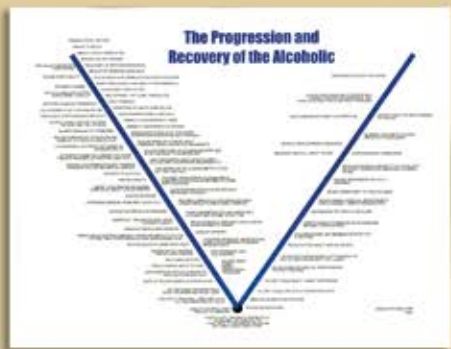
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V-001 Drugs of Abuse Chart WHAT: Describes types of drugs (including alcohol), drug names, street names, methods of use, symptoms of use, and hazards of use. WHERE TO USE: Department of Transportation training, supervisor training, employee awareness,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



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

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

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

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

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

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

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

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

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

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

"Mix and Match" from any group!

V-012 10 Role Plays & EAP Referral Scenarios for Supervisors WHAT: Ten role plays and follow-up questions for discussion. Includes common and complex supervision scenarios, communication with the EAP, confrontation, and follow-up. *WHERE TO USE:* Supervisor training.

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

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

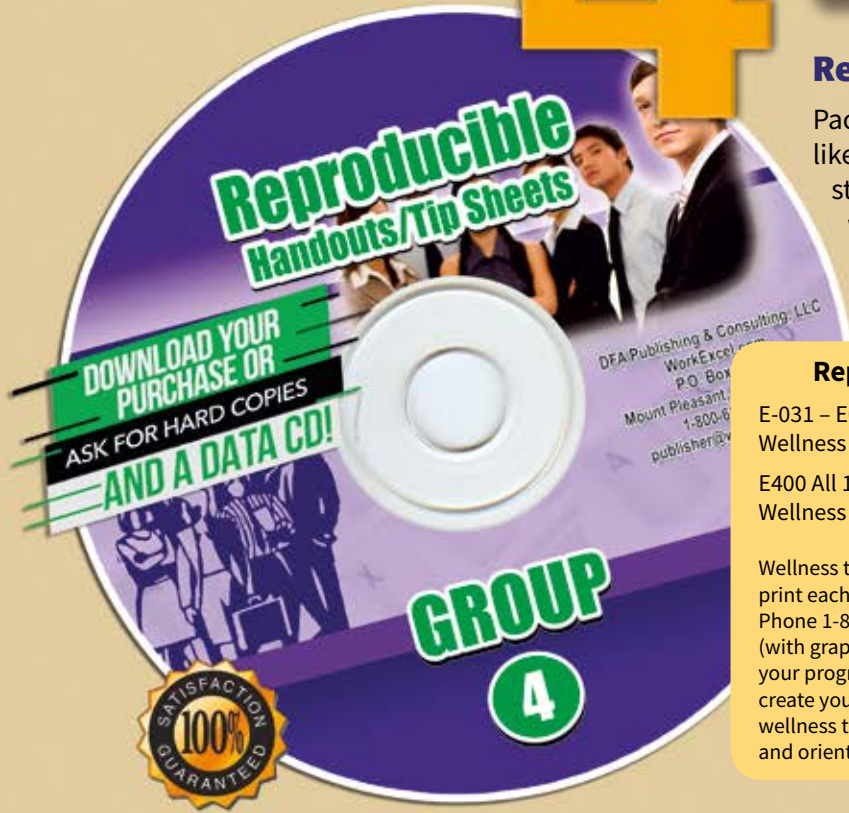
V-015 Follow-up Tips for Supervisors WHAT: After EAP referral, what's next? List of easy dos and don'ts. Covers every point along the referral continuum, from beginning to end. Helps supervisors thwart manipulation. *WHERE TO USE:* Supervisor training, supervisor consults.

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

GROUP 4



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Repro-Editable™ Wellness Tip Sheets

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 Wellness Tip Sheets are priceless for client sessions, assessments, counseling and promotion.

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



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



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

Could Group Therapy Be For You?

How are things going with a personal job, relationship or family member? Would you like to talk to others who are facing similar issues? Group therapy may be all you need to get back on track.

What are the benefits of Group Therapy?

Group therapy provides a safe and supportive environment for individuals to share their experiences, feelings, and thoughts. It offers a chance to receive feedback and support from others who are going through similar challenges.

Who should be involved in Group Therapy?

Group therapy is most effective when it is facilitated by a trained professional and includes a mix of individuals with similar issues. The group should be diverse in terms of age, gender, and background.

How to Choose a Group Therapy Program?

When choosing a group therapy program, look for one that is led by a qualified therapist, has a clear structure and goals, and provides a safe and confidential environment.

What to Expect in Group Therapy?

In group therapy, you will have the opportunity to share your story, listen to others, and receive support. It's important to be open and honest, and to respect the confidentiality of the group.



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.

Facing Bullying at Work

Bullying is a common workplace problem that can have serious consequences for the victim. It's important to know your rights and how to deal with it.

What to do if you are being bullied by a colleague?

Document the incidents, talk to your supervisor, and if necessary, seek legal advice. It's important to stand up for yourself and not let the bullying continue.

What to do if you are being bullied by a supervisor?

Report the behavior to HR or a higher authority. You may also want to consider legal action if the bullying is severe and persistent.

What to do if you are being bullied by a customer?

Stay calm, set boundaries, and if the behavior continues, report it to your supervisor. It's important to protect your well-being and the reputation of your company.



