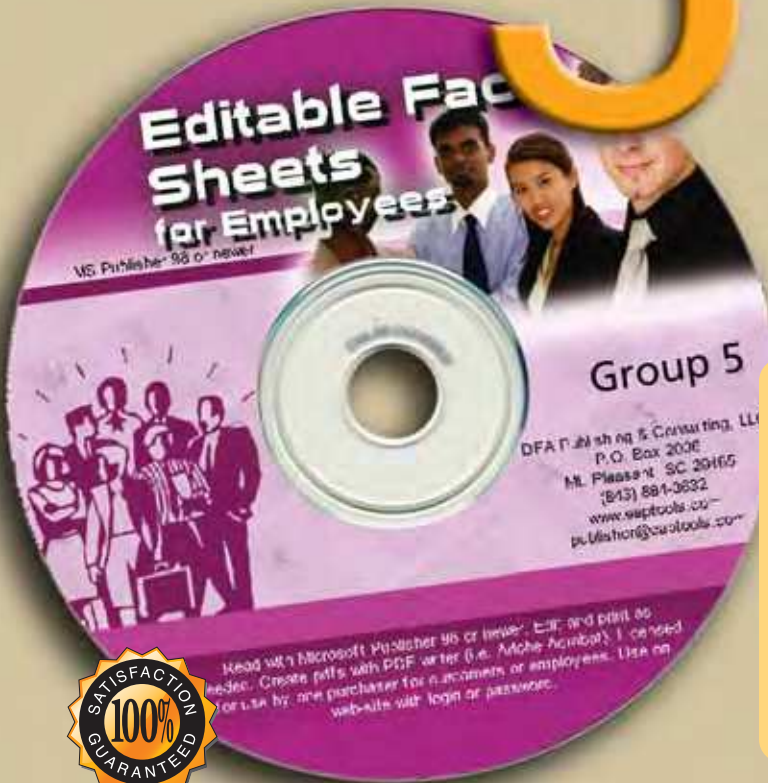


Each Fact Sheet \$17. Each Group \$197 (Save \$58) Buy Seven Groups—Get the 8th Group FREE!

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

GROUP

5



Repro-Editable™ Fact Sheets

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

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

Repro-Editable™ Fact Sheets for Employees

- E046 – E060 Repro-Editable™ Fact Sheets for Employees.....\$17 each
- E500 All 15 Repro-Editable™ Fact Sheets for Employees (SAVE \$58).....\$197

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



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



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



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

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





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: Client 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.

\$17 each - or save \$58 and buy all for \$197!



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.

