

Powerful Products for Employee Assistance, Mental Health
and Workforce Management Programs

WorkExcel.com

Formerly EAP TOOLS

Vol. 15 • No.4

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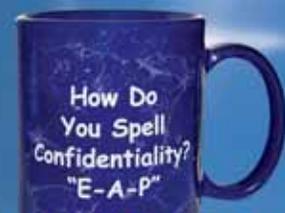
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Suicide Prevention Is the Very First and Most Important Workplace Wellness Topic You Should Offer Employees

Preview at
bit.ly/M001P

**Suicide prevention
is everyone's business**

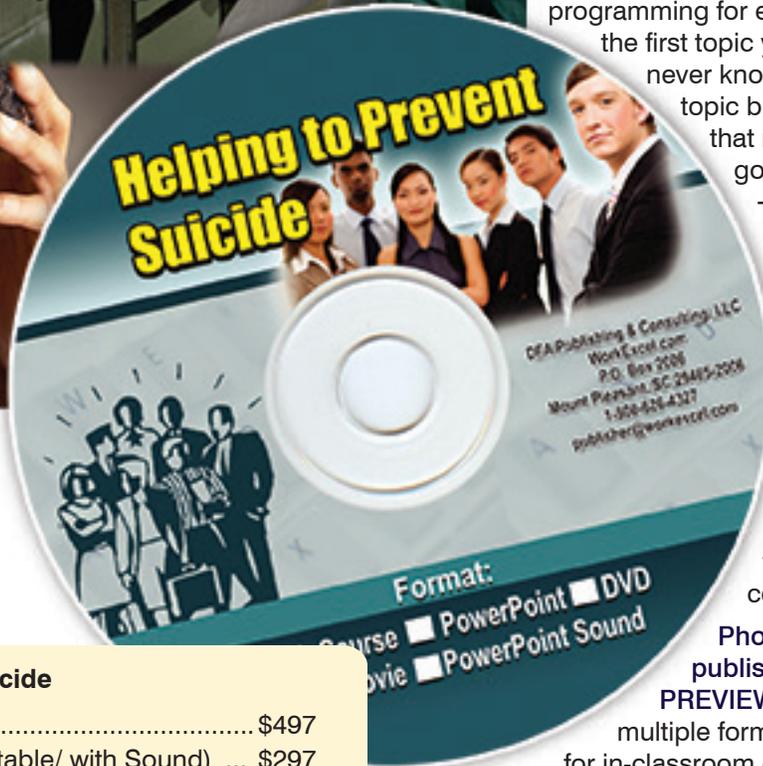
Helping to Prevent Suicide

- ✓ 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, helped inspire 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.



Helping to Prevent Suicide

M001A Web Course	\$497
M001B PowerPoint (Editable/ with Sound) ...	\$297
M001C Web Movie/Video	\$297
M001D DVD for Standard/Computer Player...	\$297
Running time: (A-20 min.) (B,C,D-9 min.)	

"Every 40 seconds someone attempts suicide. Every 17 minutes someone succeeds."

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

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Employees Are Frantic About Work-life Balance, so Help Them Find It

Preview at
bit.ly/M002P

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

M002A Web Course	\$597
M002B PowerPoint (Editable/ with Sound) ...	\$397
M002C Web Movie/Video	\$397
M002D DVD for Standard/Computer Player...	\$397

"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

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Workplace Violence Is Not Like on TV. It's Worse.

10 Slide Preview:
bit.ly/M03-P

**Reduce the risk of
workplace violence.**

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.