E035 Facing a Bully at Work **WHAT:** What is a bully? Why do 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.

Dealing with Customer Service Stress

Customer service can be a stressful job, but there are ways to manage the stress and stay motivated.

Feeling with the Overall Stress of Customer Service?

Take breaks, practice stress management techniques, and focus on the positive aspects of your job. It's important to take care of yourself and your mental health.

Dealing with Difficult Customer Situations

Stay calm, listen to the customer's concerns, and offer solutions. It's important to remain professional and courteous, even in the face of difficult customers.

Ask Your EAP Resources for Help

Employee Assistance Programs (EAP) can provide support and resources for employees dealing with stress and other workplace issues.



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

The Art of Detachment

Detachment is a powerful tool for managing stress and improving your relationships.

Letting Go

Letting go of negative thoughts and emotions can help you move forward and live a more peaceful life. It's important to practice detachment in all areas of your life.

Detachment

Detachment is not about indifference or coldness. It's about being present and focused on the present moment, without being attached to the outcome.



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.

Dealing with Difficult Coworkers

Dealing with difficult coworkers can be challenging, but there are strategies to help you manage the situation.

Who are Difficult Coworkers?


Difficult coworkers are those who are often negative, disruptive, or uncooperative. They can create a toxic work environment and affect your productivity.

Key Signs of Difficult Coworkers

- They are often late or absent.
- They are often negative and complain.
- They are often disruptive and interrupt others.
- They are often uncooperative and do not help others.

How to Deal with Difficult Coworkers

Set boundaries, communicate clearly, and seek support from your supervisor. It's important to stay professional and focused on your work.



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).

Coworkers Facing Grief Together

Experiencing the loss of a coworker can be a difficult time, but there are ways to cope and support each other.

First Things First

Take time to grieve, seek support from colleagues, and consider professional help if needed. It's important to acknowledge the loss and allow yourself to feel the pain.

The Power of Being Proactive

Being proactive in your grief process can help you move forward and find meaning in your work. It's important to take small steps and be patient with yourself.



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

Helping Someone Who Doesn't Want Help

Helping someone who doesn't want help can be a challenge, but there are ways to approach the situation.

Intervention

Intervention is a process of helping someone who is struggling with a problem. It's important to be supportive and non-judgmental.

Signs and Guidelines

Look for signs of distress and provide support when needed. It's important to set boundaries and not take on too much responsibility.



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

Communication Tips for a Happier Workplace

Effective communication is key to a happy and productive workplace.

How to Communicate with Your Boss

Be clear, concise, and professional. It's important to listen to your boss and provide feedback when appropriate.

How to Communicate with Your Coworkers

Be open, honest, and respectful. It's important to build strong relationships and work well with others.



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

Keeping Energized at Work

Staying energized at work is essential for productivity and well-being.

What You Can Do at Home

- Get enough sleep.
- Eat a healthy diet.
- Exercise regularly.
- Manage stress.

What You Can Do at Work

- Take breaks.
- Stay hydrated.
- Engage in your work.
- Build strong relationships.



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.

Valuing Diversity at Work

Valuing diversity at work is important for creating a more inclusive and productive environment.

Meeting Beyond Tolerance

Go beyond tolerance and embrace diversity. It's important to create a culture of respect and inclusion.

From Tolerance to Value

Value diversity and leverage the strengths of all employees. It's important to create a diverse and talented workforce.



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

Functional Alcoholism Isn't

Functional alcoholism is a serious condition that can affect anyone.

World's Most Enabling Belief

The belief that someone can be a functional alcoholic is one of the most enabling beliefs in the world. It's important to recognize the signs and seek help.

Are You Helping an Alcoholic with Alcoholism?

Be honest and supportive. It's important to encourage the person to seek help and not enable their drinking.



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

It's a New Year! Make This Year Happy, Healthy, and Productive

Start the new year with a plan to be happy, healthy, and productive.

- Set realistic goals.
- Practice self-care.
- Build strong relationships.
- Stay motivated.
- Manage stress.
- Be consistent.
- Stay positive.
- Be flexible.
- Take action.
- Be grateful.
- Stay focused.



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

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5

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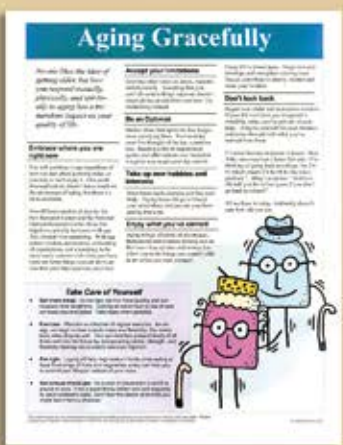
Compelling and attractively designed, these editable Wellness Tip Sheets give people the information they need to deal with issues like aging, being a better parent, coping with divorce and more. And, whether you use them in counseling, waiting rooms, team building programs, seminars or other settings, 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. WHERE TO USE: Team building, client sessions, off-site retreats, conflict resolution.



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

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Before You Quit Your Job

The Strong Reasons to Quit

Consider the Consequences of Quitting

How to Quit

Don't Burn Bridges

Final Thoughts

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.

Respecting Generational Differences at Work

Age is Just a Number!

Who's Who in the Age of Aquarius?

Can't We All Just Get Along?

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.

Compulsive Gambling is a Bad Deal

What is Compulsive Gambling?

