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About WorkExcel.com
WorkExcel.com is owned by DFA Publishing and Consulting, LLC. Our products and services help human resource professionals, workforce management professionals, business owners, risk managers, and employee assistance programs meet the workplace wellness needs of supervisors, employees and family members. We offer a growing list of publications, training products, free informational tools, ideas, and tips to support customers in their attempts to maintain and enhance the lives of employees so they remain healthy, happy, and productive. Our mission is to help business organizations reduce behavioral risk exposures and the loss of productivity that flow from employee behavior influenced by behavioral health problems, stress, addictive disease and substance abuse, conflicts at work, personal troubles, inappropriate and risky behavior, and reactions to events like violence, trauma, and loss.

Copyright © by DFA Publishing and Consulting, LLC; 3601 West Higgins Drive, Suite 200, Mount Pleasant, SC 29466 800-626-4327 FAX (843) 884-0442
Suicide prevention is everyone’s business

Helping to Prevent Suicide

- Dispelling myths and misconceptions
- Facts about suicide
- Warning Signs; who’s at risk
- What suicidal people are feeling
- Intervention/prevention tips
- Do’s and don’ts
- Don’t wait…act to prevent suicide
- Suicide’s effect on others
- What the EAP can do
- Act-fast resources/phone information

National recognition for more training and awareness about suicide, especially among the military, inspired us to create this prevention product. If you offer workplace wellness education and awareness programming for employees, ask why this would not be the first topic you chose for your library. You may never know if you saved a life with this training topic because you can’t measure something that never happened. But, that’s the good news.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) raises awareness about suicide prevention and everyone’s role in reducing its risk. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners.

Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

Suicide Prevention Is the Very First and Most Important Workplace Wellness Topic You Should Offer Employees

“Every 40 seconds someone attempts suicide. Every 17 minutes someone succeeds.”

PREVIEW at bit.ly/ M001P
Employees Are Frantic About Work-life Balance, so Help Them Find It

Give employees a jolt of new energy.

Balancing Work and Family

- Inspire employees to find balance
- Improve morale
- Reduce risk of turnover
- Improve employee attendance
- Reduce taking of “mental health days”
- Know for sure you’re helping employees
- Help employees discover new motivation
- Help employees not sacrifice it all for the company

Employees are your most valuable resource, but under stress they can easily forget the importance of work-life balance. Risk increases and everybody loses, including the suffering of your bottom line. With this practical educational program, your employees will discover healthier ways of renewing family relationships, and reducing their vulnerability to work-life conflicts.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees to improve work-life balance. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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“Balancing work and family has huge pay-offs for children, home relationships, and everyone’s future happiness and well being.”

Daniel A. Feerst, MSW, LISW-CP
Industrial Social Worker
Preventing Workplace Violence

Educate employees about workplace violence so they spot signs and symptoms.
Train employees quickly so they easily retain information.
Reduce the risk of a violent incident, fights, and abuse on the job.
Reduce the risk of physical harm to employees.
Protect your company’s reputation.
Reduce risk of legal exposure and litigation costs.
Reduce risk of business interruption.

This program helps your employees recognize signs and symptoms that may lead to workplace violence, so they can be the watchful eyes and ears protecting themselves, others, and the company.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees about workplace violence prevention. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

This program is completely editable and brandable for trainers, EAPs, and HR consultants.

Preventing Workplace Violence

M003A Web Course ........................................ $597
M003B PowerPoint with Sound .................. $397
M003C Web Video ........................................ $397
M003D DVD Player ...................................... $397
Running time: (A-25 min.) (B,C,D-12 min.)

Add $150 to also purchase this product in Spanish; $200 for Web course.
Help employees become conflict management pros!

Resolving Coworker Conflicts

✓ Help employees see opportunity in conflicts
✓ Reduce fear of conflict
✓ Give employees the skills to resolve conflicts sooner
✓ Reduce the financial impact of conflict
✓ Reduce the risk of workplace violence
✓ Improve morale and relationships

Coworker conflicts can be one of the most difficult forms of workplace stress. Understanding the nature of conflict, examining myths, and learning simple conflict resolution skills can reduce conflicts and their negative toll on your job satisfaction and productivity. With this program, your employees will understand how conflict is both natural and normal in work organizations and how to resolve conflicts sooner.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) helps employees take charge of coworker conflicts and move quickly to resolve them. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“All programs and products complete with 100% money-back guarantee!”

Resolving Coworker Conflicts

M004A Web Course........................................... $597
M004B PowerPoint (Editable/ with Sound) ... $397
M004C Web Movie/Video ................................. $397
M004D DVD for Standard/Computer Player... $397

Running time: (A-25 min.) (B,C,D-12 min.)

“Understanding accepted principles about conflict and conflict resolution can help employees feel less victimized by it and more in control of its outcome.”
Giving Couples Counseling a Try

Motivate Employees to Get Help for Relationship Problems and Protect the Bottom Line

Intervene with education and awareness

Giving Couples Counseling a Try

- Play an appropriate role in helping employees with a difficult problem
- Educate and inspire employees with couple troubles to get help
- Motivate employees to seek help earlier
- Reduce risk of domestic violence
- Reduce financial burden and other risks to the organization caused by distracted and preoccupied employees.
- Reduce stigma

Over 50% of marriages in the United States end in divorce. And second marriages have a higher likelihood of failure. Can couples counseling or marriage counseling help your employees with relationship troubles beat the odds when the going gets tough? Couples counseling may help employees improve relationships at home and help employers win back their focus, attention, and productivity. Employees with relationship troubles don’t leave their issues at the front door when they come to work. Instead, they arrive with the employee in the form of emotional stress, distraction, and added risk. Education and motivation to seek couples counseling may be all that’s needed to help these employees take the next step.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) inspires employees in stressful relationships to explore couple counseling resources. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Choose from multiple formats.
- Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

Employees with marital problems or relationship troubles may be severely distracted. Years may pass while losses mount and risk increases.”

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

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

1-800-626-4327 | FAX 1-843-884-0442
Improving Your Assertiveness Skills

Help employees step forward with great ideas
Help employees demonstrate firmness, not aggression
Reduce coworker conflicts
Reduce passive-aggressive behavior
Help employees exert more control over anger
Help employees improve relationships
Encourage employees to speak up for change

When employees use direct, open, and honest communication in workplace relationships, they feel more confident, gain respect from others, reduce stress and conflict, and behave in happier and healthier ways. With this solid education program, employees learn to state positively and constructively their needs, and better contribute to an “I’m-important-you’re-important” work culture better able to support the organization’s mission.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees about value of assertiveness and apply its principles to their lives on and off the job. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“If you struggle with being assertive, you may have mislabeled assertive behavior as ‘being aggressive.’ False beliefs about assertiveness may help you feel justified or feel admired by others for not being assertive.”
Help Employees Examine Drinking Practices and Dispel Myths and Misconceptions about Alcoholism

Thinking About Your Drinking

Intervene with substance abuse

- Reduce the financial impact of substance abuse
- Dispel myths and misconceptions
- Reduce enabling by coworkers
- Increase the likelihood of self-referral to help
- Help employees “self-diagnose”
- Intervene with denial
- Reach family members with education

Every workplace is vulnerable to the costly effects of substance abuse, so education about alcohol, alcoholism, and alcohol abuse are critical workplace wellness topics. The American Medical Association and World Health Organization declared alcoholism a disease for nearly 50 years, but employees and their family members usually have no clue that they are holding on to myths and misconceptions that serve only to keep the alcoholic ill and growing worse.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) helps employees consider the scope of alcohol abuse and alcoholism, while it dispels myths and misconceptions. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Thinking About Your Drinking

M007A Web Course ........................................ $597
M007B PowerPoint (Editable/ with Sound) ... $397
M007C Web Movie/Video .............................. $397
M007D DVD for Standard/Computer Player ... $397
Running time: (A-25 min.) (B,C,D-12 min.)

“Alcoholic employees have definitions of alcoholism that serve to avoid their self-diagnosis. They know the symptoms they do not have and use this information to compare out of their definition. This definition changes as new symptoms become evident.”

ALL PROGRAMS AND PRODUCTS COMPLETE WITH 100% MONEY-BACK GUARANTEE!
Depression is a common mental illness that affects nearly 10 percent of employees. It is a treatable, medical condition — not a personal weakness. Unfortunately, employees tend to explain away depression or blame it on other things, when in fact it is treatable disease of the brain. Every employee at one point or another will experience sadness or the “blues”, but major depression is a serious medical condition requiring professional diagnosis and treatment. Employees can stay depressed for years, acquire dysfunctional ways of coping with it, and place the employer at risk for losses to productivity, higher absenteeism, and higher costs to health care from medical problems associated with major depression.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees about depression as a chronic treatable disease, and it inspires motivation to seek help. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

All programs and products complete with 100% money-back guarantee!
Tips for Parenting Teens

Reduce teen parenting stress
Make parenting easier and more exciting
Clear up myths and misconceptions
Empower parents to trust their guts
Improve family harmony
Reduce the toll of domestic issues on productivity

Parenting teens has always been an art and a science, with a bit of luck thrown in. Although frustrating and stressful for many, parenting teens can still be fun, exciting, and fulfilling. But parenting can also be full of distraction, worry, obsession, and fear. These family challenges can take an enormous toll on workplace productivity, creativity, attendance, and employee availability. This presentation or course contains a ton of helpful tips for employees who are parents.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) helps employees who are parents of teens to feel more confident and assured while offering solid tips. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Tips for Parenting Teens

M009A Web Course .................................................. $597
M009B PowerPoint (Editable/ with Sound) ... $397
M009C Web Movie/Video ................................. $397
M009D DVD for Standard/Computer Player... $397
Running time: (A-25 min.) (B,C,D-12 min.)

Empathy--acknowledging how your teen feels is important. Avoid statements that send a message to “snap out of it”, such as “everyone feels that way.”

Helping Parents Can Help the Workplace

Give Tips to Parents to Manage Teen Behavior and Personal Stress so They Stay Focused on Productivity

Tips for Parenting Teens

- Reduce teen parenting stress
- Make parenting easier and more exciting
- Clear up myths and misconceptions
- Empower parents to trust their guts
- Improve family harmony
- Reduce the toll of domestic issues on productivity

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Tips for Parenting Teens

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Running time: (A-25 min.) (B,C,D-12 min.)

Empathy--acknowledging how your teen feels is important. Avoid statements that send a message to “snap out of it”, such as “everyone feels that way.”
When You Experience A Disappointing Performance Review

Turn a crisis into opportunity
Build a better relationship with the boss
Remain cool, calm, and in control
Impress the boss with your positive response
Deal with unfairness and win
Be a champion achiever at your next review
Avoid pitfalls of negativity

An employee’s annual performance review should be a time to shine, even when some of the feedback is negative. The review process offers employees the opportunity to look back at their accomplishments and set goals for the year to come. But what happens when a review takes a turn for the worse? How can employees handle this distress, react appropriately, and turn the negative into a positive?

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) inspires employees to be proactive and confident in managing their response to a disappointing review. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“ A negative review can be a vehicle for career growth if you view the process as a valuable tool.”
Help Employees Conquer Codependency and Have More High-Performing Relationships

Understanding and Conquering Codependency

- Help employees stop enabling
- Stop passive-aggressive behavior
- Reduce approval-seeking behavior
- Encourage employees in need to seek counseling
- Reduce unstable interpersonal relationships

Codependency is a term used to describe problematic ways of thinking and behaving that contribute to adult relationship problems. Generally, these maladaptive behaviors are learned in one’s family of origin. They reflect the spoken and unspoken rules, along with ways of coping that family members learned in the face of persistent physical or emotional issues.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) offers awareness about codependency and instills hope and motivation to take steps to overcome it. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats.

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“Overcoming codependency includes learning new skills, taking a close look at your behavior in relationships, and investing the time in yourself necessary to make the changes you want.”
Avoid Workplace Harassment

Teach employees acceptable behavior
Avoid costly lawsuits
Create a positive work environment
Reduce inappropriate behaviors
Help employees not be bystanders to abuse
Increase workplace professionalism
Reduce turnover, conflict, and complaints to HR

When most people think of workplace harassment, they usually imagine behavior associated with sexual harassment because it is easily recognized as unacceptable, and it has received widespread attention in the media and the courts. But there are other forms of harassment, and some are just as serious. This program addresses the broad range of unacceptable behaviors described legally as harassment including unwelcome conduct based on race, color, sex, religion, national origin, disability, and/or age.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) dramatically increases employees’ awareness of workplace harassment, all of its forms, and steps for avoidance. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Choose from multiple formats.
- M013A Web Course: $597
- M013B PowerPoint (Editable/ with Sound): $397
- M013C Web Movie/Video: $397
- M013D DVD for Standard/Computer Player: $397

Running time: (A-25 min.) (B,C,D-10 min.)

“Be on the safe side follow this rule: If someone says your behavior is offensive or unwanted, stop it. And don’t do it again.”
Five Essential Stress Management Tips for Employees

- Help employees and increase EAP referrals
- Add a cutting-edge service for employees
- Add value and worth to your EAP
- Stay competitive and improve EAP interaction
- Help at-risk employees who may never seek help
- Increase your EAP’s loss prevention capability
- Make stress management available 24 hours a day

This is part one of our two part employee stress management program that together contain over a hundred ideas and exercises in a program that will help your stressed employees deal with common struggles and issues that threaten their health and your organization. And each section includes encouragement for employees to call the EAP.

Contents
- Set Boundaries on Stress so that it Doesn’t Overstay its Welcome
- Identify and Avoid “Stress Triggers”
- Get Up and Move Around to Shake Off Stress
- Consume Healthy Snacks to Combat Stress
- Breathe Your Way to Less Stress

With this one-of-a-kind tool, you will help those who may never seek help on their own. You’ll reduce the incidence of mood, conduct, and attitude problems, and can demonstrate that the organization cares about employees.

When you purchase the program, we will happily place your company’s logo on the front page before sending it to you, and we will match colors from your Web site so the training program appears seamless. When you slip the CD into your computer, it simulates running exactly as it does on your Web site. The CD can also be used in an LCD projector/laptop.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) introduces employees to five important stress management tips vital to health, wellness, and productivity. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Make stress management easy to reach 24/7.