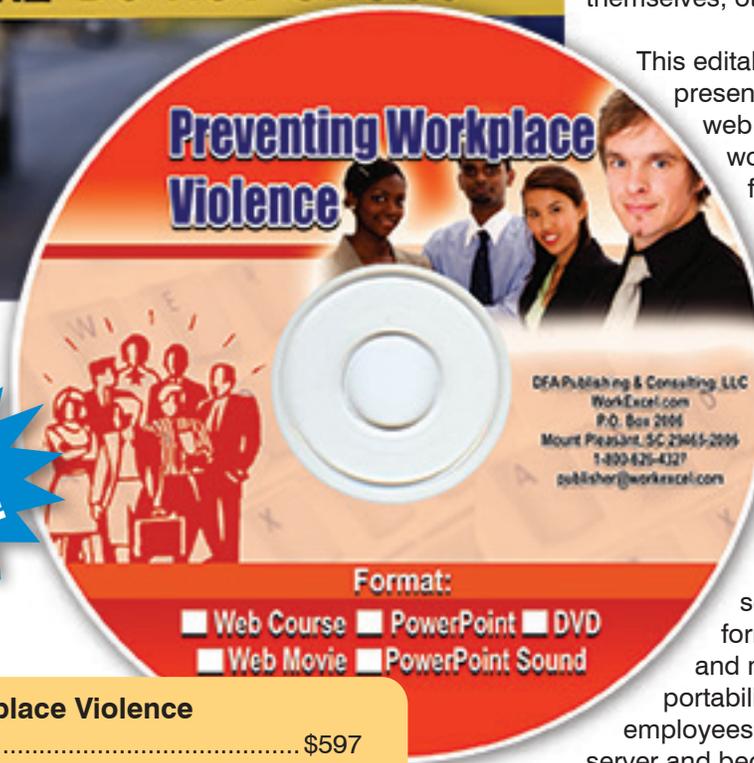
Phone 1-800-626-4327 or email publisher@workexcel.com for a **FREE PREVIEW** of the full program.

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.

POLICE LINE DO NOT CROSS



**Available
in
Spanish!**

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.**

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

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VISIT www.WorkExcel.com

Cut Conflicts to the Quick so Employees Stay Focused on Productivity

Preview at
bit.ly/M004-P

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.



Resolving Co-worker Conflicts

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.”

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VISIT www.WorkExcel.com

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

Preview at
bit.ly/M005-P



Intervene with education and awareness

Giving Couples Counseling a Try

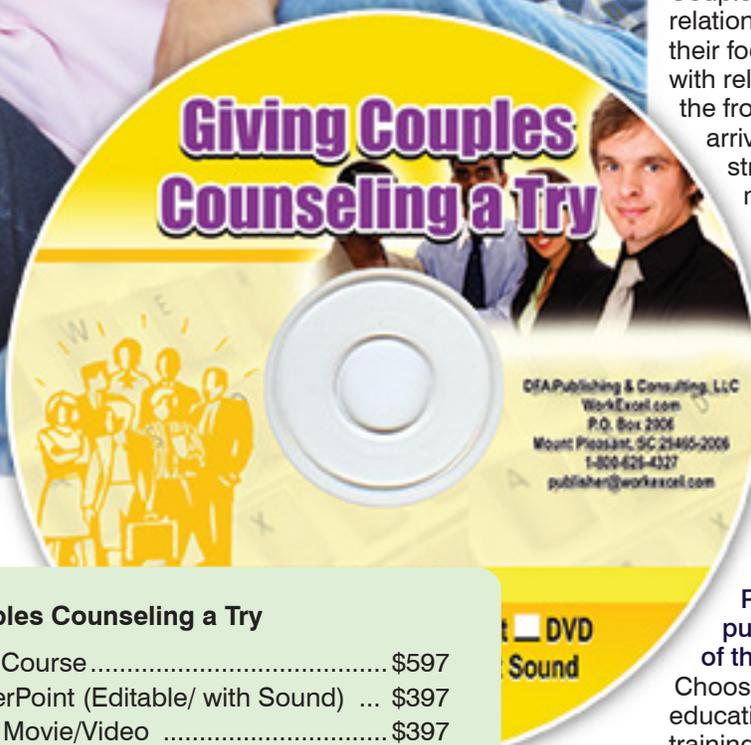
- ✓ Play an appropriate role in helping employees with a difficult problem
- ✓ Educate and inspire employees with couple troubles to get help
- ✓ Motivate employees to seek help earlier
- ✓ Reduce risk of domestic violence
- ✓ Reduce financial burden and other risks to the organization caused by distracted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

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.