Why is Compulsive Gambling a Problem?

How to Cope

How to Know if You're a Compulsive Gambler?

How to Get Help

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

Effective Time Management for Supervisors!

How to Plan

How to Prioritize

How to Delegate

How to Build a Planning System

How to Stay on Top

How to Set Goals

How to Measure Success

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.

Coming Back Home

The Need to Prepare

The Build-Up

The Transition

How to Succeed

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.

Coping With a Crisis

What is a Crisis?

How to Cope with a Crisis

When to Seek Help

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.

Coping With Divorce

How to Cope

How to Stay on Top

How to Set Goals

How to Measure Success

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

When You've Been Disciplined at Work

What's Behind Employee Discipline?

What's Behind Employee Discipline?

What's Behind Employee Discipline?

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

"Mix and Match" from any group!

Managing Caregiver Stress!

How to Manage Caregiver Stress

How to Manage Caregiver Stress

How to Manage Caregiver Stress

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.

Taking Initiative On the Job!

How to Take Initiative

How to Take Initiative

How to Take Initiative

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

Eldercare Across the Miles

How to Eldercare Across the Miles

How to Eldercare Across the Miles

How to Eldercare Across the Miles

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

Preventing Identity Theft

How to Prevent Identity Theft

How to Prevent Identity Theft

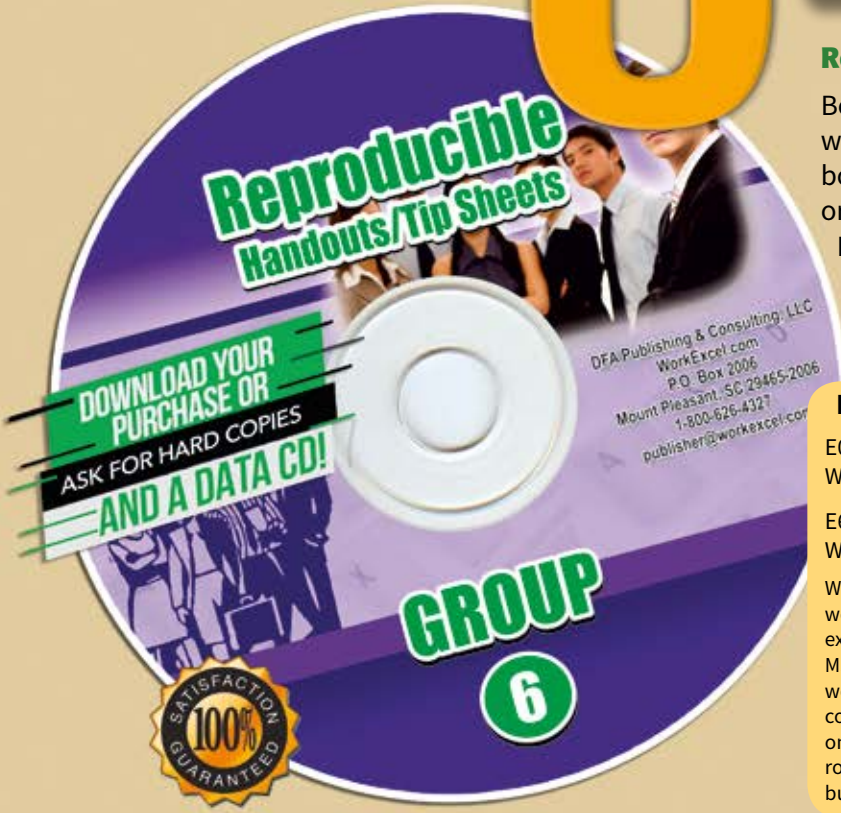
How to Prevent Identity Theft

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



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GROUP 6



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



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



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

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Managing Stress by Eating Right

You can't just stress away an emotional crisis. The foods you eat can help you cope with stress. Here's what you should know about the stress and how to eat to reduce it.

First Step: Get the Basics

For the most effective stress management, you need to eat a healthy diet. This means eating a variety of fruits, vegetables, whole grains, and lean proteins. Avoiding processed foods, sugary drinks, and alcohol can also help.

Second Step: Find Your Balance

Stress can affect your appetite, leading to either overeating or undereating. It's important to listen to your body's hunger cues and eat when you're hungry. Try to eat regular meals and snacks throughout the day.

Third Step: Stay Hydrated

Dehydration can worsen stress and fatigue. Aim to drink at least 8 glasses of water a day. Herbal teas and infused water can also be good options.

Fourth Step: Get Enough Sleep

Lack of sleep can increase stress levels. Try to establish a consistent sleep schedule and create a relaxing bedtime routine.

Fifth Step: Exercise Regularly

Physical activity can help reduce stress and improve your mood. Find a form of exercise that you enjoy and try to do it at least 30 minutes a day, most days of the week.

Sixth Step: Practice Mindfulness

Mindfulness techniques, such as meditation and deep breathing, can help you stay present and reduce stress. Try to incorporate these practices into your daily routine.

Seventh Step: Seek Support

Talking to a friend, family member, or therapist can help you work through your stress. Support groups can also be a helpful resource.

Eighth Step: Take Breaks

Don't forget to take breaks throughout your day. Step away from your work or studies for a few minutes to rest and recharge.

Ninth Step: Limit Caffeine

Caffeine can increase stress and anxiety. Try to limit your intake of coffee, tea, and other caffeinated beverages.