“Purchase Part 1 and Part 2 to create a 30 minute stress management program and subtract $200 from the combined total of your purchase!”
Five More Essential Stress Management Tips for Employees

Contents

✓ Surround yourself with positive people
✓ Speak in low-stress language
✓ Greet stress with good humor
✓ Break your work into bite-size chunks
✓ Keep your emotions in check

This is part two of our two-part employee stress management program that together contains over a hundred ideas and exercises in a program that will help your stressed employees deal with common struggles and issues that threaten their health and your organization. Each section includes encouragement for employees to call the EAP.

With this one-of-a-kind tool, available in multiple media formats, you will help those who may never seek help on their own. You may reduce the incidence of mood, conduct, and attitude problems, and you'll demonstrate that the organization cares about employees.

When you purchase the program, we will apply your company's logo on the front page before sending it to you, and we will match colors from your Web site so the training program appears seamless. When you slip the CD into your computer, it simulates running exactly as it does on your Web site. The CD can also be used in an LCD projector/laptop.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) introduces employees to five MORE important stress management tips vital to health, wellness, and productivity. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

“Purchase Part 1 and Part 2 to create a 30 minute stress management program and subtract $200 from the combined total of your purchase!”
Help Employees Value Diversity to Create a Harmonious and Productive Workplace

See the business case and human case for valuing diversity.

Valuing Diversity at Work

- Help employees understand and value diversity
- Show how valuing diversity does not equate to changing one’s beliefs and values
- Move the organization toward a reality where the differences and preferences found among employees no longer matter
- Educate employees about the powerful economic benefit of diversity
- Demonstrate how to value and stand up for diversity and rights of coworkers
- Help employees appreciate the personal consequences of disrespect

Diversity in the workplace is the mixing of differences in race, gender, age, disabilities, and preferences among employees that can include religion, lifestyle choice, sexual orientation, and more. It is imperative that employee's understand and appreciate the business case for diversity. When employees fail to understand the value of diversity, the consequences are enormous risk and liability, morale problems, and lost productivity.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) excites employees about the value of diversity and how to champion a more positive and inclusive workplace. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“This is a good program! It is good and I found your company, too! It means less time for me researching for new training material and putting together my own PowerPoints. They look much better during training when they are professionally produced.”

State of West Virginia, Equal Employment Opportunity Office
When You Experience a Traumatic Event

Reduce ill-effects of trauma on employees
Help employees bounce back sooner
Regain organizational control faster
Protect the organization from aftermath
Have a resource on hand to help employees
Own an indispensable means of responding to trauma

If employees have been threatened with death or bodily harm, or witnessed the death or bodily harm of another person, especially fellow workers (or at least the threat of it), then they have experienced a traumatic event. These "critical incidents" can lead to serious health problems making it crucial for employers to have effective ways of educating, offering support, and facilitating the return of workers to a pre-trauma state. Education and awareness is big part of this support.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) helps employees and organizations mitigate the impact of traumatic incidents with education, awareness, and solid health tips. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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"Common stress reactions to traumatic events include changes in appetite and digestive problems, difficulty sleeping, headaches, anger, hyper-vigilance, suspicion, and depression."
Facing Bullying at Work

Educate employees to have zero tolerance toward bullying
Help employees understand the harm associated with bullying
Experience fewer workplace conflicts
Reduce legal risk to the organization
Reduce the risk of workplace violence
Empower victims to step forward sooner

Someone with power—supervisory responsibility, team leadership, tenure, or an aggressive personality—who exerts that power in an abusive manner to influence another’s behavior is bullying. When bullying happens, employees need to know what to do about it. Bullying not only creates health problems, morale problems, and risk of violence and conflict—it also impacts productivity and creates enormous, multi-dimensional financial risk. The first line of defense is education, awareness, zero tolerance, and procedural steps to intervene quickly.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) provides organizational awareness and about workplace bullying, its adverse impact on everyone, and steps for curtailing it. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Facing Bullying at Work
M018A Web Course ............................................ $397
M018B PowerPoint (Editable/ with Sound) ... $297
M018C Web Movie/Video .................. $297
M018D DVD for Standard/Computer Player... $297
Running time: (A-15 min.) (B,C,D-7 min.)

“The acid test is simple – if the way someone speaks to you or treats you causes you to feel threatened, and if it’s personal and unwelcome, then it’s bullying.”
Communication Tips for a Happier Workplace

Everyone and everything benefits from effective communication.

Communication Tips for a Happier Workplace

- Help employees understand and use effective workplace communication
- Reduce complaints about poor workplace communication
- Improve morale with conscious communication
- Increase productivity, reduce turnover, reduce conflicts, save time
- Improve employee-to-employee interactions
- Intervene with the bad communication habits and inspire change

Poor workplace communication is consistently one of the top organizational complaints among employees and managers. And, effective communication remains one of the most overlooked and untrained job skills. The price of poor workplace communication is high—more conflict, lower productivity, morale issues, more errors, higher turnover, and more.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) explores the power of effective communication and how it inspires healthier and happier work climates. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“Employees can’t control their employer’s communication processes, but each can control his or her own communication to create more positive interactions with coworkers.”
Empower Parents with Education about Teenage Substance Abuse

Parents are not powerless
Teenagers Abusing Drugs: What Parents Should Know

- Get parents out of the dark by shedding light on the scope of the teen drug abuse problem
- Give parents hope and empower their resolve so they can make a difference
- Dispel common myths and misconceptions about teen substance abuse
- Help parents understand family history of addiction and its relevance to teen drug use
- Improve parental communication about substance abuse
- The real power of parental role modeling

Virtually all parents fear drug abuse by their teenagers. Without knowledge, they are virtually helpless. They must be empowered with information, best-practice parenting tips, and the truth about abuse, addiction, and the implications of family history in substance abuse, especially alcoholism. This program was designed to provide the information and guidance parents need to navigate one of the most frightening discoveries ever—that a child is using drugs or abusing alcohol.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) offers education, awareness, and lots of hope for parents of teenagers in their fight against drug abuse. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“Never see experimenting with drugs as ‘normal’. It’s not.”

1-800-626-4327 | FAX 1-843-884-0442 | VISIT www.WorkExcel.com
Help Family Members Understand Recovery from Addiction so Relapse Is Less Likely

**Supporting Your Newly Recovering Alcoholic Family Member**

- Help prevent relapse of addicts and the impact on the workplace
- Reduce presenteeism of employees in stressful relationships with addicts
- Reduce absenteeism, health care costs, and loss of productivity
- Reduce risk of workplace and domestic violence incidents affecting the workplace
- Encourage use of the EAP and improve EAP utilization
- Help employees affected by codependency

Help loved ones—whether employees or family members—understand how to be non-enabling, supportive cheerleaders for a recovering addict. Help employees, and reduce presenteeism along and its negative impact on productivity. Family members are often confused about what to do when an addict enters recovery. Without education, they risk enabling and provoking the newly recovering person. This contributes to the addict’s decision to relapse. When family members are educated about recovery, this tragedy is less like to occur.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates and inspires family members to practice healthier behaviors in recovery relationships. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

**Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.**

“Family members aren’t responsible for an addict’s illness or recovery, but they can play a powerful role in whatever ultimately happens.”

**Preview at bit.ly/M027PRV**

Supporting a Family or Friend in Recovery for Addictive Disease

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<thead>
<tr>
<th>Format</th>
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<tr>
<td>M027A Web Course</td>
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<td>M027B PowerPoint Editable/with Sound</td>
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<td>M027D DVD for Standard/Computer Player</td>
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Running time: (A-25 min.) (B,C,D-12 min.)

Phone 1-800-626-4327 | FAX 1-843-884-0442 | VISIT www.WorkExcel.com

ALL PROGRAMS AND PRODUCTS COMPLETE WITH 100% MONEY-BACK GUARANTEE!
Spice/K2 can kill

What You Should Know about Spice/K2

✓ Convince employees of the harm caused by Spice/K2
✓ Help employees avoid even just one use
✓ Educate employees so they warn peers to stay away
✓ Help employees realize Spice/K2 can lead to violence, even suicide
✓ Protect at-risk organizations where employees are at high-risk for using Spice/K2

Spice is synthetic Marijuana (or cannabis) that is produced by spraying chemicals on natural herbs. It is designed to mimic the psychoactive effects of marijuana or pot. However, it is not pot or marijuana at all. Its active ingredient is not THC, which is the active ingredient in marijuana. Proper research does not exist about chemicals that are used in spice. Hence, we are not fully aware of the damage caused by Spice/K2, but we know it will kill, destroy lives, destroy families, and take its user down like a bowling pin. With this program or course, your employees will be fully armed to reject spice, avoid it like the plague, and carry the message to peers that Spice/K2 is addictive, ruinous, and any benefits are a big lie.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) education and awareness on the destructiveness of Spice/K2. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“All programs and products complete with 100% Money-Back Guarantee!”

What You Should Know about Spice/K2

M029A Web Course ................................................... $597
M029B PowerPoint (Editable/ with Sound) ... $397
M029C Web Movie/Video ........................................... $397
M029D DVD for Standard/Computer Player... $397
Running time: (A-25 min.) (B,C,D-12 min.)

“Most of the chemicals used in Spice/K2 don’t have specific names. For example, JWH-018, HU-210, etc. Little or no research exists concerning their adverse impact on the body.”
In 2012, a frightening designer drug called “Bath Salts” became dramatically more popular on the streets and in some retail establishments. Banned in nearly all states, but easily found on the Internet, these drugs are NOT Epsom salts for bath water or anything close to it. Bath Salts are powerful chemicals with addictive, amphetamine, and speed-like properties that can cause hallucinations, psychosis, paranoia, violence, and even death. It is a dangerous substance is to be avoided.

This presentation (or web course) is designed to help employees understand the dangers, carry the message to others, and steer clear of this substance.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) education and awareness on the dangers and risks of using Bath Salts. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

“Because of how little is known about bath salts, including their habit-forming properties, bath salts can be thought of as one of the most dangerous drugs currently on the streets.”
Help Employees Manage Anger to Help Prevent a Toxic Work Environment

Anger is a normal human emotion.

**Anger Management: Tips for Employees**
- Reduce risk of violence
- Reduce workplace conflicts
- Help employees identify anger management issues
- Encourage employees to seek help
- Offer practical tips for managing anger

Many employees struggle to manage anger effectively. Conflicts with coworkers, attitude problems, uncooperative behaviors, creating a toxic work environment, and disrespect toward coworkers and customers can all take a toll on morale and ultimately the bottom line. Teaching anger management skills can help employees gain awareness for how anger can interfere with happiness and productivity, and help improve the ability for every employee to play a constructive role in promoting a positive workplace.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) offers education, awareness, and tips on managing anger that benefits everyone. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

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“All programs and products complete with 100% money-back guarantee!”

Anger Management: Tips for Employees

**M031A Web Course** ........................................... $597
**M031B PowerPoint (Editable/ with Sound)** ... $397
**M031C Web Movie/Video** ............................. $397
**M031D DVD for Standard/Computer Player**... $397

Running time: (A-45 min.) (B,C,D-15 min.)

“The good news is that you can change the way you react to unpleasant situations and gain control over anger and rage.”
Help Supervisors Spot the Signs and Symptoms of Troubled Employees so They Can Refer to the EAP

Signs and symptoms are many and often confusing

**Signs and Symptoms of Troubled Employees: Identification and Referral to the EAP**

- Give supervisors ample knowledge on behavioral signs and symptoms
- Make documentation easier with ample handouts and a documentation outline
- Make it easier for supervisors to see and observe performance and behaviors
- Educate supervisors about the six key types of measurable job performance
- Supply supervisors with great checklists so they can do their jobs
- Learn the ten common types of armchair diagnostic thinking

Supervisors are key to making EAPs function properly. They must be educated about the signs and symptoms and be given education on the mechanics of EAP referral. Without this information, behavioral risk in the organization cannot be adequately addressed. This course provides supervisors with an overview of EAP process and discusses the signs and symptoms common among troubled employees.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) provides content to help supervisors manage employees and refer more often. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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**Help Supervisors Spot the Signs and Symptoms of Troubled Employees so They Can Refer to the EAP**

M032A Web Course................................. $497
M032B PowerPoint (Editable/ with Sound) ... $297
M032C Web Movie/Video ......................... $297
M032D DVD for Standard/Computer Player... $297
Running time: (A-25 min.) (B,C,D-9 min.)

“Your personal influence will not motivate an employee to accept proper treatment--always focus on performance and its improvement and referring to the EAP.”
Prescription drug abuse is on the rise in the United States.

**What You Should Know about Prescription Drug Abuse**

✓ Educate employees about prescription drug abuse—scope of the problem, definition, risk, impact, who’s at risk, prevention, and treatment
✓ Reduce risk to the organization
✓ Encourage self-diagnosis and seeking help
✓ Reduce risk of accidental death among abusers
✓ Help employees determine whether treatment is necessary for themselves or a loved one

Prescription drug abuse is nearly epidemic. Overdose deaths are up 400% since 1999 according to the U.S. Centers for Disease Control. One contributing cause is abusers not thinking of prescription medication as addictive or dangerous as street drugs. It can take time for them to determine they need help. Some symptoms of prescription drug abuse mimic other problems, like depression, which may leave the abuser’s physician and loved ones in the dark about their misuse. By helping employees learn more about prescription drug abuse, employers can play a role in prevention, help families, and protect the bottom line from a vast array of direct and indirect costs.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates and informs about prescription drug abuse—its prevention and treatment. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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**What You Should Know about Prescription Drug Abuse**

M033A Web Course .................................................. $597
M033B PowerPoint (Editable/ with Sound) ... $397
M033C Web Movie/Video ................................. $397
M033D DVD for Standard/Computer Player... $397

Running time: (A-30 min.) (B,C,D-15 min.)

“Taking more medication than prescribed or taking it more frequently than prescribed is considered prescription drug abuse.”

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ALL PROGRAMS AND PRODUCTS COMPLETE WITH 100% MONEY-BACK GUARANTEE!
Help Employees Bounce Back from Adversity and Win with Resilience

Overcome traumatic and stressful life experiences.