Giving Couples Counseling a Try

M005A Web Course	\$597
M005B PowerPoint (Editable/ with Sound) ...	\$397
M005C Web Movie/Video	\$397
M005D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-10 min.)	

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

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VISIT www.WorkExcel.com

Help Employees Live a More Fulfilled Life with Assertiveness

Preview at
bit.ly/M006-P

Have more self-assured and confident employees

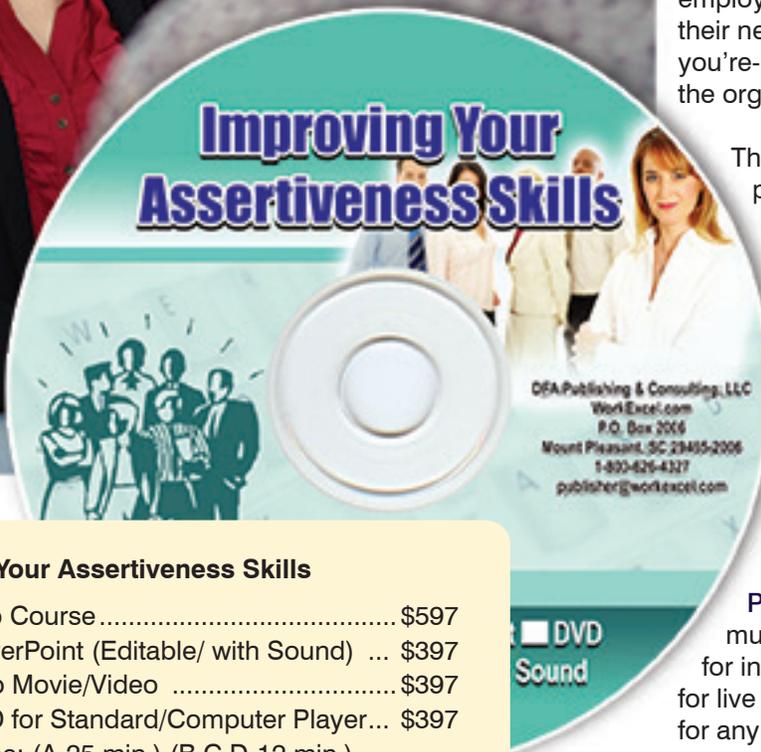
Improving Your Assertiveness Skills

- ✓ 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.



Improving Your Assertiveness Skills

M006A Web Course	\$597
M006B PowerPoint (Editable/ with Sound) ...	\$397
M006C Web Movie/Video	\$397
M006D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-12 min.)	

"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."

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VISIT www.WorkExcel.com

Help Employees Examine Drinking Practices and Dispel Myths and Misconceptions about Alcoholism

Preview at
bit.ly/M007-P

Intervene with substance abuse

Thinking About Your Drinking

- ✓ 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.

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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.”

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Intervene with Depression Intervene with Depression, Reduce “Presenteeism”, and Save Lives

Preview at
bit.ly/M008-P



Give employees hope for feeling good again

Understanding and Treating Depression

- ✓ Educate employees to self-diagnose
- ✓ Encourage employees to seek help
- ✓ Reduce absenteeism
- ✓ Reduce risk of suicide
- ✓ Offer effective coping techniques
- ✓ Educate family members to spot symptoms
- ✓ Help prevent loss to the bottom line

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.

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Understanding and Treating Depression

M008A Web Course	\$597
M008B PowerPoint (Editable/ with Sound) ...	\$397
M008C Web Movie/Video	\$397
M008D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-12 min.)	

“Depression left untreated can lead to other health care and life problems, and if severe enough, even suicide. Death of an employee is the ultimate impact on the bottom line.”

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VISIT www.WorkExcel.com

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

Preview at
bit.ly/M009-P



Helping Parents Can Help the Workplace

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 offer 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.

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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."

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VISIT www.WorkExcel.com

Help Employees Bounce Back from Bad Reviews and Achieve New Heights of Performance

Preview at
bit.ly/M010-P

A Bad Review Is An Opportunity

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.