Tenth Step: Stay Positive

Focus on the things you can control and practice gratitude. A positive outlook can help you better manage stress.

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.

Addicted to Love?

What are the signs of addiction? And when does it become a problem? This tip sheet explores the relationship between love, sex, and addiction, and how to recognize and address the issue.

Understanding the Cycle

Love and sex can be addictive because they release dopamine in the brain, creating a sense of pleasure and reward. This can lead to a cycle of craving and seeking, similar to substance addiction.

Recognizing the Signs

- Obsessive thoughts about the person
- Neglecting other responsibilities
- Feeling restless or irritable when apart
- Tolerating negative behavior
- Withdrawal symptoms when the person is not around

Seeking Help

If you or someone you know is struggling with love addiction, it's important to seek professional help. A therapist can provide strategies for breaking the cycle and building a healthier relationship.

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.

Quitting Tobacco This Time for Good!

It's never too late to quit smoking. This tip sheet provides practical advice and resources to help you overcome your addiction and enjoy a healthier life.

Why Quit Now?

Quitting now can significantly reduce the health risks associated with smoking, including heart disease, lung cancer, and COPD. It can also improve your overall quality of life.

How to Quit

- Set a quit date and tell your friends and family.
- Remove all cigarettes and ashtrays from your home.
- Identify and avoid triggers that lead to smoking.
- Use nicotine replacement therapy (NRT) if needed.
- Seek support from a counselor or support group.

Staying Quit

Relapse is common, but it doesn't mean you've failed. If you slip up, don't give up. Instead, analyze what led to the relapse and develop a plan to avoid it in the future.

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

Beating the Recession

When it comes to the economy, there's a lot of uncertainty. This tip sheet offers strategies for managing your finances and staying on top of your debts during these challenging times.

Managing Debt

- Create a budget to track your income and expenses.
- Prioritize paying off high-interest debt.
- Consider debt consolidation or refinancing options.
- Communicate with creditors if you're having trouble making payments.

Building an Emergency Fund

Having a financial safety net can help you weather unexpected expenses and avoid going into debt. Aim to save at least three to six months' worth of living expenses.

Investing Wisely

While the market may be volatile, investing in a diversified portfolio can help you grow your wealth over the long term. Consider consulting with a financial advisor.

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.

Regaining the Ability to Trust

Trust is the foundation of healthy relationships. This tip sheet provides techniques for rebuilding trust after a betrayal and for setting boundaries to protect yourself.

Understanding Trust

Trust is built over time through consistent, honest actions. It's essential for emotional well-being and the success of personal and professional relationships.

Rebuilding Trust

- Acknowledge the hurt and allow yourself to feel it.
- Communicate your feelings to the person who betrayed you.
- Set clear boundaries and expectations.
- Practice self-compassion and forgiveness.

Preventing Future Betrayals

Learn to recognize red flags in potential partners and trust your instincts. It's better to be cautious than to be hurt again.

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.

Romance at Work

Is it any of your 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.

Recognizing the Signs

- Favoritism in assignments and promotions
- Gossip and rumors in the office
- Decreased productivity and morale
- Inappropriate behavior or comments

Setting Boundaries

Clear communication is key. Let your colleagues know that you are not interested in a romantic relationship and that you expect a professional working relationship.

Reporting the Issue

If the situation does not improve, it's important to report the behavior to your supervisor or HR department. Document all incidents and conversations.

E069 Romance at Work WHAT: Is it any of your 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.

Be a Team Player

Team building is your pathway to achievement. This tip sheet offers strategies for becoming a more effective team member and contributing to your organization's success.

Characteristics of a Team Player

- Communicates effectively
- Listens to others
- Takes responsibility
- Supports team goals

Improving Teamwork

Engage in team-building exercises, both in-person and online. Encourage open communication and mutual respect among team members.

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

Teens Using Drugs

What to know, what to do. This tip sheet provides information on the signs and symptoms of drug use in teenagers and offers guidance on how to respond.

Behavioral Signs of Abuse

- Sudden changes in mood or personality
- Declining school performance
- Loss of interest in activities
- Changes in eating and sleeping habits

Parental Response

Stay calm and supportive. Avoid blaming or shaming your child. Instead, express your concern and offer help. Encourage your child to seek professional assistance.

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

“Mix and Match” from any group!

The Trouble with EMAIL

Email is a powerful tool, but abused or careless use of it can bring you down. This tip sheet discusses email hazards and provides tips for staying safe and productive.

Recognizing Phishing Attempts

- Suspicious sender addresses
- Urgent or threatening language
- Requests for sensitive information

Protecting Your Account

- Use strong, unique passwords
- Enable two-factor authentication
- Avoid clicking on suspicious links

Managing Email Effectively

- Organize your inbox with folders and labels
- Unsubscribe from unnecessary newsletters
- Turn off email notifications

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.

Understanding Panic Disorder

What is panic disorder? What causes it? What to do about it if it happens to you. This tip sheet provides a comprehensive overview of the condition and its management.

Recognizing Symptoms

- Sudden, intense feelings of fear or discomfort
- Rapid heart rate, sweating, and trembling
- Shortness of breath and chest pain

Seeking Professional Help

Therapy, such as cognitive-behavioral therapy (CBT), and medication can be effective in managing panic disorder. Don't be afraid to ask for help.

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

Overcoming Workaholism

Characteristics of the workaholic, signs, symptoms, stopping the cycle, finding balance, tips for getting your life back--and the benefits of doing so. This tip sheet offers a path to a more balanced and fulfilling life.