**Beyond Stress Management: Building Resilience**

- Building more resilience
- The importance of resilience
- Using resilience to weather stress
- How to beat resilience
- Staying resilient by avoiding and being watchful of people, places, and things that deplete resilience

Some employees don’t bounce back from adversity as well as others. Some recover quickly, but others struggle to get back on track. Yet resilience can be developed and maintenance of physical and mental health can help us not experience tailspins following a stressful event. Employees who are highly resilient tend to be happier employees. They tend to be more successful in their careers and in their personal lives.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) discusses resilience, how to build it, and how to use it to manage life’s bumps in the road. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“Resilient people are capable of successfully working through negative emotions and replacing them with positives.”
Avoid Alcohol Abuse and Binge Drinking

- Offer awareness of the harmful effects of alcohol abuse and binge drinking
- Reduce the likelihood of alcohol abuse related incidents
- Dispel myths and misconceptions
- Help alcoholic employees self-diagnose
- Help alcohol abusers get past denial
- Provide information about alcohol’s health effects

Alcohol abuse is a common occurrence, but frequency of abuse among social drinkers varies, and it often takes the form of binge drinking. With alcohol abuse so common, employers must do what they can to increase awareness, make an impact on employees, and facilitate choices to avoid alcohol abuse and binge drinking. Alcoholics have a responsibility just as great—seeking abstinence by way of effective treatment to achieve sobriety.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates learners and discourages abuse of alcohol, while dispelling myths and misconceptions. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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Avoid Alcohol Abuse and Binge Drinking

M035A Web Course ........................................... $597
M035B PowerPoint (Editable/ with Sound) ... $397
M035C Web Movie/Video ................................. $397
M035D DVD for Standard/Computer Player... $397
Running time: (A-30 min.) (B,C,D-15 min.)

“If you drink in social situations and experience resistance to feeling the effects of alcohol, this isn’t a good sign. It may be the adaptive stage of alcoholism.”

All programs and products complete with 100% money-back guarantee!
Help Employees Stay Away from Cocaine and the Hijacked Life That Goes with It

The “champagne” of illicit drugs is a life destroyer

What You Need to Know about Cocaine

- The spiraling down addiction to cocaine
- Risk and consequences of cocaine use
- What happens after the high
- Understanding the dangers of crack
- Body damage and a hijacked brain
- Alcohol—a relapse trigger for cocaine addicts

Cocaine is an illicit street drug derived from the coca plant. It is a central nervous system stimulant considered to be one of the most addictive and pervasive recreational drugs today. Cocaine addicts ruin their lives and are on a continual quest for the most satisfying high. Little will stop them in pursuit of it, including the employer’s bottom line. Productivity and financial losses, both direct and indirect, including theft, are only part of the broad range of losses employers can sustain from employees addicted to cocaine. Educating employees about cocaine and cocaine addiction can give employers a fighting chance at helping motivate employees to avoid the drug and its disastrous consequences.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) provides information on the dangers, risk, and impact on one’s life from using cocaine. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

What You Need to Know about Cocaine

M021A Web Course ........................................... $597
M021B PowerPoint (Editable/ with Sound) ... $397
M021C Web Movie/Video ............................. $397
M021D DVD for Standard/Computer Player... $397
Running time: (A-30 min.) (B,C,D-14 min.)

“Don’t be fooled. Once a cocaine addict, use of alcohol is a major relapse behavior for anyone in recovery.”

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

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Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.
Marijuana: Just Don’t Use It

Inform and educate employees about the dangers of marijuana
Offer accurate information necessary for prevention
Dispel myths and misconceptions
Help employees who are parents to be more informed
Reinforce your drug free workplace policy with education
Learn about treatment for marijuana addiction

Marijuana is the second most commonly abused drug after alcohol, and the push for its legalization has included massive misinformation and propaganda to perpetuate its acceptance. Over 200 studies now expose the dangers of marijuana. This makes it imperative to fully educate employees about marijuana, especially if drug-testing is part of your organization’s drug-free workplace rules and procedures. Failure to do so could lead to lost talent and unacceptable turn over.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) provides recent information on marijuana, dispels myths and misconceptions, and discourages use. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners.

Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

“Like alcohol, marijuana is addictive. Some patients need more marijuana than they originally used in order to get the same psychoactive effect.”
Maximize the Impact of the EAP By Letting Employees Know All That It Can Do

The EAP can help in many ways.

25 Ways the EAP Can Help

✓ Increase employee awareness of the EAP
✓ Prompt referrals with examples of problems the EAP can help resolve
✓ Better explain what the EAP can do
✓ Reduce risk to your organization
✓ Increase EAP utilization by identifying more employee issues
✓ Help employees reach the right form of help the first time

Employee assistance programs can help employees with almost any personal problem or concern, whether or not it affects their job. However, there are many issues and concerns that employees may not consider for EAP assistance. These employees risk seeking help from community resources that won’t solve their problems or will make their problems worse. Prevention requires educating employees about the EAP’s capabilities. And this is crucial to your EAP’s utilization.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) offers education to prompt self-referrals to the EAP for issues employees often don’t consider. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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“Your EAP team is ready and able to assist you in many ways—let’s take a look at how the EAP can help.”
What You Should Know About Heroin

Risks associated with using heroin
Powerful nature of the drug
How heroin ravages the body
Nature of the current epidemic
Treatment options
Impact on society from heroin

Heroin is a notoriously addictive drug. Its use has dramatically increased in recent years with many deaths from overdoses. Addiction affects the lives of users, loved ones, and society. Once thought of as a back-alley addiction, heroin can be found anywhere. Heroin is a leading cause of the spread of hepatitis and HIV/AIDS. It causes birth defects, leads to crime and violence, and causes the destruction of families, relationships, jobs, and more. The sharp increase in the abuse of prescription painkillers is closely associated with heroin use, and almost half of heroin users are past users of opioid pain medications.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees about Meth, the high risk of addiction, and devastation to the user’s life. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners.

Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Preview at bit.ly/M046-P

ALL PROGRAMS AND PRODUCTS COMPLETE WITH 100% MONEY-BACK GUARANTEE!
What You Should Know about Methamphetamine (Meth)

- What is Methamphetamine; its nature and course of addiction
- Risk and harm to the user
- Myths and misconceptions
- Symptoms of use; work behavior impact
- Physical effects on the user
- End stages of use

Methamphetamine, or Meth, is an almost instantly addicting synthetic drug cooked in illicit labs and sold nationwide. Like most addicts, Meth users are usually employed, and as their lives become ruined, employers suffer. Meth users could appear in the early stages of their addiction as your best employee, only later having mood swings, anxiety, irritability, and other behavioral problems, especially absenteeism and domestic problems that affect the workplace. Educating employees about Meth offers hope that use of the drug might be prevented.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees about the dangers of Methamphetamine. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

What You Should Know about Methamphetamine (Meth)

M047A Web Course ........................................ $597
M047B PowerPoint (Editable/ with Sound) ... $397
M047C Web Movie/Video ............................... $397
M047D DVD for Standard/Computer Player... $397
Running time: (A-25 min.) (B,C,D-15 min.)

“The first step to recovering from Meth addiction is to admit the problem and seek professional help.”
Your Role in Creating a More Positive Workplace

Positive workplaces aren’t “born”; they’re made.

Your Role in Creating a More Positive Workplace

✓ The value of a positive workplace
✓ How positive work cultures are created
✓ Making positivity a habit of communication
✓ Avoiding workplace negativity
✓ Building trust and better relationships between each other
✓ Sharing, caring, and spreading the praise

Positive workplaces just don’t materialize out of thin air. They’re created by employees. Positive workplaces add to the bottom line, reduce risk to employers, have lower rates of turnover, experience fewer conflicts, and achieve higher rates of productivity. Help workplaces you serve become harmonious by sharing with employees the dozens of behaviors in this program that can add to higher functionality and welcomed synergy. Show employees how, no matter where they work, that building better relationships and having healthier communication is something they can do right now.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) inspires employees to do their part in creating a high performing workplace. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“All workplaces are essentially a collection of relationships. So, every positive interaction adds to the health and quality of that workplace.”
Orient Latino Employees to the EAP and Demonstrate the Value of Client Diversity

Reach out to Spanish-speaking employees to improve EAP utilization and inclusiveness

Orientation to the EAP in Spanish
- Reach Latino workers with the EAP message
- Maximize EAP utilization
- Demonstrate the EAP values diversity
- Educate Latino workers to remember the EAP
- Increase the competitiveness of your EAP
- Deliver the EAP message to underserved employees

Introduce Latino employees to the EAP and share the benefits, purpose, and promise of the program. Help employees understand how personal problems can adversely affect job performance, and motivate them to seek help early on. Explain the EA professional’s role, the business case for EAPs, and problems EAPs help resolve.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) orients employees to the EAP, its purpose, and how take advantage of its services. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

Orientation to the EAP in Spanish
- M139A Web Course: $597
- M139B PowerPoint (Editable/ with Sound): $397
- M139C Web Movie/Video: $397
- M139D DVD for Standard/Computer Player: $397

Running time: (A-25 min.) (B,C,D-15 min.)

“Latino employees are often less aware of beneficial services. Here’s how reach them!”

ALL PROGRAMS AND PRODUCTS COMPLETE WITH 100% MONEY-BACK GUARANTEE!
Help Supervisors Repel Distress, Communicate Better, and Become Champion Negotiators in the Organization

Prevent loneliness at the top!

Stress Management Secrets for Supervisors: Managing Conflict, Improving Communication, Negotiating within the Organization

- Reduce conflicts among employees
- Improve relationships with peers
- Have a productive relationship with the boss
- Negotiate like a pro within your organization
- Eliminate feeling bewildered by conflict
- Support troubled employees without overstepping your bounds

Supervisors often feel immobilized by stress – neither their bosses nor their employees may understand the pressures that they face. Supervisors often operate in isolation, and they may not know what to do when problems occur. The anxieties can prove overwhelming.

This course gives these special employees tips to manage the unique types of stress common in supervisory jobs.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) covers disciplining employees, resisting burnout, and withstanding constant change. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners.

Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

Stress Management Secrets for Supervisors: Managing Conflict, Improving Communication, Negotiating with the Organization

Running time: (A-25 min.) (B,C,D-15 min.)

S158A Web Course........................................ $397
S158B PowerPoint (Editable/ with Sound) .... $197
S158C Web Movie/Video .............................. $197
S158D DVD for Standard/Computer Player ... $197
Running time: (A-25 min.) (B,C,D-15 min.)

“Effective supervisors need to empower themselves, as well as their employees.”

ALL PROGRAMS AND PRODUCTS COMPLETE WITH 100% MONEY-BACK GUARANTEE!
Help Supervisors Manage the Challenges of Discipline, Self-Doubt, and Isolation

Prevent loneliness at the top!

Stress Management Secrets for Supervisors Part II: Discipline, Self-Doubt, Isolation, and Keeping the Right Perspective

- Stopping the energy-sapping stress of isolation
- Making the most of management mentors
- Preparation for discipline stress
- Coping with the effects of “after-discipline” stress
- Conquering self-doubt
- Fighting the “Imposter Syndrome”

Supervisors often feel immobilized by stress – neither their bosses nor their employees may understand the pressures that they face. Supervisors often operate in isolation, and they may not know what to do when problems occur. The anxieties can prove overwhelming.

This presentation or course gives these special employees tips to manage the unique types of stress common in supervisory jobs. It covers disciplining employees, resisting burnout, withstanding constant change, learning strategies to maintain control in even the toughest situations, and meeting challenges head-on with a healthy, can-do attitude.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) offers more help for supervisors in managing stress and meeting challenges head-on. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

“Imposter Syndrome”

“Supervisors whose work requires lots of one-on-one contact with others exhibit higher blood pressure than those who spend more time alone.”
Help Supervisors Lead in midst of Change, Take Charge, and Stay Positive

Prevent loneliness at the top!

**Stress Management Secrets for Supervisors Part 3: Taking Charge, Setting Goals, Leading Others in Crisis**

- Spot burnout symptoms early
- Learn to take change in stride
- Be a master at setting goals
- Get things done on time
- Take charge of change
- Motivate and inspire others under stress

Supervisors often feel immobilized by stress – neither their bosses nor their employees may understand the pressures that they face. Supervisors often operate in isolation, and they may not know what to do when problems occur. The anxieties can prove overwhelming.

This presentation/course gives these special employees tips to manage the unique types of stress common in supervisory jobs. It covers disciplining employees, resisting burnout, withstanding constant change, learning strategies to maintain control in even the toughest situations, and meeting challenges head-on with a healthy, can-do attitude.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) covers unique areas of supervisor stress and offers practical solutions they can use right now. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

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

**Part Three Stress Management Secrets for Supervisors**

S160A Web Course ................................................. $397
S160B PowerPoint (Editable/ with Sound) .... $197
S160C Web Movie/Video ................................. $197
S160D DVD for Standard/Computer Player ... $197

Running time: (A-25 min.) (B,C,D-15 min.)

“You may feel stress inside, but no one needs to know. Speak in your normal voice tone; sounding panicky can undermine your ability to mobilize people and instill confidence.”

Subtract $200 when you purchase all three sections of this program - S158, S159, and S160!
Mastering Respect in the Workplace: Boosting Morale and Increasing Productivity

A Complete, Easy-to-Use Training Program that Targets Disrespect at Work and Makes Every Employee a Diplomat in a Peak Performance Workplace.

No doubt about it, disrespect is rampant in the workplace, and it can negatively affect morale, productivity, and even lead to legal jeopardy and incalculable financial loss to employers. Education and training of employees to change behavior and reduce this risk is the answer. But you can’t leave a stone unturned. You must hit all the topics.

Now you can easily and quickly hit the road and add value to your EAP/workplace services to help employers using this training program that deals with ten major areas of disrespect commonly found in today’s workplaces.

✓ Play an appropriate role in helping employees with a difficult problem
✓ Resolve a pressing and unmet educational mandate: helping employees remain respectful in the workplace
✓ Offer a remedial program that reduces their risk of repeat behavior
✓ Help employers reduce the risk of lawsuits, turnover, absenteeism
✓ Reduce conflicts among employees and influence earlier peer intervention
✓ Improve morale
✓ Increase productivity
✓ Reduce the potential for workplace violence
✓ Demonstrate that your program is taking action
✓ Promote a respectful and affirming workplace

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

1-800-626-4327 | Fax 1-843-884-0442 | Visa | MasterCard | American Express | www.WorkExcel.com | All Programs and Products Complete With 100% Money-Back Guarantee!