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When You Experience A Disappointing Performance Review

M010A Web Course	\$597
M010B PowerPoint (Editable/ with Sound) ...	\$397
M010C Web Movie/Video	\$397
M010D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-10 min.)	

"A negative review can be a vehicle for career growth if you view the process as a valuable tool."

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VISIT www.WorkExcel.com

Help Employees Conquer Codependency and Have More High-Performing Relationships

Preview at
bit.ly/M011-P



Codependency can hamper workplace relationships

Understanding and Conquering Codependency

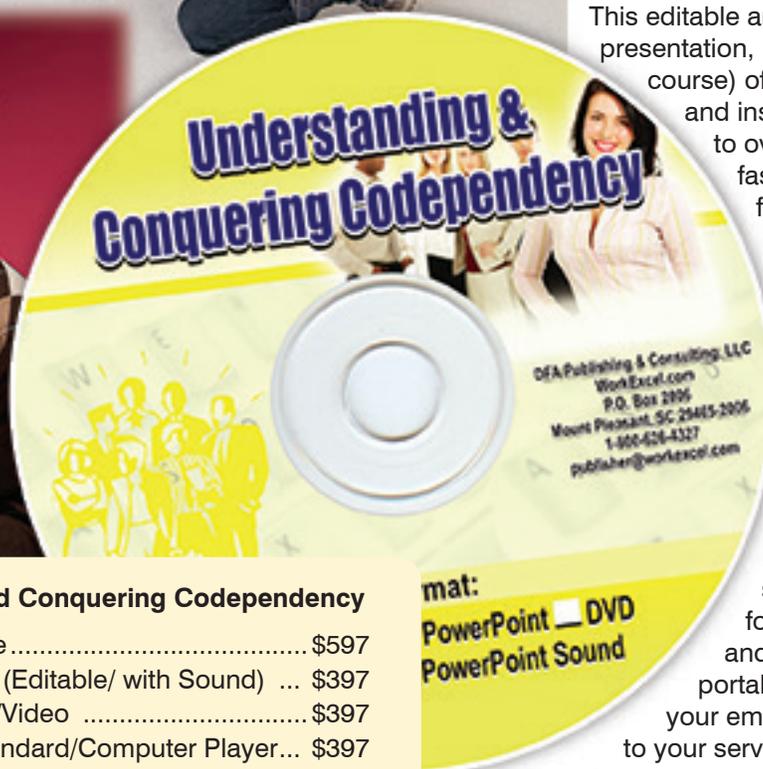
- ✓ Help employees stop enabling
- ✓ Stop passive-aggressive behavior
- ✓ Reduce approval-seeking behavior
- ✓ Encourage employees in need to seek counseling
- ✓ Reduce unstable interpersonal relationships

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. 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.



Understanding and Conquering Codependency

M011A Web Course	\$597
M011B PowerPoint (Editable/ with Sound) ...	\$397
M011C Web Movie/Video	\$397
M011D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-12 min.)	

“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.”

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VISIT www.WorkExcel.com

Educate Employees to Avoid Workplace Harassment and Prevent Legal Nightmares

Preview at
bit.ly/M013-P

Prevent victimization
and protect the employer

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.

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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.



Avoid Workplace Harassment

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.)	

"To 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."

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

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Help Employees Tackle Stress with Tips that Power Up Productivity and Increase Energy

Preview at
bit.ly/M014-P



Make stress management easy to reach 24/7.

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. 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.



Five Essential Stress Management Tips for Employees

M014A Web Course	\$597
M014B PowerPoint (Editable/ with Sound) ...	\$397
M014C Web Movie/Video	\$397
M014D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-15 min.)	

"Purchase Part 1 and Part 2 to create a 30 minute stress management program and subtract \$200 from the combined total of your purchase!"

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

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Don't Ever Stop Offering Stress Management Tips -- Here's Five More!