Identifying the Problem

- Excessive work hours
- Neglecting personal and family life
- Feeling exhausted and stressed

Setting Boundaries

- Define your work hours and stick to them
- Learn to say no to additional tasks
- Take regular breaks and vacations

Rebalancing Your Life

- Pursue hobbies and interests
- Spend quality time with loved ones
- Practice self-care and stress management techniques

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

End of Summer Back to School Tips

Grade school, college, both! Here it is on one tip sheet. For families and students. Making the transition. Keeping it smooth. This tip sheet provides practical advice for a successful start to the school year.

Preparing for School

- Review academic concepts from the previous year
- Organize school supplies and materials
- Establish a consistent sleep schedule

Managing Stress

- Encourage open communication about school concerns
- Practice relaxation techniques like deep breathing
- Celebrate small achievements and milestones

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



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



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



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

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Facing the Loss of a Loved One

The death of a loved one is a traumatic event that can leave you feeling lost and alone. This tip sheet provides information on the stages of loss, working through your loss, and guidelines for coping with grief.



Getting More Excited About Your Job

Are you feeling trapped in a job? This tip sheet offers strategies for finding meaning in your work, identifying your potential, and applying it to your current role.



How to Turn Distress Into De-Stress

Stress is a natural response to pressure, but it can become overwhelming. This tip sheet explains the three forms of stress and provides techniques to manage each kind.



Letting Go of GUILT

Guilt is an appropriate human feeling, but persistence of guilt can rob you of health and happiness. This tip sheet explores the origins of guilt and offers ways to find redemption.

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

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

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

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



Meditation Practice Tips

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



Overcoming Single Parenting Challenges

Single parenting can be overwhelming. This tip sheet provides a plan of approach to finding childcare, developing a support system, and dealing with your "ex".



SHYNESS

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



Stalked on the Job
When You Feel Unsafe at Work

Murder is the number one cause of death in the workplace for women. A stalker is involved in one of eight; challenge of dealing with stalkers; employer responsibility; what you should do; organization your protection; communication. WHERE TO USE: Groups, counseling.

“Mix and Match” from any group!

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

E084 Overcoming Single Parenting Challenges WHAT: Single parenting can be overwhelming; developing a plan of approach to finding childcare, developing a support system; putting your children first; dealing with your “ex”. WHERE TO USE: Counseling sessions; health fairs; waiting rooms.

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

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



Living Better as a Blended Family

Blended families face unique challenges. This tip sheet offers strategies for coping with grief, setting boundaries, and creating a new family dynamic.



Helping Employees Stay Healthy

Employees need resources to stay healthy. This tip sheet provides ideas for support groups, health fairs, and EAPs to help employees make lifestyle changes.



GETTING AND KEEPING AN EXERCISE PROGRAM

Exercise is a challenge. This tip sheet provides the “trick” to keeping a program active by making it fun and rewarding.



25 Ways To Beat Holiday Stress

The holiday season is a time of joy, but it can also be stressful. This tip sheet offers 25 cool ways to manage the season and help employees enjoy it more.

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

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

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

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

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



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



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

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



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



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



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



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



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



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



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

“Mix and Match” from any group!



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



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



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



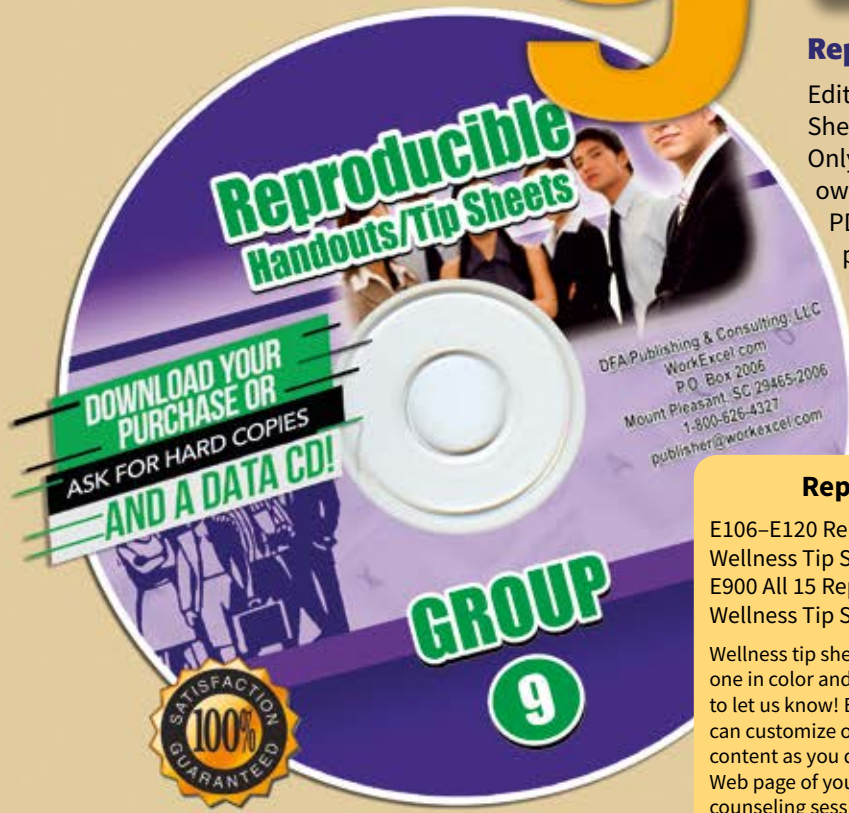
E105 What to Do About Commute to Work Stress WHAT: Facing the madhouse. Ten tips for a less stressful commute. Starting early, keeping your car repaired, keep a half tank minimum, find safe audio entertainment, changing the scenery, getting comfortable, using time wisely. WHERE TO USE: Workshops, counseling.