Stop the Drain on Morale and Productivity, and Reduce the Legal and Financial Risks of DISRESPECT

You get all ten topics with your purchase, plus a free 11th module - “The Manager’s Role in Promoting a Respectful Workplace”

Mastering Respect in the Workplace: Boosting Morale and Increasing Productivity

This program includes: dignifying the differences in others; avoiding sexual harassment; stifling rumors and foregoing gossip; voicing concerns and opinions diplomatically; nonverbal workplace communication that nixes morale; rejecting bullying and ridicule; respecting the space of others; restraining impulsive behavior on the job; criticizing in private and how to offer criticism so it’s received; dealing with distractions in the modern office.

Mastering Respect in the Workplace: Boosting Morale and Increasing Productivity

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<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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<tr>
<td>M401A</td>
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Running time: (A-60 min.) (B,C,D-35 min.)
The Manager's Role in Promoting a Respectful Workplace

Respect in the workplace is leadership-driven.

The Manager’s Role in Promoting a Respectful Workplace

- Encourage managers to confront disrespect
- Impress managers with the need to model respect
- Increase awareness for disrespect
- Reduce tolerance for disrespect or looking the other way
- Reduce liability and improve workplace harmony
- Reduce workplace conflict and the risk of violence

If backbiting, name calling, gossip, and general nastiness are the norm where a supervisor works, then he or she has a “respect problem.” Respect problems must be solved as quickly as possible—like “yesterday!” Supervisors must recognize disrespect, summon the fortitude to step in, and avoid excusing bad behavior which only buys trouble.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) guides managers in what they can do to model and promote a respectful workplace. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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“The Manager’s Role in Promoting a Respectful Workplace

S012A Web Course ........................................ $397
S012B PowerPoint (Editable/ with Sound) .... $297
S012C Web Movie/Video ................................. $297
S012D DVD for Standard/Computer Player ... $297
Running time: (A-15 min.) (B,C,D-7 min.)

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This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) guides managers in what they can do to model and promote a respectful workplace. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“The Manager’s Role in Promoting a Respectful Workplace

S012A Web Course ........................................ $397
S012B PowerPoint (Editable/ with Sound) .... $297
S012C Web Movie/Video ................................. $297
S012D DVD for Standard/Computer Player ... $297
Running time: (A-15 min.) (B,C,D-7 min.)

“Respect in the workplace is leadership-driven.

If backbiting, name calling, gossip, and general nastiness are the norm where a supervisor works, then he or she has a “respect problem.” Respect problems must be solved as quickly as possible—like “yesterday!” Supervisors must recognize disrespect, summon the fortitude to step in, and avoid excusing bad behavior which only buys trouble.

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S012B PowerPoint (Editable/ with Sound) .... $297
S012C Web Movie/Video ................................. $297
S012D DVD for Standard/Computer Player ... $297
Running time: (A-15 min.) (B,C,D-7 min.)
Help Supervisors Tap into Their Emotional Intelligence to Supercharge Their Effectiveness

High EI can help deliver high performance.

**Emotional Intelligence for Supervisors**

- Help supervisors become high performers
- Improve relationships with employees
- Help maximize employee productivity
- Improve workplace communication
- Help supervisors experience accurate empathy
- Provide tips that improve emotional intelligence

Most people have heard of “emotional intelligence” or EI. However, most don’t know that it can be improved upon and that it has high value in managing employees. Supervisory interactions with others make understanding EI a critical soft skill to understand, learn, and develop. Any employer will benefit when managers with a high EI use it to manage employees with effectiveness and empathy. Improved relationships mean greater harmony and increased productivity. This course helps supercharge supervisor effectiveness by helping them tap into this area some may not yet understand.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) explains emotional intelligence and how supervisors can use it to improve relationships and productivity. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“The more frequently you interact with people, the more your EI matters; which is why supervisors who have a high EI tend to outperform those who don’t.”

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**Emotional Intelligence for Supervisors**

S026A Web Course........................................$597
S026B PowerPoint (Editable/ with Sound) .... $397
S026C Web Movie/Video .............................$397
S026D DVD for Standard/Computer Player ... $397
Running time: (A-25 min.) (B,C,D-12 min.)
De-escalation of Tension in Reducing the Risk for Workplace Violence

 Violence may not be inevitable
 Spotting ongoing feuds, perceived unfairness, humiliation, and personal problems brewing among workers
 Acting proactively to create a positive and respectful work culture
 Understanding shared responsibility in preventing workplace violence
 Analyzing and thwarting conditions that increase risk of workplace violence
 Intervening with conflict

Workplace violence doesn't usually happen in a vacuum—ongoing feuds, perceived unfairness and mistreatment, humiliation, stress, and personal problems often stew for months before boiling over into violence. When employees act proactively to create a culture of professionalism, awareness, safety and respect, then the risk of violence is reduced. What causes workplace violence, the role of work culture, warning signs, and the importance of effective relationships are included.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) offers education about the many parameters associated with risk of workplace violence. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“Workplace violent incidents are not always inevitable. They can be stopped when employees act proactively to create a culture of professionalism, awareness, safety and respect.”
Establish an Easy, Results-driven, Performance Evaluation System That Rocks!

Make performance evaluations fun, powerful, and rewarding

“Oh! So Easy!” WorkExcel Performance Evaluation Program and System

- Make performance evaluations useful, powerful, and fun
- Avoid year-end surprises, skipped years without evaluations, and employee complaints about not having an evaluation
- Install or replace a broken performance evaluation system
- Finally identify and achieve exciting and unifying goals that advance the organization’s purpose
- Enjoy a collaborative approach that reduces conflicts
- Have happier employees with greater job satisfaction
- Experience more effective and productive relationships on the job

Engaged employees who enjoy their work and receive regular feedback on their performance are happier, healthier and more productive. They advance the organization’s mission and strive to attain the ambitious goals you’ve set for them. Don’t believe what you have heard or read about performance evaluations being passé, cruel, one-sided, or oppressive. Nothing could be further from the truth. Performance evaluations done correctly are collaborative, easy, and powerful.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) establish a function, impacting, goal-driven performance evaluation system. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“Don’t believe what you may have heard about performance evaluations being passé. Without effective performance evaluation, employees lose out on a proven critical process that improves job satisfaction and performance.”
Supervisors are the key to a safe work environment.

**Supervisor’s Role in Preventing Workplace Violence**

- About the supervisor’s role in prevention
- Modeling appropriate workplace behavior
- Creating a work culture of respect, accountability, and clear communication
- Honing supervisory skills to promoting fairness
- Mastering conflict resolution skills
- Threat management—behavioral signs and symptoms
- Having a plan

Violence is much less likely to occur in a workplace with a healthy work environment because employees don’t have an axe to grind. This simple fact has tremendous implications for the supervisor in prevention. While most workplace violence prevention education focuses on employee behavior, this program goes further to examine supervisor role modeling, workplace fairness, clear communication, conflict management, accountability, early intervention, leadership skills, threat management, and having a plan in case taking action is ever needed.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) explains the powerful role supervisors have to reduce workplace violence and protect others. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

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**U.S. Bureau of Labor Research**

“15 percent of all workplace violence fatalities involve supervisors.”

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

1-800-626-4327 | FAX 1-843-884-0442 | VISIT www.WorkExcel.com
Unassertive supervisors increase risk to the organization

**Assertiveness for Supervisors: Improving Relationships with Employees**

- Improve a supervisor’s ability to be assertive
- Help supervisors find the balance between being “pushy” and a “push-over”
- Advance personal and organizational goals on time
- Improve teamwork, trust, respect, and relationships with supervisees
- Avoid aggression in supervision or being a “people pleaser”
- Improving accountability of employees

Both employees and the organization depend on supervisors to deliver honest input, advance their goals, protect their interests, and develop a positive work culture that encourages trust and cooperation. To accomplish this, the supervisor must be a skillful communicator. Often the most difficult part of this communication is being assertive. Assertive supervisors know how to get things done without alienating others or creating drama. They motivate others to reach their full potential. It is an art and a skill that comes with practice. The bottom line: Being assertive is good for everyone, and this is why assertive supervisors are trusted and respected.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) explains how supervisors can use assertiveness to be more valuable and effective leaders. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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**Assertiveness for Supervisors: Improving Relationships with Employees**

S049A Web Course...........................................$597
S049B PowerPoint (Editable/ with Sound) .... $397
S049C Web Movie/Video ...............................$397
S049D DVD for Standard/Computer Player ... $397

Running time: (A-25 min.) (B,C,D-10 min.)

“You have the right to be respected, appreciated, and treated with honesty. So do your employees. Assertiveness is the path to these ideals.”
The Most Comprehensive EAP Supervisor Training Package Ever Assembled

Improve the value of your EAP, help more employees, and demonstrate your worth.

EAP Supervisor Training (Comprehensive)

- Turn supervisors into pros at using the EAP in supervision
- Improve the management of troubled employees and reduce risk of lawsuits
- Advance staff knowledge of EAP theory and practice by light years
- Increase supervisor referrals within 90 days guaranteed
- Possess enough material to always have a reason for going back to train supervisors
- Certify that supervisors were extensively trained and document it for risk management purposes

No product in the USA matches this one for its ability to train supervisors in how to use the EAP as a pro-employee, pro-organization wellness and productivity program. A complete presentation with extensive notes, EAP Supervisor Training (Comprehensive) is for one hour, two hour, or all day training. We cover every concept of the EAP Core Technology, from defining a troubled employee, the business case for EAPs, the EA professional’s role, steps in referral, follow up, communication tips, and more. It’s all here. Plenty of original handouts, too.

This program contains extensive notes for each slide. Although created for experienced EA professionals, it advances the knowledge of new EAP staff by years.

84 color images; Editable Microsoft PowerPoint; Extensive notes for each frame; Includes ten Reproducible and Editable Handouts.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.
Instruct Supervisors in How to Use the EAP as a Positive and Powerful Productivity Tool

Supervisors are key to an EAP’s success.

**EAP Supervisor Training Essentials**

- Protect the value of your EAP
- Reach more at-risk employees
- Reduce mistakes and missteps in the EAP referral process.
- Help supervisors stop enabling and acting as “armchair” diagnosticians
- Train supervisors to use the EAP as a constructive management tool
- Increase utilization rates with more engaged supervisors

Train supervisors to observe performance correctly, document properly, confront effectively, and make supervisor referrals to the EAP. Reduce the risk of troubled employees adversely affecting the organization, its employees, and/or customers. It’s no secret that supervisors are key to a successful EAP, and that formal referrals are the “Golden Activity” all EAPs use to demonstrate value. This program is a solid core technology-driven training package that gets your supervisors engaged.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) orients supervisors to using the EAP as a positive management tool to improve productivity and manage troubled employees. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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**EAP Supervisor Training Essentials**

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<tr>
<th>Format</th>
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<tr>
<td>S130A Web Course</td>
<td>$795</td>
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<tr>
<td>S130B PowerPoint (Editable/ with Sound)</td>
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<td>S130C Web Movie/Video</td>
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<td>S130D DVD for Standard/Computer Player</td>
<td>$495</td>
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Running time: (A-60 min.) (B,C,D-30 min.)

“With an EAP, a supervisor can focus on performance and not feel compelled to get ‘involved’ in employees’ personal problems”
Ten Excuses Employees Give When Confronted for Reasonable Suspicion

- Prevent manipulation of supervisors
- Educate supervisors about the classic excuses employees offer
- Blow away common myths about alcoholism and alcohol abuse
- Never have supervisors be confused about what the smell of alcohol on the breath actually means
- Help supervisors avoid conflicts of interests in relationships with those they supervise, especially drug users
- "But we're friends!"; "You'll ruin my career!"; "I only drank last night!"; "It's mouthwash!"; and many more classics are revealed

Educate and empower supervisors, and make them fearless in supporting the drug-free workplace policy. Prepare them for the excuses they'll hear when confronting employees for reasonable suspicion. The most common excuses are discussed in this program with explanations about what underlies each. The goal is to empower supervisors so they stand firm and do not risk the consequences that come from mismanaging employees and failure to follow through with confronting those possibly using drugs or alcohol on the job.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) keeps supervisors focused on their responsibility to be proactive. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners.

Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Preferably choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

“All programs and products complete with 100% money-back guarantee!”

1-800-626-4327 | FAX 1-843-884-0442
VISIT www.WorkExcel.com
See More Successful Supervisor Referrals with EAP Refresher Training

Prevent supervisor referral missteps.

EAP Refresher Training for Supervisors: Part One

- Increase the number of successful supervisor referrals
- Reduce recidivism of employees helped by the EAP
- Reduce risk to the organization from mismanaged supervisor referrals
- Improve the EAP’s relationship with supervisors
- Salvage valuable workers with improved communication between EAP and management
- Dispel myths that inhibit referrals to the EAP

No more worrying whether supervisors will remember what they learned at EAP supervisor training. This program guarantees to keep EAP concepts fresh in their minds and help them avoid mistakes and missteps in the EAP referral process. You’ll see more referrals and fewer failed referrals when you own these EAP Refresher Training modules for Supervisors because they hit the nuances, myths, and misconceptions that linger, even after the best training programs. In module #1 (see other subsequent catalog pages for parts two and three) supervisors learn to refer troubled employees early, communicate properly with the EAP, and avoid common misconceptions.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) advances supervisors’ knowledge of EAP theory and practice. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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EAP Refresher Training for Supervisors - Part 1

S156A Web Course..................................................$597
S156B PowerPoint (Editable/ with Sound) .... $397
S156C Web Movie/Video .................................$397
S156D DVD for Standard/Computer Player ... $397
Running time: (A-30 min.) (B,C,D-15 min.)

Purchase all three EAP Refresher Training modules and receive the third module free!—You save $397.

“Training supervisors in using the EAP is critical, but refresher training is what seals success for the EAP!”

