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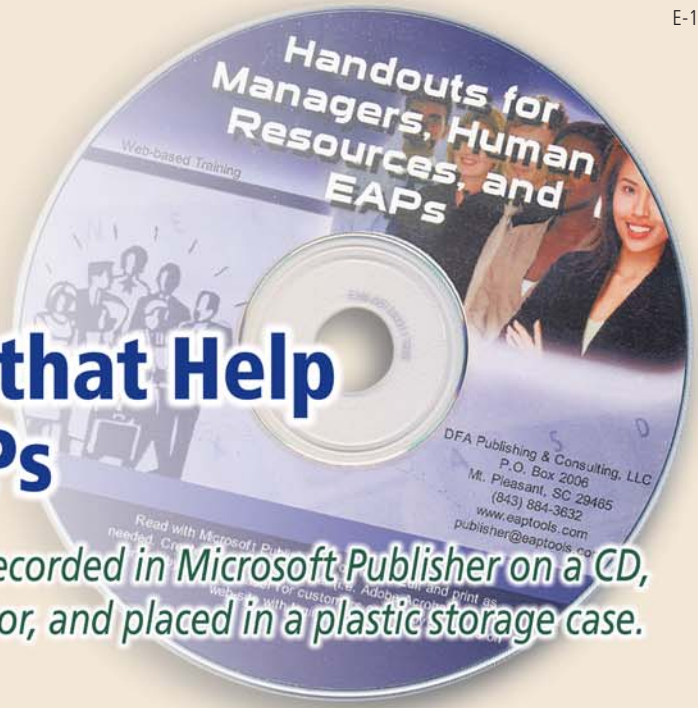
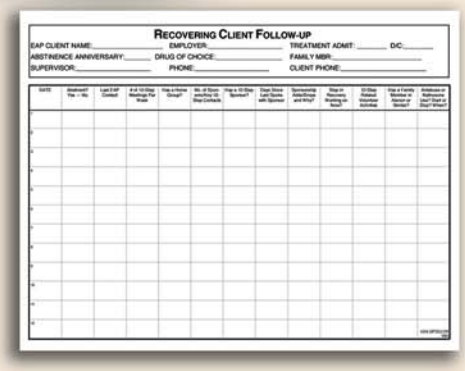



# Powerful Handouts that Help Supervisors and EAPs

*Reproducible and editable. Each one is recorded in Microsoft Publisher on a CD, inserted into a top loading sheet protector, and placed in a plastic storage case.*

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

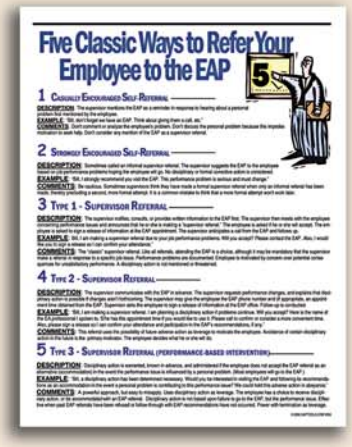
**V-002 Progression and Recovery Curve of the Alcoholic** WHAT: We spoke with dozens of treatment professionals, CEAPs, and recovering persons. Includes twice as much information as seen on similar charts. *WHEN TO USE: Motivational interviewing, employee awareness, in-treatment interviewing.*




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

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

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

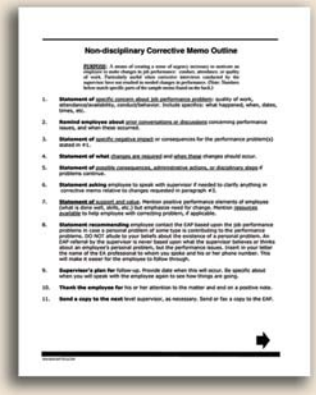



**V-006 Five Ways to Refer an Employee to the EAP** WHAT: Describes and details five different ways a supervisor can influence EAP referrals. Encourages self-referral, supervisor referrals, and "firm-choice" interventions. *WHEN TO USE: Supervisor training and supervisor consults.*

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

Continued on reverse

# Our 15 Most Popular Handouts at Your Fingertips!


Non-disciplinary Corrective Memo Outline

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

Conducting the Back-to-Work Conference

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

RULES FOR AVOIDING ARMCHAIR DIAGNOSIS

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

25 Questions

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

10 EAP Role Plays & Referral Scenarios

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

Best EAP Referral Tips for Supervisors

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

Understanding ...enabling

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

Follow-up Tips for Supervisors

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

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