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GROUP 9



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



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



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

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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. **WHERE TO USE:** policy discussions, general education, internal circulation, HR presentations.



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



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



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



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



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



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



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

"Mix and Match" from any group!



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



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



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



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

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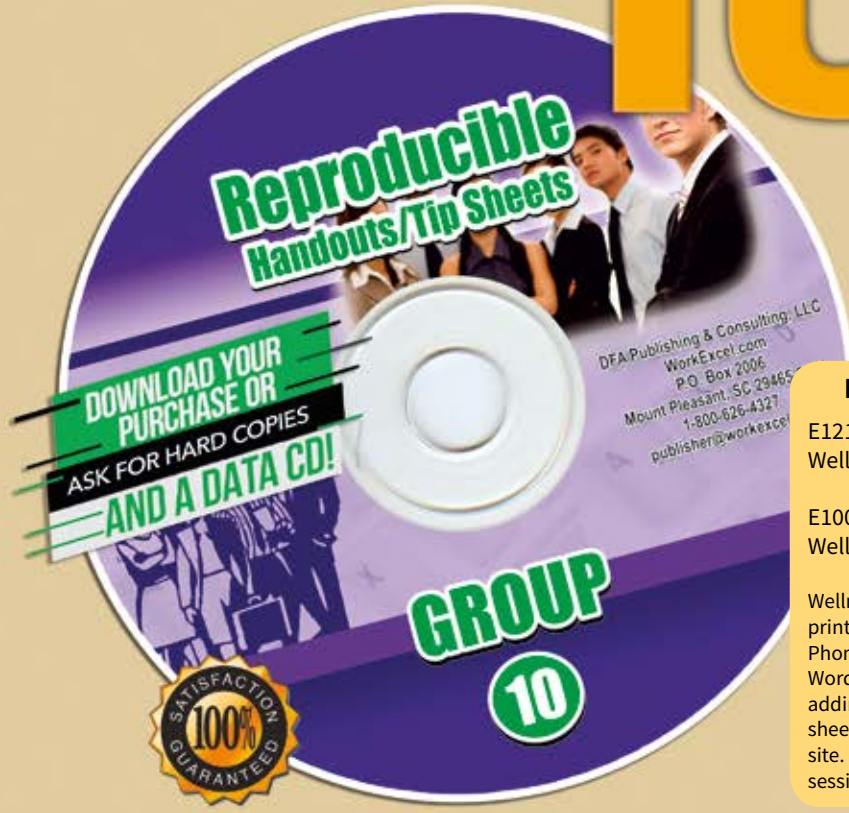
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GROUP 10



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



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



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

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



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



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



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



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



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



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



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

“Mix and Match” from any group!



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



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



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



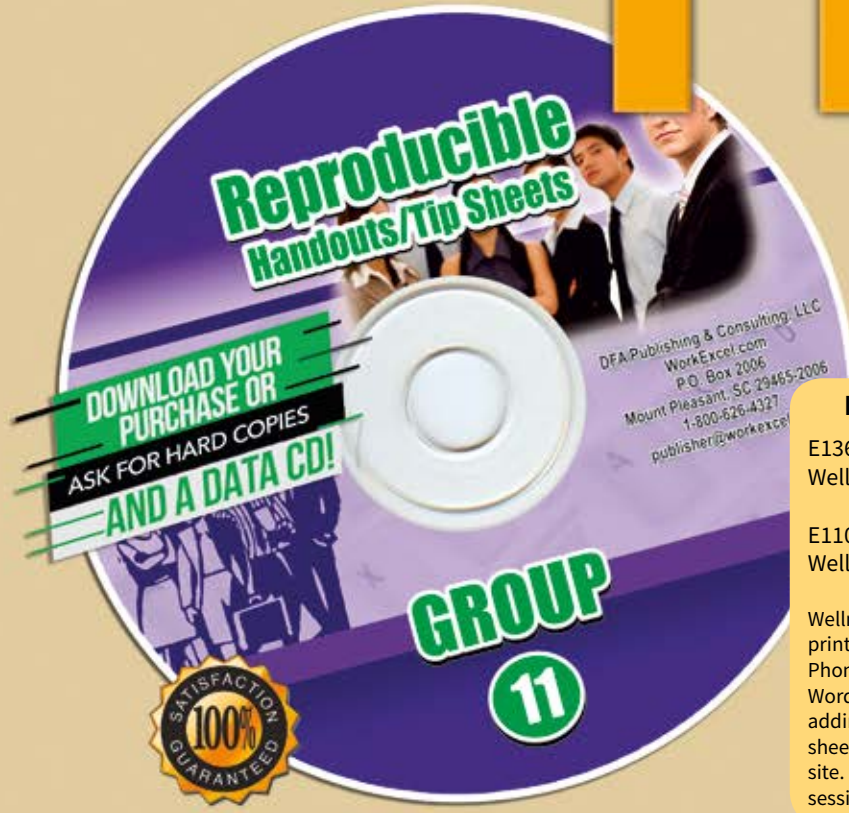
E135 Sleep, Productivity, and You
WHAT: One-third of American adults get less than seven hours of sleep per night. Here's how to get more, overcome sleep obstacles, and when to get more help. **WHERE TO USE:** Brown-bag seminars, individual counseling.