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program. Choose from multiple formats. Choose PowerPoint Sound Show for in-classroom education, or turn off the sound for live instructor training. The DVD format is perfect for any television monitor and most desk or laptop computers and its portability means you can send it anywhere your employees are located. Web movies upload to your server and become part of your Web site for 24/7 access by employees. The web course includes sound, test questions, handout(s), and a certificate of completion. It allows you to keep a record of employee education and demonstrates duty of care in protecting employee health and wellness.

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1-800-626-4327 | FAX 1-843-884-0442 VISIT www.WorkExcel.com

PREVIEW AT bit.ly/S156A
EAP Refresher Training for Supervisors: Part Two

- Improve communication between the EAP and the supervisor when arranging referrals
- Dispel myths and misconceptions about EAPs and prevent missteps in the supervisory referral process
- Reduce conflicts with employees that lead to power struggles and undermine supervisor referrals
- Improve follow up and monitoring of employee performance after the EAP referral
- Help supervisors avoid waiting until performance deteriorates to a critical stage before making a supervisor referral

Here is part two of three parts! Increase referrals to the EAP, and also increase the likelihood of having the most difficult, troubled employees reach the doorstep of the EAP ready and willing to accept help. Refresher training is designed to make your EAP more effective, become integrated with the work organization, and achieve top-of-mind awareness among supervisors with a dramatically increased likelihood that the program will be used. These modules hit the common mistakes, missteps, nuances, myths, and misconceptions.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) offers more advanced training for supervisors on EAP theory and practice. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Purchase all three EAP Refresher Training modules and receive the third module free!—You save $397.

“The EAP is hands off on recommending or not recommending disciplinary actions, and will not guide or coach you in what administrative or disciplinary matters you should take.”
Maximize Supervisor Referrals to the EAP by Reducing the Confusion and Misconceptions Common Among Supervisors

EAP Refresher for Supervisors: Part Three

- Encourage supervisors to refer earlier
- Reduce the risk of some troubled employees not getting referred by supervisors
- Help supervisors not become armchair diagnosticians
- Show supervisors how to do follow up properly
- Teach supervisors to monitor performance more effectively after EAP referral
- Prevent manipulation of supervisors by employees who struggle to accept help

Here is part three of three parts! Reduce errors, improve the effectiveness of referrals to the EAP, and see more motivated employees come to the EAP. Dispel misconceptions common among supervisors including ten different ways armchair diagnosis happens and ten ways follow-up fails. Teach supervisors how to remain firmly focused on helping a troubled employee, and mindful of key tips that turn an EAP into a pro-people, pro-organization management tool.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) offers even more advanced training for supervisors on EAP theory and practice. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

Phone 1-800-626-4327 or email publisher@workexcel.com for a FREE PREVIEW of the full program.

Maximize Supervisor Referrals to the EAP by Reducing the Confusion and Misconceptions Common Among Supervisors

“EAPs are fantastic productivity tools that help employees and families, but they are not immune from myths, misconceptions, and the misapplication of principles without refresher training for supervisors.”

Purchase all three EAP Refresher Training modules and receive the third module free!—You save $397.

EAP Refresher Training for Supervisors: Part Three

S158A Web Course ........................................ $597
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S158C Web Movie/Video ............................... $397
S158D DVD for Standard/Computer Player ... $397
Running time: (A-30 min.) (B,C,D-15 min.)

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ALL PROGRAMS AND PRODUCTS COMPLETE WITH 100% MONEY-BACK GUARANTEE!
Help Supervisors Understand DOT Drug Testing Regulations so They Take Action

DOT Drug Testing Regulations Overview for Supervisors CFR49 Part 40

- Help supervisors understand the drug testing law
- Clarify important terms like, “Designated Employer’s Representative”
- Motivate supervisors to act, not enable when signs and symptoms are evident
- Reduce risk and the likelihood of a troubled employee not being tested
- Help supervisors learn the roles and responsibilities of key players in drug testing
- Help supervisors avoid being manipulated

The Omnibus Transportation Employee Testing Act of 1991 requires drug and alcohol testing of safety-sensitive transportation employees in aviation, trucking, railroads, mass transit, pipelines, and other transportation industries. Supervisors are key to making the law work, which was created to save lives and help prevent tragedies from drug and alcohol use on the job. It starts with education and awareness so supervisors will act by understanding the law.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) helps secure supervisor commitment to acting on the drug-free workplace policy. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off the lower-cost format.

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ALL PROGRAMS AND PRODUCTS COMPLETE WITH 100% MONEY-BACK GUARANTEE!
Recognize Substance Abuse and Get People the Help They Need With This Nationally-Acclaimed Program.

Alcohol and Other Drugs at Work: What Supervisors Should Know

Do your supervisors know what some of the most addictive drugs look like? Can they tell the difference between the employee who just likes to party and the one with a serious alcohol problem? Are you confident they’d know how to confront someone who is using alcohol or drugs at work?

This program, originally developed for the Norfolk Southern Railroad Corporation, gives your supervisors the skills they need to deal with all those problems, and more.

Here’s What’s Included:

- Introductory overview and concepts
- Personal problems and symptoms
- Addictive disease and related definitions
- Common supervisor myths
- Dollars and “sense” of intervention
- Major drug categories and types
- EAP services for supervisors
- All about alcohol
- More about alcoholism
- Workplace occurrence rates
- Understanding tolerance
- Cross-tolerance and cross-addiction
- Loss of control: what it really means
- Understanding denial
- Drug photos, categories, symptoms, etc.
- Performance signs and symptoms
- What to measure with job performance
- Avoiding armchair diagnosis
- Enabling: coworkers, supervisors, and others
- World’s most enabling statement
- Nothing mysterious about treatment
- Constructive confrontation of problem behavior
- Follow-up with employees

Important Features

- 60 color images
- Includes Vital ReproEditable™ Handouts V001, V002, V004, and V014.
- QuickTrain™ instructor’s manual with B, C, E, D
- Variable length—go long or go short with A and B

Choose From These Convenient Media Formats

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107C Flash Files for Web Site AND Authorrun Self-playing CD ...... $495
107D DVD (PowerPoint) ................................................................ $495

Note: See explanation of media formats inside the front cover.
Skill 1: How to Observe Performance
You’ll love it so much, you will want the others! Supervisors learn the skill of observing performance and how to focus on- and assess skills, abilities, motivations, attitudes, conduct, appearance, vitality, and eagerness to learn.

Skill 2: Documenting Performance
The first question a boss will ask when termination is proposed is, “Do you have all the documentation you need?” Here’s how to make sure documentation exists and that it is useful.

Skill 3: Mastering Constructive Confrontation
How to organize thoughts in advance and follow guidelines and a format that makes sure confrontation hits home, inspires change, and dignifies employees.

Skill 4: Evaluating Performance
How and why to shower employees with frequent feedback, assessing employees regularly, praise superior work, provide constructive suggestions, and elevate mediocre or substandard work to excellence.

Skill 5: Resolving Coworker Conflicts
Pick your battles and focus on shared goals to referee disputes effectively.

Skill 6: Giving Feedback
Express both good and bad input with judgment-free specificity for a more positive, lasting impact on the employee.

Skill 7: Delegating Work and Following Up
Boost your efficiency-and your team’s morale-by handing off assignments to the right people.

Skill 8: Dispensing Discipline
Treat discipline as a means to educate employees and elevate their behavior.

Skill 9: Inspiring and Praising Employees to Build Morale
Energize employees by taking every opportunity to recognize their contributions and urging them to excel.

Skill 10: Building Your Team
By choosing the right people and getting them to believe in a shared goal, you lay the groundwork for a winning team.

Skill 11: Communicating Effectively with Upper Management
Relate to the top brass on their terms and present your ideas as solutions to problems they face.

Skill 12: Investigating Complaints & Incidents
Take an unbiased, fact-based approach when investigating employee complaints.

Skill 13: Managing Unfit for Duty Employees
The inability of an employee to work safely requires a deliberate and fact-based confrontation and the following of organization’s fitness-for-duty policy.

Skill 14: Acting to Prevent Violence in the Workplace
Know the conditions that breed violence, and protect your workplace from toxic conflicts.

All 14 Skills Above
Get all 14 skills shown above—the complete supervisory suite. Each on a CD includes Flash movies that play on your Web site or from their individual CDs. They are easy to upload, and there’s nothing complicated. Each one delivers its powerful, animated message in only 4-6 minutes.
We were originally asked to produce this training package for Norfolk Southern Railroad Corporation. Now it is used by large and small businesses nationwide, including National and Dulles Airports Authority, the West Virginia Department of Transportation, gas and oil industries, the U.S. Army, and many more. Suitable for DOT and non-DOT drug-alcohol education.

Overview of Contents

- Introductory overview & concepts
- Personal problems vs. drug/Alcohol
- Addictive disease and enabling
- Common supervisor myths
- Rationale for reasonable suspicion training
- Major drug categories and types
- Understanding alcoholism
- All about beverage alcohol
- Drug photos, categories, symptoms, etc.
- Performance signs and symptoms
- What to measure with job performance
- Avoiding armchair diagnosis
- Enabling: coworkers, supervisors, others
- Work Performance Curve for Drug Users
- Drugs of Abuse Chart
- Confronting Behavior: Three Ways
- Follow-up with employees

Important Features

- 158 color images, multiple formats
- Web course (uploads to your website); DVD; Flash Movie; MS PowerPoint (PPT); Play anywhere CD for portable use or
- Reproducible handouts and reproducible completion certificate
- Instructor’s manual for PPT
- Editable format in PPT
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“This reasonable suspicion training program for supervisors was easy for me to modify to meet my needs today—exactly what I was looking for. I needed to develop a course quickly, but I didn’t want to kill myself doing it. The content was well developed and broad enough that I could adjust the run time by dropping a few slides rather than having to add slides to make it longer. Thanks!”

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Overview of Contents
- EAP definition
- Key principles and concepts
- Review of EAP history
- Benefits of an EAP
- Benefits to the supervisor
- Review of (company) EAP policy
- EAP services for supervisors
- Confidentiality and the supervisor role
- About “releases of information”
- Employee responsibilities
- Definition of a troubled employee
- Common types of personal problems
- Self vs. supervisor referral
- When to consider a supervisor referral
- Avoiding emotional entanglement
- Tips for supervisor referral
- Common supervisor myths about EAPs
- Avoiding mistakes in the referral process
- Avoiding types of “armchair diagnosis”
- Observing job performance
- Documenting job performance
- Performance signs and symptoms
- Confrontation and corrective interviews
- Encouraging self-referral
- Job leverage and motivation in referrals
- Follow-up, and follow-up mistakes
- Three types of “constructive confrontation”
- Performance-based intervention for severe behavior problems and performance crises
- When employees return from treatment
- Misconceptions of supervisors and why they don’t refer

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Elizabeth Robinson, LMFT, CEAP, Manager, Employee Assistance Program Division of Occupational and Environmental Medicine
University of Connecticut Health Center
Farmington, CT

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Dear Workplace Colleague,

Thank you for requesting information about WorkLife Excel® employee productivity newsletter. This publication can help your organization:

- Increase employee retention
- Improve productivity
- Improve morale
- Enhance work-life balance for its employees
- Prevent on-the-job losses from behavioral problems
- Have a newsletter that improves employee assistance

WorkLife Excel will strengthen your organization, its employees, and your employee assistance program.

There’s a secret to effective employee productivity and health newsletters:
The secret lies in punchy, articles that delve a bit deeper to address pressing issues facing employees and while giving them tips and resources to reduce stress, improve team cohesion, increase wellness, encourage help-seeking behavior for personal problems, and reducing conflict.

All of the articles in WorkLife Excel are inspired are inspired by real, work world experience, and our subscribers all play a direct role in contributing to content ideas throughout the year. Here are just a few topics we’ve addressed in recent issues:

- Workplace relationships and morale
- Employee productivity
- Health education
- Family, home, and community
- Personal fitness
- Stress management
- Personal effectiveness
- Workplace safety/injury prevention
- Team building and productivity
- Customer service improvement
- Improving relationships with supervisors

How is WorkLife Excel really different?
WorkLife Excel is the only wellness and productivity newsletter produced by authored, produced, and founded by experienced, long-term employees assistance professionals. And it’s the only newsletter with articles targeting both employees and employers. That means that WorkLife Excel keeps the needs of management in mind as much as it does employees’ needs.

How do I know my employees will read WorkLife Excel?
Written in an easy-to-read, and is only two pages, sent monthly, bimonthly, or quarterly. It’s articles are short and punchy. Topics leave employees wanting more, and work to drive EAP utilization up—not away. Articles stimulate interest and provoke conversation, and the grab attention. You’ll find intriguing photos, captivating content, and every issue of WorkLife Excel is inspirational with short, news tips employees look forward to receiving.

If you’re looking for an corporate-appearing, fast-reading, two-page, full-color employee newsletter that doesn’t overwhelm while giving your employees more solid “feet-on-the-ground” advice in PDF or print format, then WorkLife Excel is the newsletter for you.
Get the wellness and productivity newsletter your employees will read!

WorkLife Excel is the only employee productivity and wellness newsletter written by experience EAP and licensed mental health professionals - featuring articles that will help anticipate the next issue.

WorkLife Excel Sample Articles
The following is a sampling of just some of the topical and easy-to-read articles featured in recent editions of WorkLife Excel

Dealing with Difficult People:
• Your Coworker’s Cooperation and Motives
• Keeping Your “Hot Buttons” on Ice

Productivity:
• Sleep Improvement Tips
• Fighting Procrastination

Communication:
• Giving Feedback Effectively
• Proper Humor in the Workplace

Coworker and Team Relations:
• Should You Loan Money to Coworkers?
• Dealing with Coworker Conflicts

Performance Improvement and Employer Impact:
• Avoiding Performance Evaluation Surprises
• Don’t Let Wage Garnishments Getch’ya

Customer Relations:
• “Rebooting” Your Customer Service Attitude
• Calming your customers

Personal Organization Tips:
• Desk Clutter Cures
• On-Time-to-the-Meeting Team Tips

Leadership:
• Are You an Untapped Leader?
• Teaming with Your Supervisor

Substance Abuse and Addictions:
• Alcohol to for Better Sleep? No Way!
• Gambling Addiction: A Bad Deal

Dealing with Depression:
• Is it More Than the Blahs?
• Burnout!

