



4 WAYS TO USE THE EAP

www.solutions-eap.com

1 In-person Counseling:

- ☑ Call to make an appointment with one of our experienced, licensed, Master's-level counselors.
- ☑ We have a variety of convenient appointment times to meet your schedule. Usually, you won't have to wait more than a few days for an appointment.
- ☑ Our offices are in many convenient locations.

2 Tips, Information & Resources:

- ☑ Stress/Emotional, Family/Parenting, Relationships, Grief & Trauma, Alcohol & other Drugs, Work-related, Health & Wellness, Finance/Budgeting, or most any other topic.
- ☑ Download articles from our website – go to the Work Life Tips, Tools & Articles page
- ☑ Simply give us a call with whatever request you have.

3 Employee Workshops & Group Sessions:

- ☑ Look for our workshops provided by your employer on a variety of topics, including Stress, Transitions, Parenting, Budgeting, Conflict and more.
- ☑ Sometimes a team is affected by a traumatic incident or a significant change at work, including restructuring, mergers or lay-offs.
- ☑ The EAP can conduct confidential group sessions that will help team members to process the event together and recover more quickly.

4 Telephone Consultation:

- ☑ For less complicated life situations you may speak to an EAP Counselor by phone.
- ☑ Call during business hours, Monday – Friday, 8:00 – 4:30 to arrange a time to talk. Very often you may speak to a Counselor immediately or we will schedule a time that's good for you.
- ☑ Phone sessions may last up to 45 minutes.

- **Family members are welcome to use the EAP.**
- **EAP helps with all types of concerns.**
- **EAP is CONFIDENTIAL**
- **EAP records are protected by state and federal law.**
- **EAP is FREE.**

Call the EAP for *free & confidential* counseling and referral:

1-800-526-3485

www.solutions-eap.com

Phones are answered 24/7/365



TIPS, INFORMATION & RESOURCES

Go to our website: www.solutions-eap.com, click “for Employees” and find the following resources in “Work Life Tips, Tools & Articles”

Stress

Stress Resistance Quiz
Mini-relaxation exercise
Quick Relaxation Techniques on the Job
52 Proven Stress Reducers
Stress Tool Kit – S/BFP3
Stress Tool Kit – Strategic Support Groups
Developing Resiliency

Family / Parenting

Tips for Parenting Teens
Surviving Adolescence Together
Helping Children and Teens with Work Issues
Balancing Work & Family
Divorce
Infertility, Adoption and Child-free Living
Advanced Directives - Planning for the Care of Your Loved Ones
The Sandwich Generation
Worry: Our favorite thing that no one likes to do

Relationships

Assertiveness Skills
Giving Couples Counseling a Try
Making Marriage Work
Thoughts on Marriage & Romance
Strengthening Your Good Relationship
How We Communicate - "Are You Talking To Me"
Reminders For Getting Along With (Almost) Everyone
Friendship
Avoiding Unhealthy Relationships

Emotional / Psychological

Adult Attention Deficit / Hyperactivity Disorder
Anxiety - What It Is and What To Do About It
Coping With The Blues
Emotional Intelligence - What's In It For You
Understanding Depression
Adult Attention Deficit Disorder
Bipolar/Mania Questionnaire
Depression Assessment
Suicide Prevention
Someone's pushing my buttons!

Conflict / Anger

Managing Your Anger
Resolving Coworker Conflicts
Thinking About Psychotherapy
Anger Quiz
Assertiveness and You

Alcohol & Other Drugs

Codependency (Caring Until It Hurts)
Understanding our addictions

Work-Related

Domestic Violence: Workplace Guidelines
Humor at Work
Respect and Civility at Work
Violence in the Workplace
What To Do If You Think You Are Being Bullied
Sexual Harassment
Worktips: Ways to make your work life a bit easier
Time Management 101
Effective Meetings
Workplace Diversity
Develop good co worker relations

Financial / Legal

Dealing with Debt and Credit Problems
What am I going to do with all these bills?
Keeping the lid on financial stress
Protecting your money, your credit and your identity

Grief / Trauma

Top 10 Things Not to Say to Me, When I Have Lost a Loved One
When You Experience a Traumatic Event
Facts About Grief
Facts for Families
Family Coping Strategies
Finding the Meaning in Trauma
Grief Coping Strategies
How Coworkers Can Be Supportive
Things to Remember About Trauma
You Are Not Alone
Coping with Media News
What Parents Can Do
Que Pueden Hacer Lost Padres
How To Help

Health & Wellness

If You Want to Lose Weight...
Dealing with Illness
Safety
Safety Series II
Eating Issues
Healthy Lifestyle Choices
Walk Away Your Stress

Positive Psychology

Optimism: A Lost Art?
Life Strategies for Empowerment
It's Up to You
Empowering Ourselves in These Tough Times
Becoming Happier
A Glossary of Terms Helpful in the Pursuit of Life Lived Fully and Well
Self Survey for Substance Abuse (you or a loved one)