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Be Fully Armed with Tip Sheet Tools for Almost Any Employee Concern

GROUP 11



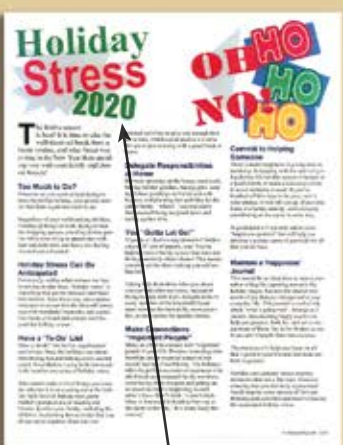
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E136 Eleven Ways to Support Employees in Stressful Times
 WHAT: Supervisors have the power and responsibility to see employees through stressful and uncertain times during organizational upset and change. Here are 11 ways to do it. **WHERE TO USE:**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



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



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



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



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



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



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



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



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



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



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

“Mix and Match” from any group!



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



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



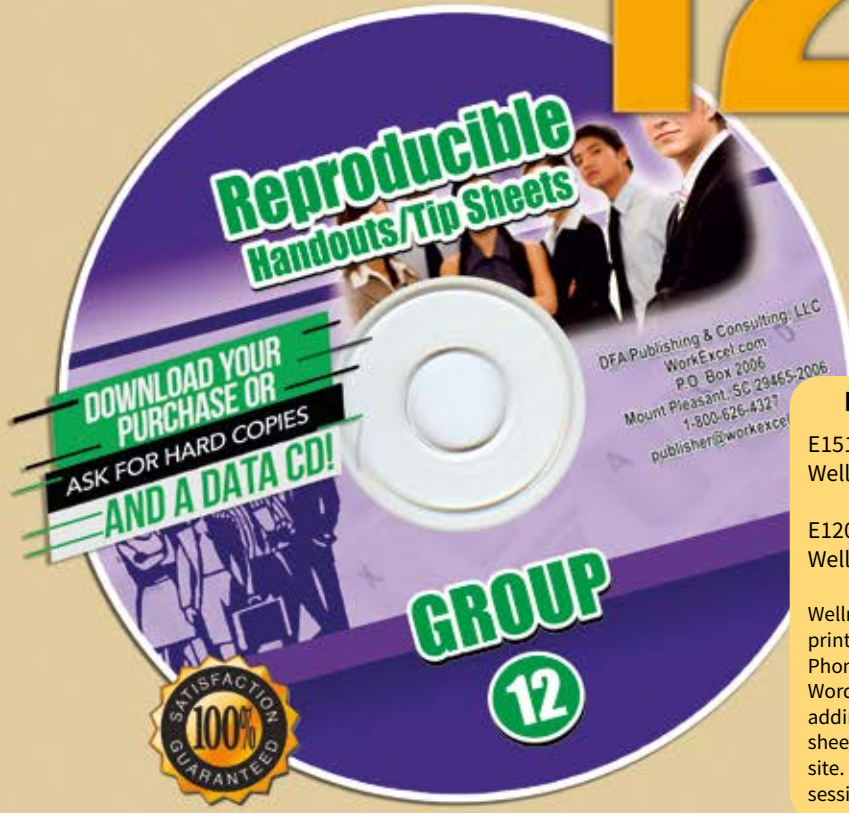
E149 Here Comes Powdered Alcohol
WHAT: Easy to store, powdered, and abuse powdered alcohol is the real stuff and parents need to know what it is and what they can do about it.
WHERE TO USE: General distribution, waiting rooms.



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

Tip Sheets are Risk Management Tools that Help Your Program Make a Bigger Impact

GROUP 12



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



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



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

2017 Don't Give Up on Your New Year's Resolutions!

1 Write down a complete resolution. Write down your resolution in a notebook or on a piece of paper. Be specific about what you want to do. For example, instead of saying "I want to exercise more," say "I will go to the gym three times a week for the next three months." This makes your goal more achievable and measurable.

2 Set a reward system. Give yourself a reward for every time you complete a task or reach a milestone. This could be something as simple as a small treat or a day off from a chore. Rewards help to keep you motivated and give you something to look forward to.

3 Break your resolution into smaller steps. Instead of trying to do everything at once, break your resolution into smaller, manageable tasks. This makes it easier to get started and helps you build momentum.

4 Add the resolution to your calendar. Write down the specific dates and times when you will be working on your resolution. This helps you stay organized and ensures that you don't forget to do it.

5 Find an accountability partner. Tell a friend or family member about your resolution and ask them to check in with you regularly. Having someone to support you and hold you accountable can make a big difference in your success.

6 Celebrate your progress. Take time to acknowledge and celebrate your progress, no matter how small. This helps you stay motivated and gives you a sense of accomplishment.

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

What You Need to Know about Opioids

Opioids are powerful painkillers that can help relieve severe pain. However, they can also be addictive and can lead to overdose and death. It's important to understand the risks and how to use them safely.

1. Know the risks: Opioids can be addictive, and long-term use can lead to physical dependence. Overdose is a leading cause of death, especially when mixed with alcohol or other drugs.