Violence and Terror:
• Violence Often “Knocks” First
• After the Fright: Trauma Memories Return

Health and Wellness:
• Fibromyalgia: Hidden Illness at Work
• Dangers of Stress Eating

Stress Management:
• Stress Tips from the Field (periodic column)
• Shifting Your Focus to Manage Stress

Marriage and Family:
• Nursing Home OK? Ask Patients First
• When Kids See “Fair Fighting”

Financial Issues:
• Ditch those Zero-Balance Credit Cards
• Financial Help Worth Hearing About

Anger and Conflict:
• Managing Anger—Try This
• Bullying Behavior at Work

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The Employee Newsletter that Works!
WorkLife Excel is the only employee productivity and wellness newsletter written by mental health professionals, and designed, driven, and approved by employee assistance pros—your peers!

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<th>- Increases utilization</th>
<th>- Improves productivity</th>
<th>- Improves morale</th>
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<td>- Enhances work-life balance</td>
<td>- Prevents behavioral problems</td>
<td>- Juices up proposals</td>
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High-Quality, Relevant Articles:
• WorkLife Excel features articles written by real mental health professionals—articles from first-hand experience and written to prevent problems before they occur.
• Have high impact on employees—whether at work or at home, WorkLife Excel is a thought-provoking newsletter with content that your employees will discuss at the water cooler.

Corporate Look and Feel:
• With a full color professional look, your newsletter will be instantly attractive so employees, corporate customers, and future customers!

Easy-to-Read Format:
• WorkLife Excel features short, punchy, easy-to-read articles. You feel proud to have your logo on it.
• WorkLife Excel is designed in a concise two-page format. Our experience shows a shorter format delivered more frequently, is more readable, longer-format feature article newsletters.

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• Spend time doing what you do best. WorkLife Excel is “ready to go” and does not require editing—this means you do your job and not sweat a newsletter. And it always comes early!
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• Your Employee Assistance Program or Human Resources department will make a powerful visual impression.

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Sincerely,

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PS — Take a look at the enclosed copies of WorkLife Excel right now. You’ll discover that WorkLife Excel truly does have articles that delve deeper to help employees more.

PPS — Big news! WorkLife Excel is now the official newsletter of the U.S. Congress, the U.S. Small Business Administration headquarters, and the U.S. Air Force Academy, along with small and larger private companies and EAP firms across the USA and Canada. Come join them!

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Patti Matthews, Owner Comprehensive Worklife Solutions Boardman, OH

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"Let [WorkExcel.com] know how his content has resonated with [top management]."

Executive Management U.S. Architect of Capitol for U.S. Congress

"Dan, WorkLife Excel has given me the opportunity to reach all employees I serve. The information is timely and useful! The topics address issues faced by both employees AND managers."

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"Dan, thanks for your professional work. Your WorkLife Excel newsletter is getting rave reviews from our clients. We are very proud to have our name on it!"

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ASK FOR A FREE TRIAL!
Mindfulness on the Move

The Mindful Awareness Research Center has opened at UCLA. It shows how mindfulness as an approach to health and wellness is quickly moving into health care. Mindful awareness is paying attention to the present moment, staying centered, and improving self-awareness to manage stress by stopping, breathing, observing, and connecting with one’s inner experience. It’s a powerful concept largely influenced by meditation and the research supporting meditation’s health benefits. Adding energy to the mindfulness movement is the need to manage stress in our modern age. Mastering this stress is not simply about taking a pill to manage anxiety and tension, it’s about learning to use the body’s and the mind’s abilities to intervene and heal. Mindfulness is finding its way into cancer and addiction treatments and programs for disease treatment that can benefit from a whole-person approach. Learn more at http://marc.ucla.edu.

Plug In to Your Peaks of Productivity

Try this productivity booster: Draw a timeline and identify when you experience your high- and low-energy periods during the day. These normal cycles are based upon diet, exercise, and other factors. Do you experience an energy peak about two hours after arrival at work? What about a slowdown after lunch? How about a small peak in the afternoon? This is valuable data. Divide your work tasks according to these energy levels. Perform difficult tasks when energy is high and less-difficult tasks when energy is low. These are A, B, and C activities. Assign them to the right energy slots and you will work more efficiently and get more done!

How Emotionally Intelligent Are You?

By now you have probably heard about emotional intelligence, or EI. EI is your aptitude for perceiving other emotions accurately, responding to your emotions in a reasoned way, understanding what other people’s emotions mean, and controlling how you will respond to emotions as you interact with others. People who do these things well are said to have “people skills.” Many social scientists believe EI is at least as important as, and perhaps more important than IQ as a predictor of success. Be careful about online tests to grade your EI. Many are not authority-based, and others seek to market products to web visitors. The most rigorous research-oriented EI organization is the Emotional Intelligence Research Consortium. The most prominent EI experts are members of it. Source: www.eiconsortium.org/
Develop a Personal Program to Manage The Effects of Stress

Do you have a personal stress management program—a collection of techniques to intervene when stress hits? Or when stressed, do you cope with the anxiety and tension without a strategic approach, searching for relief only when it all becomes too much? With a thoughtful approach to stress management, you can reduce the risk of harm from prolonged stress and avoid unhealthy ways of coping with it. To build your stress management “tool kit,” first identify factors central to your stress response pattern. When stressed, do you lose sleep, get headaches or neck pain, eat poorly, eat more, not eat, become irritable, head for salty snacks, or have GI problems? See the long list of stress effects at www.stress.org/stress-effects. Once you pin down these effects, focus on how to fight back. Research the intervention strategies, and try enlisting the help of a professional counselor or your organization’s EAP.

Is Chronic Pain Placing You at Risk for Substance Abuse?

Opioid addiction and prescription drug abuse are national problems, and one research study discovered that 87 percent of opioid or related medication addicts are self-medicating. Does this sound like you or someone you know? Note these warning signs for needing help: 1) You are using the medication not just for pain but also to achieve a feel-good state. 2) Your prescribed dose seems way too low. It takes more to feel the effects. 3) Your pain has subsided, but your desire to use the medication you were given is growing. You say you’re worried about the pain coming back, but the effect of the drug is really the motivating factor. 4) The medication has become part of your life, and you are planning and coordinating your life around obtaining and using the medication, even to the detriment of your family, things you enjoy, and parts of your life that you value. http://www.bumc.bu.edu [search: “prescription abuse”]

Soft Skills to Know: Are You Competitive?

The word “competitive” gets a bad rap in the workplace because it often describes pushy or manic or aggressive behavior. But there is another type of competitive employee—the one who champions reaching for the gold in healthy ways. Healthy competitiveness is a learned skill and an energetic approach to work that shows you are proactive, focused, and positive. You seek to top your best, not that of others. Employers are clamoring for employees with a healthy competitive spirit because they are engaged workers. Grow your competitive spirit by 1) Giving yourself permission to be competitive. Overcome any false scripts suggesting competitiveness means not being fair to others. 2) Identify strengths and skills that are unique to you. Spot opportunities to apply your skill set and establish goals that will add to your achievements while lifting up your employer. 3) Be a “conscious collaborator” by showing your ability to share work, elevate others, and share credit. Being competitive is an easily spotted trait, and you risk irking people if you do not demonstrate humility in this way. 4) Be confident about your skills, use hard work to achieve your goals, and avoid fear of failure. Share the final glory with those who lent a hand along the way. It happens often more than it may appear.

Smoking Pot Clouds Judgment about Driving High

Research shows that pot users are more likely to report that they can drive safely while high. Those who were high while taking the survey believed they could drive safely, while those who smoke pot but were not high at the time they took the survey said they would not be safe driving while high. This may explain why an entirely different research study by AAA discovered that fatal crashes involving pot smokers in Washington State have doubled since legalization of pot use. Sources: www.wcpo.com/news [search: “marijuana crashes”] and http://her.oxfordjournals.org [search: “drugged driving”]
Work Life Excel® is the only wellness and productivity newsletter written both by mental health and employee assistance professionals with extensive experience.

Articles delve deeper and give employees practical information and actionable tips on increasing productivity, enhancing wellness, improving workplace relationships, and balancing work and family. Work Life Excel® inspires employees with fast-moving, lively, and energetic articles that don’t just get read—they get remembered.

Work Life Excel® also keeps the employer’s needs in mind for increased productivity and reduced behavioral risk and exposure by including articles on safety, injury prevention and recovery, stress management, and better customer service…and your EAP stays a visible part of the company.

Work Life Excel® focuses on:


**(A) Pricing Chart: PDF ONLY**

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<thead>
<tr>
<th>PDF Used for # Covered Employees</th>
<th>Price for 12 Issues</th>
<th>Price for 6 Issues</th>
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<tbody>
<tr>
<td>A 1-99</td>
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<td>$395</td>
</tr>
<tr>
<td>B 100-499</td>
<td>$695*</td>
<td>$605*</td>
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<tr>
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<td>$679*</td>
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<td>$1195</td>
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<tr>
<td>E 2,500-4,999</td>
<td>$1495</td>
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<td>F 5,000-7,499</td>
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<td>$3220</td>
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<td>$3495</td>
<td>$2412</td>
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<tr>
<td>Over 50,000</td>
<td>Phone</td>
<td>Phone</td>
</tr>
</tbody>
</table>

*Minimum EAP provider rate is $1295.00. Price based on total employee lives covered. Add $150 per year for unique masthead (created free).
**WorkLife Excel® Order Form**

**Ordering Help: 1-800-626-4327**

**PDF**  __Monthly (12)  __Bimonthly (6)  

Price (See Chart): Price A, B, C, etc: _______ $________

* Unique Masthead Imprinted $150/year $________

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Annual Subscription Price: $________

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---

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Title: ____________________________

Organization: ____________________________

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City: ____________________________  State: __________

ZIP/Postal Code: ____________________________

Country*: ____________________________

Phone: ____________________________

Fax: ____________________________

*Print orders not available outside the USA

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Name: ____________________________

Title: ____________________________

Organization: ____________________________

Address: ____________________________

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City: ____________________________  State: __________

ZIP/Postal Code: ____________________________

Country*: ____________________________

Phone: ____________________________

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*Print orders not available outside the USA

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Also, for unique masthead/nameplate, send your chosen name, logo, and Web site address

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FRONTLINE EMPLOYEE
Since 2001 - America’s Only Editable and Peer Authored EAP/Wellness Newsletter

Inspire healthy behaviors and productivity, build better relationships, and encourage self-referral for personal problems and concerns.
By the way, emailing these newsletters is GREAT. So easy to edit, turn around, and send. Thanks for your help. Happy Thanksgiving.”

Sue Kerner, EAP
Southern New Hampshire Medical Center, Nashua, New Hampshire

“We enjoy your articles each month and I thank you. I can’t say enough about the two FrontLine publications we subscribe to. We are a small company who is a provider of EAP services to small and medium companies.”

Marylee Nunley, V.P. of Operations
Resource Management Services, Peoria, Illinois

“Perfect!!!!!!!!!!!!!!!!!!!!!!!”

James D. Platt, MA, LCMHC, CEAP, Director
Dartmouth College Faculty Staff Employee Assistance Program

“We value our relationship with you and really like the newsletters.”

Debra Ontiveros.
Director WellConnect, El Paso, TX

“The FrontLine Employee makes me look like a genius!! All of our client companies love the publication, so please don’t ever stop publishing it. I could never do it on my own.”

Bill Hoey, LCSW, CEAP
Family Services Woodfield, Bridgeport, CT

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Resource Management Services, Peoria, Illinois

“After years of struggling with the newsletter arena -- a fantastic solution!”

Marylee Nunley
RMS, Inc., Peoria, Illinois

“Frontline Employee has been a huge hit and has opened more doors with HR people. I’m developing relationships all over the state. Drive on and keep up the great work! Heck yes! Of course you can use my ‘testimonial’ and my name. In fact, I’d be very glad if you did!”

Stan Meloy, Ph.D.
State of Ohio, Employee Assistance Program

WHAT SUBSCRIBERS ARE SAYING...

FRONTLINE EMPLOYEE TOPICS INCLUDE...

✓ Improving workplace communication and relationships with coworkers
✓ Worker productivity tips
✓ Family and parent communication and effectiveness
✓ Personal fitness and emotional wellness
✓ Personal effectiveness and goal achievement
✓ Team-building and productivity
✓ Improving relationships with supervisors
✓ Hot productivity and health news tips
✓ Stress management and building resilience
✓ Making use of the employee assistance program
✓ Workplace safety, injury prevention, and supporting injured coworkers
✓ Improving customer service and reducing related stress

Upload FrontLine Employee to your Web site for easy anywhere, anytime viewing.
THE PERFECT “NO-PAIN” NEWSLETTER SOLUTION

Ready for Copying or Making Changes!
Arrives monthly—a week early! Request a PDF, MS Publisher, MS Word (with graphics), Text-only, or all four options.

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For any small, medium, or large business organization, or for distribution to all official EAP corporate customers.*

Authored by licensed mental health and workforce professionals
Articles encourage self-referral and tackle common problems of every type.

Subscriber Hot Line!
Exclusive subscriber hot line allows you to make suggestions for content in future issues.

Flexibility and Advanced Capabilities!
E-mail the text, create a PDF file, or use just the text in existing in-house publications. Place on your Web site (with password protection). Your imagination is the limit!

*FrontLine Employee is not available to managed care companies.

Look Who Is Using FrontLine Employee:
U.S. Congress • Employee Assistance Service Providers • Hospitals - Public School Systems
Small Businesses • Social Security Administration • State Governments • Towns & Municipalities
Canadian Businesses and Health Organizations • Credit Unions • Colleges and Universities
Carribean Businesses • U.S. ARMY Installations • Community Mental Health Centers
Family & Child Service Agencies • Nursing Facilities
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- Short, informative, punchy articles keep readers engaged so they get maximum benefit.
- Low price — unlimited use. You control everything.
- Two pages monthly. No long-winded articles or lengthy features that cause your newsletter to be put down and forgotten.
- Licensed mental health professionals write, produce, and approve content you can trust.
- Effective articles empower employees with new information and topics that delve deeper. Not the same old health and wellness articles.
- Flexible. Create your own name. Use articles in your existing newsletter and avoid mad searches for content.
- Never late! Arrives early.