2. Use safely: Always take opioids exactly as prescribed. Do not take more than the recommended dose, and do not take them more often than directed. Avoid alcohol and other drugs while taking opioids.

3. Get help if you're struggling: If you're having trouble with your pain or your opioid use, talk to your doctor. They can help you find a safer way to manage your pain.

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

Improving Relationships and Productivity

Emotional Intelligence for Coworkers

Emotional intelligence (EI) is the ability to understand and manage your own emotions and the emotions of others. It's a key skill for success in the workplace.

1. Self-awareness: Understand your own emotions and how they affect your behavior. This helps you make better decisions and manage stress.

2. Self-regulation: Control your emotions and impulses. This helps you stay calm under pressure and avoid conflicts.

3. Social skills: Build strong relationships with your coworkers. This helps you work better in a team and resolve conflicts.

4. Empathy: Understand the feelings of others. This helps you communicate more effectively and support your coworkers.

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

FAKE ID!

What Parents Can Do

Teens can obtain fake identification cards so they can buy booze, and penalties are far more serious today than yesteryear. Here's what parents can do about it.

1. Talk to your teen: Have an open conversation with your teen about the dangers of fake IDs and the legal consequences of using them.

2. Check for signs: Look for signs that your teen might be using a fake ID, such as changes in behavior or frequent trips to the store.

3. Report it: If you find a fake ID, report it to the appropriate authorities. This helps law enforcement track and prevent the use of fake IDs.

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

Alone for the Holidays

Millions of people are alone for the holidays. It's a time of year when many people feel isolated and lonely. Here are some tips to help you cope.

1. Stay connected: Reach out to friends and family members. Even a simple phone call or text message can help you feel less alone.

2. Volunteer: Giving to others can help you feel more connected and meaningful. Consider volunteering at a local shelter or food bank.

3. Create traditions: Establish new traditions for yourself, such as watching a favorite holiday movie or taking a walk in the park.

4. Seek support: If you're feeling overwhelmed, talk to a counselor or support group. They can provide you with the help you need.

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

Is Social Media Affecting You?

Social media has become a big part of our lives, but it can also have negative effects on our mental health. Here's how to manage it.

1. Set boundaries: Limit your time on social media. Turn off notifications and avoid checking your phone first thing in the morning or last thing at night.

2. Be mindful: Pay attention to how you feel when you're on social media. If you're feeling stressed or sad, take a break.

3. Focus on real life: Spend more time with friends and family in person. Real-life interactions are more fulfilling than online ones.

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

Overcoming Loneliness

Loneliness is a health crisis, nothing less. Science shows its ability to shorten lifespan. Here's how to help oneself and others increase social engagement.

1. Join a group: Participate in a community or hobby group. This gives you a chance to meet new people and build connections.

2. Volunteer: Helping others can give you a sense of purpose and connect you to a community.

3. Stay active: Regular exercise can improve your mood and energy, making it easier to engage with others.

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

Managing Stress For Holiday Family Get-togethers

Holiday family get-togethers can be stressful. Here are some tips to help you manage your stress.

1. Plan ahead: Create a schedule for the holiday season. This helps you stay organized and avoid last-minute stress.

2. Take breaks: Don't be afraid to take a break when you need it. It's important to recharge your batteries.

3. Practice mindfulness: Focus on the present moment and appreciate the time you spend with your loved ones.

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

“Mix and Match” from any group!

2017 HAPPY, HEALTHY & PRODUCTIVE

1. Use the Internet Wisely: Teach your child to be safe online. Avoid sharing personal information and be cautious of strangers.

2. Recognize Red Flags: Look for signs of online grooming or exploitation. These include excessive compliments and requests for photos.

3. Encourage Open Communication: Let your child know they can talk to you about anything. This helps you catch potential problems early.

4. Report Suspicious Activity: If you suspect your child is being targeted, report it to the appropriate authorities.

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

Top Ten Symptoms of BURNOUT

Job burnout is officially recognized by the World Health Organization as an occupational phenomenon. Help employees know the symptoms and intervene earlier to stop the downward slide.

1. Exhaustion: Feeling drained and tired all the time, even after a good night's sleep.

2. Irritability: Becoming easily annoyed or frustrated with coworkers and clients.

3. Reduced productivity: Finding it difficult to concentrate and complete tasks.

4. Physical symptoms: Experiencing headaches, muscle pain, and other physical ailments.

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

Escape the Vape

What You Need to Know Before Using E-Cigarettes

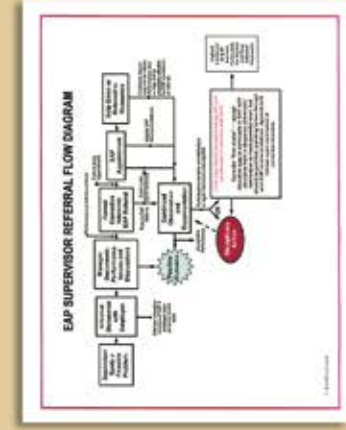
E-cigarettes, often called vapes, have become popular, but they also pose health risks. Here's what you need to know.

1. Understand the risks: E-cigarettes contain nicotine, which is addictive. Some also contain harmful chemicals that can damage your lungs.

2. Avoid secondhand use: E-cigarette vapor can irritate the eyes, nose, and throat. Avoid being around others who are using them.

3. Seek help if you're struggling: If you're having trouble quitting, talk to a healthcare professional. They can provide you with support and resources.

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



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