YES! I want to help my employees stay happy, healthy, and productive! Start my free three-month trial subscription to FrontLine Employee and bill me later for a full 12 months, I am under no obligation to continue past the trial period.

YES! I am paying now! Send 14 issues! BONUS! Two years! (50% off second year)

Contact me about a free customized masthead.

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Organization: ________________________
Address: _____________________________
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Phone: (_________) ____________ E-Mail: __________________________

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“Everyone will love FrontLine Employee or we will refund 100% of the price you paid for your subscription.”

Daniel A. Feerst, LISW-CP
Founding Publisher

"After years of struggling with the newsletter arena - a fantastic solution!"

Marylee Nunley - RMS. Inc.
Peoria, Illinois

Send to: DFA Publishing & Consulting, LLC, PO BOX 2006, Mt. Pleasant, SC 29465 Phone: 1-800-626-4327
Don’t lose your EAP to a managed care 800# . . .

Warning: High EAP Utilization, Success Stories, and a Great Reputation Alone Won’t Protect Your EAP from Closure.

Dear Employee Assistance Professional:

I am not puzzled anymore about why many EAPs are closing their doors. It’s not about host organizations trying to save money. It’s about CEOs listening to finance experts who say you are no better than a managed care 800#.

In the past 12 months, I have spoken to many EAPs that got the budget ax and others who came close. Most are—or were—solid core tech EAPs with long track records. Still, each one was shocked when they got the bad news.

In every case, the common denominator was management’s belief that the EAP could be contracted out for less. What went wrong? And will it happen to you?

**Build Emotional Bonds with Frequent Communication**

Many EAPs think they have a close bond with management. The truth is that they can double and triple this closeness with a few tweaks. Do this, and you will dramatically increase your perceived value and become part of the work culture.

Marketing is all about frequency. Just like on television or on the radio, but your most valuable vehicle is a regularly published newsletter.

Your goal is to get management to say “no” to the finance officer or insurance benefits consultant when or if they recommend cutting the program. You want the top brass to say, “We love the EAP the way it is, so we’re not changing it.”

*Frontline Employee* newsletter will increase EAP utilization, market your program inside and out, give you top-of-mind visibility, and build a bullet-proof relationship with the organization. I call this maximum impact.

*FrontLine Employee* is frequently distributed and written so it inspires emotional and behavioral changes among employees and produces an organizational “buzz.” Your EAP deepens within the work culture.

I created *FrontLine Employee* in 2001 to help EAPs stay alive, save more lives, and thrive. No EAP newsletter has been created with these crucial goals.
Frontline Employee has the “Ingredients” EAPs Need

Hundreds of EAPs are thrilled with FrontLine Employee. More EAP testimonials are found in our promotional literature than any similar publication. Many of our subscribers gave up on their old newsletter just to get FrontLine Employee. Why?

▪ Other newsletters are too expensive, too infrequent, and too long-winded. Many can’t be emailed. None are editable and all contain third-party links, copyright marks, and slapdash customization. This undermines a seamless appearance that your EAP needs. FrontLine Employee avoids these problems.

▪ Articles in wellness newsletters do not contain creative topics that motivate employees to act on their problems. Many are freelanced, written by health writers who do not understand EAPs. And almost none offer tips for improving workplace productivity.

▪ And here is the “elephant in the living room” when it comes to EAP newsletters: Virtually no one finishes reading a four-page newsletter before being distracted and putting it down. Four-page newsletters are ALWAYS quarterly newsletters. And with less frequency comes less impact.

**Frequency, Not Quantity Increases EAP Utilization**

I cannot emphasize this enough: One of the many secrets to the success of FrontLine Employee is its two-page format. This amounts to 50% more content per year than a quarterly 4-page newsletter! But, ironically, it is more likely to be completely read. Think about that for a minute. . .

All articles in FrontLine Employee are between 75 and 250 words. They are tightly written without fluff and deliver a fire hose thought-provoking content.

Here’s the point: Your newsletter must not be casual entertainment or a snoozer that is sheepishly dropped into people’s inboxes every three months. It is your most valuable marketing tool! You need frequency, and monthly is the way to go. Still, you can decide to send Frontline Employee less frequently if you wish. It’s in your control.

Obviously, if you don’t have an EAP newsletter, you need one. If you don’t have FrontLine Employee, you are probably paying too much for a non-EAP authored publication that is not putting your relationship with top management in the forefront of its purpose, and not driving your utilization rate up.

**EAP Testimonials: What Your Colleagues Say**

Only FrontLine Employee does all the things and I mentioned above, but there is what others have said:
"Aloha, Dan – I sent out the February Frontline Employee yesterday and got a call today thanking me for the excellent articles. She wanted to know more information on one of the stories – the Pennsylvania weight loss study – and I was able to Google the information and send her the links, but she was very thankful for the information!! Thanks for helping us look good once again!" — David Mitchell, Child and Family Service, Honolulu, Hawaii

Dan has conscientiously developed software programs designed to assist EAP’s with their clients. We have found that his programs which we use for our website trainings are of superior quality featuring color graphics, and relevant information. His programs are user friendly and address all of our training needs. Dan makes himself available and has skillfully assisted me when implementing his programs. I enjoy working with Dan and look forward to adding additional programs to our training website.

— David Hugo D. Hugo and Associates, Inc.

"We have found the EAP Frontline Employee which we renamed, "rEAP the Benefits" to be the greatest way to keep our Employee Assistance Program visible to our employees over the years. They look forward to receiving it and will contact us if we are late sending out to them. The articles wonderfully address timely issues in the workplace.

— Carol Boone, Ed. D., CEAP, EAP Administrator, State of Tennessee Government

“Frontline Employee” has been a huge hit – and has opened more doors with the HR people I’m developing relationships with (all over the state) than you know. Drive on and keep up the great work! Heck yes! Of course you can use my “testimonial” and my name. In fact, I’d be very glad if you did.

— Stan Meloy, Ph.D., State of Ohio, Employee Assistance Program

**A Complete, “Done-for-You” EAP Newsletter**

Frontline Employee is:

- **Affordable with a flat-rate price** for unlimited distribution by EAPs
- **Completely editable**—you can even re-name the publication
- ** Powerful with articles** that delve deeper and also help the organization
- **Flexible, with easy-to-use formats** in PDF, Microsoft Publisher and Microsoft Word with graphics, or text-only are available.
- **Actionable with** do’s and don’ts, and plenty of how-to’s
- **Printable**, web-usable, e-mail-able, and adaptable to any need
- **Hassle-free** accessibility. It’s e-mailed to you a week early. There is no “logging-in”. And you are not buying into web subscription site with services no one will use.
- **On time**—arrives monthly, not quarterly—a proven way to build trust, familiarity, and readership.
- **Motivational**—it regularly motivates employees to seek help or visit the EAP. The result is increased EAP utilization and reduced workplace risk.
- **Readership Hotline** EAPs may request article topics for us to consider.
- **Free Professional Masthead** — we will create one just for you FREE.

Can you see why FrontLine Employee is the only EAP newsletter you should use?

Today **thousands of companies receive Frontline Employee** from their in-house or EAP provider and **readership is over 3,000,000**—including all employees of at least four states, plus Army installations, universities, municipalities, a ton of EAP providers, and subscribers in several countries.
Subscribe Now with A 100% Money-back Guarantee

There’s simply no question that *FrontLine Employee* will help protect your EAP and serve your readers. You will be thankful and relieved after starting your subscription. If not, your payment will be promptly returned—100% of your payment — no questions asked!

I have been a member of EAPA since 1979, and I wouldn’t make this offer if *FrontLine Employee* EAP newsletter didn’t have a 16 year track record of satisfaction about hundreds of EAPs. But there is more bonus...

There’s an order form with this letter. Fill it out and fax it back today (before you’re distracted!) ... or use the postage-paid envelope enclosed. And the easiest way of all—phone me at 1-800-626-4327. I answer my own phone.

Become a paid subscriber with this letter and I will send Volume One of WorkExcel.com’s reproducible workplace wellness tip sheets. They are editable and the individual tip sheets in the package I will send are sold for $258.

These tip sheets are bursting with help and relevance. They are topical and filled with great information that affects employees’ lives daily. All of my subscribers love them, and so will your employees.

I look forward to hearing from you,

Daniel A. Feerst, MSW, LISW-CP
Licensed Independent Social Worker, Clinical Practice
Publisher/Editor-in-Chief

P.S. Don’t delay and forget to order today to start your no-risk, 12 month subscription and get 15 issues and a free $258 bonus --- Volume 1 of our Workplace Wellness Editable, Reproducible Tip Sheets.

P.P.S. The fastest way to order is to phone me at 1-800-626-4327. I answer my own phone. Remember, subscribe right now and you’ll get 15 issues instead of 12.
What Subscribers Representing Thousands of EAPs Are Saying about FrontLine Employee!

“PERFECT!!!!!!!!!!!!!!!!!!!!!!!!!!!!”

James D. Platt, MA, LCMHC, CEAP, Director
Dartmouth College
Faculty/Employee Assistance Program

“We cannot believe it has already been a year with FrontLine Employee and FrontLine Supervisor! I am happy to say that we have been very satisfied with the newsletters and we are eager to renew for 2017.”

The United States Senate
Employee Assistance Program

“By the way, emailing these newsletters is GREAT. So easy to edit, turn around, and send. Thanks for your help. Happy Thanksgiving.”

Sue Kerner,
Southern New Hampshire Medical Center
Nashua, New Hampshire

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Marylee Nunley, V.P. of Operations
Resource Management Services
Peoria, Illinois

“The newsletter is a great hit with our EAP companies and their employees.”

Sylvia Darlington
Network Services Centre
St. Michael, Barbados

"By the way, I am thrilled with the FrontLine newsletters. Excellent resource for both my supervisors and employees. Happy Thanksgiving."

Elizabeth Robinson
University of Connecticut
Farmington, CT

"After downsizing, right-sizing, or whatever, I now provide direct services to over 10,000 employees with no other EAP staff. FrontLine Employee (and FrontLine Supervisor) enable me to have some type of newsletter. It is a most valuable tool."

Ken Seaton, Civilian Employee Assistance Program Administrator
Puget Sound Naval Shipyard
Bremerton, Washington

"This month, October '01, your two newsletters were right on target. The FrontLine Supervisor addressed the specific issues I have been helping my customers and clients with the past month. A great reinforcement."

Keith Crochiere, Co-owner
EAP Network, Taunton, Massachusetts
"A great resource, especially when you need to work out a newsletter in a hurry!"

Bud Wassell
Solutions, Inc
Meriden, Connecticut

“Our employees call me immediately if the FrontLine Employee is not in their office on the designated day of arrival. As a provider of both internal and external EAP services, this is our most valuable marketing and educational tool. We routinely get compliments on the timeliness and quality of content. We have won EAP contracts because of this newsletter.”

Melvina MacDonald
Tallahassee Memorial Hospital
Tallahassee, Florida

"Our companies have thoroughly enjoyed receiving the FrontLine Employee. We have had several compliments and the requests for more copies."

Carolyn Rohrig,
DIRECTIONS
Lincoln, Nebraska

"After years of struggling with the newsletter arena -- a fantastic solution!"

Marylee Nunley, RMS, Inc., Peoria, Illinois

"A great way to keep in touch with employees and give them useful information. Money well spent!"

Tom McMahon
U.S. Postal Service
Omaha, Nebraska

"I am always one to share good products with other peoples in our Native communities and beyond. By doing so, it permits One Feather EAP as a nationwide EAP provider to serve our contracts in good ways. As an integrated piece of our programming, WorkExcel.com EAP products have been very useful to the employees, Tribes, Nations, and communities we work with and for."

Rodney Haring, Ph.D., LMSW (enrolled Seneca)
One Feather Consulting, LLC

"Thanks for your speedy reply. Your newsletters are of great value to us and our clients."

Eileen Crochiere
EAP Network
Taunton, Massachusetts

"I currently subscribe to both Frontline Newsletters and find them most beneficial."

Ken Sipes, Director
United Family Services EAP
Charlotte, North Carolina

"The FrontLine Employee makes me look like a genius!! All of our client companies love the publication, so please don't ever stop publishing it. I could never do it on my own."

Bill Hoey, LCSW, CEAP
Family Services Woodfield
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"Aloha, Dan – I sent out the February Frontline Employee yesterday and got a call today thanking me for the excellent articles. She wanted to know more information on one of the stories – the Pennsylvania weight loss study – and I was able to Google the information and send her the links, but she was very thankful for the information!! Thanks for helping us look good once again!"

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Child and Family Service - Hawaii
Honolulu, Hawaii

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David Hugo,
D. Hugo and Associates, Inc.
Broadalbin, New York

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Stan Meloy, Ph.D.
State of Ohio, Employee Assistance Program
Columbus, Ohio

---

“Frontline Employee has solved the daunting task of providing my small team the benefit of a customized monthly newsletter in a cost-effective way. The practical tips on work/life wellness and training are so insightful, simple, and important. Our employees are able to take ideas from this wonderful newsletter and start utilizing them immediately!"

Meredith Rosenow
Quality Control & Training
The Continental Group, Property Management

---

“We at Arlington EAP have been using both the Frontline Employee and Frontline Supervisor newsletters for many years. Recently the Spanish newsletter was put into circulation here and has gotten excellent reviews. All are clearly written and brief enough for anyone to use. Thanks for your continued focus on key areas of help for employees and supervisors. “

Joe Chodkiewicz, Director,
Arlington Employee Assistance Programs, Arlington, VA

---

“We send Frontline out electronically and every month I get at least 2 or 3 individuals who e-mail me back and thank us for sending Frontline. It is a great way to keep EAP fresh in people’s minds, and they really enjoy the quick-read articles. Thanks for the great product! "

Leah Szemborski, EAP Counselor
Ministry Health Care Wisconsin

---
“FrontLine Employee is very valuable and influential in my day to day tasks. I have received countless words of appreciation for the information that the newsletters provide. In addition, I often refer employees back to certain articles to assist them in providing information to others or help them to achieve a resolution to a situation that is before them. Keep up the great work. ”

Urseline Liz Harris,
Employee Assistance Program
Department of the Army, Fort Leonard Wood, Missouri

“Simply put, we receive nothing but glowing praise for the content found in FrontLine Employee! ”

Gregory Hale, Tobyhanna Army Depot
U.S. Army Garrison, Detroit Arsenal, Detroit, Michigan

“The FrontLine Employee in Spanish allows us to cost-effectively reach a growing population. We subscribe to all the FrontLine newsletters because they contain friendly and interesting articles that help educate readers about the numerous areas that our EAP can assist them with. It often leads them to using other services such as our website, telephone support, or face to face counseling. ”

Luci Styles Payne, MA, CEAP, SAP, Director
IMPACT Solutions, Cleveland, OH

“Aspiria EAP uses FrontLine Employee and FrontLine Supervisor on a monthly basis. Our companies and their employees are thrilled with both publications as they are being used as learning tools for both the employee and the supervisor to address employee and organizational issues. ”

Charles Benayon, Founder & CEO
Aspiria Corporation, Ontario, Canada

“Both FrontLine Supervisor and FrontLine Employee are highly useful tools for our customers (large and small businesses of all kinds) They always contain useful and reliable information that is appreciated by those we serve. I can’t imagine not offering these newsletters to our business customers and companies. We know they help people to decide to use our services. ”

Garry Cook, Director EACP Services
Alamance Regional Medical Center, Burlington, North Carolina

“The FrontLine Employee newsletter is an invaluable tool for our EAP. We send it monthly to all employees via email and receive positive feedback each month. We particularly like being able to modify and personalize the articles in each newsletter to speak to the specific needs of our employees.”

Catherine Erickson, EAP Manager
Seattle Public Schools, Seattle, Washington

“Our employees and employers in the Portland, Oregon area enjoy reading the FrontLine Employee newsletter. The FrontLine Employee is a great resource to help supervisors and managers address workplace issues, too.”

Margi Koniniendyke, EAP Office Coordinator
Providence EAP, Portland, Oregon

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With FrontLine Employee, you can choose your own name for the publication and also have us create an exciting newsletter nameplate that matches your organization’s products, services, and work culture! Nothing says “YOU” better than your own newsletter. But we do all the work!

Nameplates are only $75! Once completed, simply paste the nameplate to the top of your newsletter each month when it arrives in your email. MS Word or MS Publisher! To request a super, great looking and original nameplate, give us your chosen newsletter name, your web site URL, and email your logo. We will do the rest! Need changes? One change is free. Additional changes are only $10.
Get English & Spanish!

Editable, “Rename-able”... as close as you can get to your own newsletter without the work!

English Only! $995.00 12 Issues Per Year
Spanish Only! $595.00 12 Issues Per Year

“Everyone will love FrontLine Employee or we will refund 100% of the price you paid for your subscription.”

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✔ Anger management
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✔ Dealing with trauma
✔ Couples counseling
✔ Understanding depression
...and much more.

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

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

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

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

E-008 Assertiveness Skills
WHAT: Defines assertiveness and why it’s difficult. Benefits of being assertive. Assertiveness vs. aggression. Steps to being more assertive.
WHERE TO USE: EAP direct service, health fairs, waiting room.

E-009 Resolving Coworker Conflicts
WHAT: The nature of conflict and misconceptions. Intervention and prevention steps. How to keep relationships productive.
WHERE TO USE: Conflict resolution clients, EAP direct service, workshops, EAP promotion.

E-010 Adult Attention Deficit/Hyperactivity Disorder
WHAT: Definition and description. Signs, symptoms, motivating employees to get help.
WHERE TO USE: EAP direct service, EAP promotional events, waiting room.

E-011 Violence in the Workplace
WHAT: Defines different types of workplace violence, facts, risks, warning signs, and dos and don’ts with coworkers, and what to do if you are a victim.
WHERE TO USE: Special workshops on violence in the workplace.

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

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

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

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

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

E-020 When There’s Talk of Suicide
WHAT: Understanding suicide facts, risks, and prevention. Dos and don’ts, taking action, helping a friend. WHERE TO USE: Counseling sessions, waiting rooms, stress management presentations to shift workers.

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: Counseling sessions, waiting rooms, stress management presentations to shift workers.

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

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

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

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

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

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

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

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

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

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

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

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

V-003 Tracking Sheet for EAP: Recovering Client Follow-up  WHAT: Proper follow-up means tracking any diminishing involvement in the recovery program and intervening earlier. Improves outcomes. Instructions included. WHEN TO USE: In-person client follow-up.
V-004 Addictive Disease in the Workplace Progression Curve

**WHAT:** Shows addictive disease symptoms, life-social symptoms, and performance symptoms chart. Definitely a first.

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

V-005 Enabling in the Workplace

**WHAT:** Describes examples of enabling behaviors of supervisors and coworkers. Also describes how organization policies, politics, and industry types enable addicts.

**WHEN TO USE:** Supervisor training, employee education, management consults.

V-006 Five Classics Ways to Refer an Employee to the EAP

**WHAT:** Describes and details five different ways a supervisor can influence EAP referrals. Encourages self-referral, supervisor referrals, and “firm-choice” interventions.

**WHEN TO USE:** Supervisor training, supervisor consults.

V-007 60 Performance Signs & Symptoms Checklist

**WHAT:** Forty-two lines and more than 60 performance problems on one sheet. Supervisors can use this handout as a memory jogger and menu when constructing documentation.

**WHEN TO USE:** Supervisor training and supervisor consults.

V-008 How to Write a Corrective Letter

**WHAT:** The “missing link” to effective supervision and change is the corrective letter. We wrote the best outline ever and included a follow-along example.

**WHEN TO USE:** Supervisor training, supervisor consults.

V-009 Back-to-Work Conference Guidelines

**WHAT:** Guidelines for employees returning to work after treatment for serious behavioral/medical illnesses should participate in a back-to-work conference.

**WHEN TO USE:** Supervisor consults prior to the back-to-work conference.

V-010 Avoiding Armchair Diagnosis

**WHAT:** EAP referrals slow when supervisors start diagnostic thinking. Here are 10 ways that supervisors unwittingly act or think as “armchair diagnosticians,” with examples of what they say and do.

**WHEN TO USE:** Supervisor training, supervisor consults.

V-011 25 Questions for the Person in a Relationship with an Addict

**WHAT:** Awareness for the person in a relationship with an addict is the start of recovery and intervention.

**WHEN TO USE:** Motivating clients to consider Alanon, family intervention, or other self-help measures.

V-012 10 Role Plays & EAP Referral Scenarios for Supervisors

**WHAT:** Ten role plays and follow-up questions for discussion. Includes common and complex supervision scenarios, communication with the EAP, confrontation, and follow-up.

**WHEN TO USE:** Supervisor training.

V-013 Best EAP Referral Tips for Supervisors

**WHAT:** Supervisor referral experiences and “misfires.” Helps supervisors motivate employees to accept a referral and reduces frustration with the referral process.

**WHEN TO USE:** Supervisor training, supervisor consults.

V-014 Enabling: Definition, Impact, and Loss

**WHAT:** Describes what enabling really is, how it emerges, and why some addicted employees die from “institutional” enabling. Advocates action before the “big one” hits.

**WHEN TO USE:** Supervisor training, employee education and awareness.

V-015 Follow-up Tips for Supervisors

**WHAT:** After EAP referral, what's next? List of easy dos and don'ts. Covers every point along the referral continuum, from beginning to end.

**WHEN TO USE:** Supervisor training, supervisor consults.
Fifteen More Easy-to-read Fact Sheets Let You Finally Get Topics You’ve Been Searching For

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E034 Could Group Therapy Be for You?
WHAT: Many clients resist the idea of group therapy, despite its power and effectiveness. It's also cheaper than individual therapy. Tackles myths and motivates clients to say, “Yes, I will give group therapy a try.”
WHERE TO USE: Counseling, waiting areas.

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

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.

E037 The Art of Detachment
WHAT: One of the most important life skills. Letting go, ending enabling, getting past guilt, love versus control. Why detachment just might be “the ticket” the employee’s been searching for.
WHERE TO USE: Clients sessions, waiting rooms, health fairs.

E038 Dealing with Difficult Coworkers
WHAT: Who is a difficult coworker? Types of approaches to difficult coworkers. Are you one of them? Effective strategies for a more harmonious workplace.
WHERE TO USE: Health fairs, client sessions, conflict resolution counseling (also for fun and a few laughs).

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

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

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.

E042 Keeping Energized at Work
WHAT: After lunch, it doesn’t have to be all downhill. Here’s how to stay perky for improving productivity, managing stress, and knowing what zaps your energy, plus other tips for fighting fatigue.
WHERE TO USE: Waiting rooms, health fairs, client sessions.

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

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

E045 It’s Not to Late! Making 2009 Happy, Healthy, and Productive
WHAT: It’s not January, but that’s the point. This fact sheet is for any month or year. It goes the next step to keep employees fired up. (And all fact sheets are editable!) WHEN TO USE: After January.
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.

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.

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.
WHEN TO USE: Client sessions, brown-bag luncheons.

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E049 Before You Quit Your Job
WHAT: Avoiding overreaction to conflict; the right reasons to quit; considering the consequences of quitting a job; being professional in letting go; not burning bridges; more. WHERE TO USE: Counseling and individual client sessions, waiting rooms.

E050 Respecting Generational Differences
WHAT: “Ageism” and its cost; attitudes and values of different generations— boomers, X, Y and beyond; why we can’t get along, and how to start making it happen. WHERE TO USE: Conflict resolution, individual sessions, brown-bag seminars.

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

E052 Effective Time Management for Supervisors
WHAT: Supervisors who manage time well win the management game. Loads of tips, “building in” time, prioritizing, delegating, setting goals, minimizing meetings, knowing when to take a break. WHERE TO USE: Clients sessions, training supervisors, small group work.

E053 Coming Back Home
WHAT: Managing the emotional build-up of coming home from transitions; expectations; getting back to normal life. Ten powerful tips for families and key issues of reuniting. WHERE TO USE: Family sessions, group work, health fairs, waiting rooms.

E054 Coping with a Crisis

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.

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.

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. WHERE 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. WHERE 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. WHERE TO USE: Counseling sessions, brown-bag 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. WHERE TO USE: Waiting rooms, seminars.

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E063 Letting Go of Your Control Issues
WHEN TO USE: Client counseling sessions, leadership workshops, consulting.

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

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.
WHERE TO USE: Supervisor training workshops and consultations with supervisors.

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

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

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

E067 Beating the Recession
WHAT: Everybody's worried. Here is what to do. Here's tips for paying off debts, saving money, tracking spending, and reducing expenses—all with the goal of reducing worry.
WHERE TO USE: Clients' sessions, health fairs, workshops.

E068 Regaining the Ability to Trust
WHAT: Trusting others is an anchor for positive mental health, but our past can damage our willingness to be vulnerable. Here's how to start the ball rolling toward more reciprocal and effective relationships.
WHERE TO USE: Client sessions.

E069 Romance at Work
WHAT: Is it any of their business? Yes. Conflict of interests, favoritism, productivity loss, morale, and sexual harassment risk. Companies are concerned. Here's common sense on what to do, and how to avoid problems.
WHERE TO USE: Counseling sessions.

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

E071 Teens Using Drugs
WHAT: Risk and family history—what other fact sheets won't say. Forms of use and abuse, behavioral signs and symptoms. Parental response. Includes tobacco, alcohol, pot, and prescription drug information—including methamphetamine. WHEN TO USE: Waiting rooms, counseling.

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. WHERE TO USE: Waiting rooms, new employees.

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

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

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

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

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

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

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

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

E084 Overcoming Single Parenting Challenges
WHAT: Single parenting can be overwhelming; developing a plan of approach to finding childcare, developing a support system; putting your children first; dealing with your "ex"—do's and don'ts; daycare, support, resources. WHEN TO USE: Counseling sessions, health fairs, waiting rooms.

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

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

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, workshops.

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

E090 25 Ways to Beat Holiday Stress
WHAT: 25 cool ways of managing the mistletoe season that 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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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 biases; walking in another’s shoes.
WHEN TO USE: Counseling sessions; waiting rooms.

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

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

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

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

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

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

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

E102 About Employee Privacy and Improper Disclosure (Supervisor)
WHAT: Privacy is key to EAPs and supervisor must cooperate. Covers types of information, management, abuse of information, areas of privacy, Do’s and Don’ts respect for privacy, avoiding gossip.
WHEN TO USE: Supervisor training and consultation.

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

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

E105 Performance Evaluation Anchors Tool (Supervisor)
WHAT: Facing the madhouse. Ten tips for a less stressful commute. Starting early, keeping your car repaired, keep a half tank minimum; find safe audio entertainment, changing the scenery, getting comfortable, using time wisely.
WHEN TO USE: Workshops, counseling.
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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; protecting 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. WHEN 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 protect yourself. WHEN TO USE: counseling sessions, health unit, special seminars.

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E109 Using Email 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. WHEN TO USE: policy discussions, general education, internal circulation, HR presentations.

E110 Distracted Driving and You
WHAT: The problem of distracted driving, deadly cellphone habits, other devices that distract, driving responsibly, do’s and don’ts behind the wheel. WHEN 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. WHEN 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 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. WHEN 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. WHEN 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. WHEN TO USE: parenting classes, seminars, brown-bag sessions, general education.

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. WHEN TO USE: brown bag lunches, 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 be a control freak; meeting friend’s parents, entertaining friends; when to act, evaluating friends, how to talk about their friends. WHEN TO USE: brown bag sessions, lobby displays, counseling sessions.

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! WHEN 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. WHEN 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. WHEN 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. WHEN TO USE: post-downsizing, counseling sessions.

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<th>Title</th>
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<tr>
<td>ARMY Drug Free Workplace Program</td>
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<tr>
<td>DOT Regulations CFR49 Part 40 – What Supervisors Should Know</td>
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<tr>
<td>How to Conduct a Performance Evaluation (Supervisors)</td>
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<td>Reasonable Suspicion DOT Training</td>
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<tr>
<td>Alcohol and Other Drugs at Work: Employees</td>
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<td>Orientation of New Employees to the EAP</td>
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<td>Skyrocket EAP Utilization: 25 Ways the EAP Can Help</td>
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<td>Tips for Parenting Teens</td>
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<td>Understanding &amp; Treating Depression</td>
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