Preview at
bit.ly/M016-P



Keep stress management coming

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

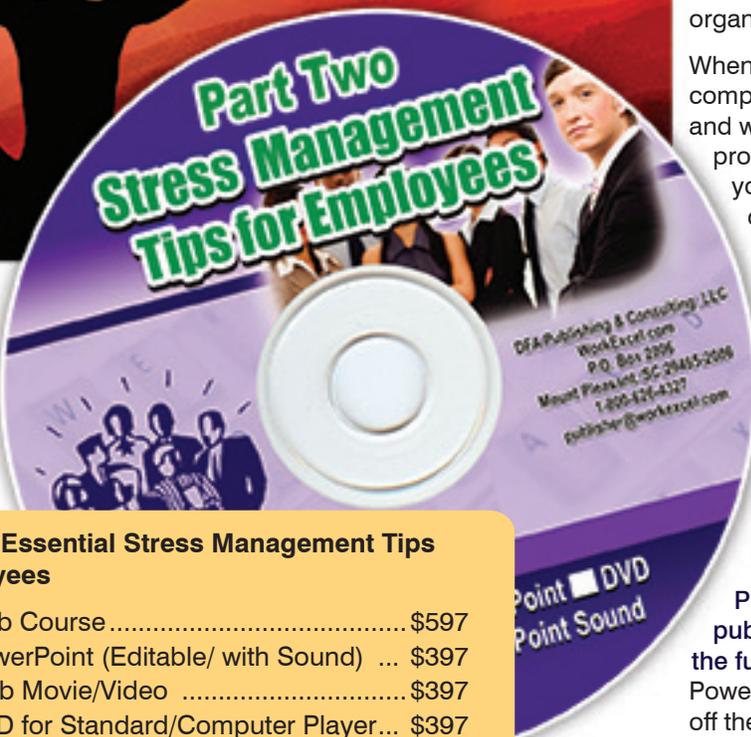
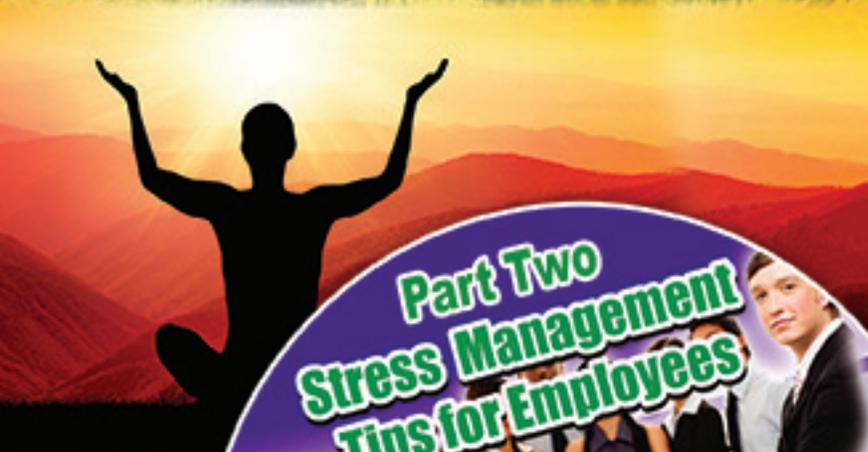
This is part two of our two-part employee stress management program that together contains over a hundred ideas and exercises in a program that will help your stressed employees deal with common struggles and issues that threaten their health and your organization. Each section includes encouragement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



Five More Essential Stress Management Tips for Employees

M016A Web Course	\$597
M016B PowerPoint (Editable/ with Sound) ...	\$397
M016C Web Movie/Video	\$397
M016D DVD for Standard/Computer Player...	\$397
Running time: (A-30 min.) (B,C,D-15 min.)	

"Purchase Part 1 and Part 2 to create a 30 minute stress management program and subtract \$200 from the combined total of your purchase!"

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VISIT www.WorkExcel.com

Help Employees Value Diversity to Create a Harmonious and Productive Workplace

Preview at
bit.ly/M015-P

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 employees 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.



Valuing Diversity at Work

M015A Web Course	\$597
M015B PowerPoint (Editable/ with Sound) ...	\$397
M015C Web Movie/Video	\$397
M015D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-12 min.)	

"Yes, it is a good program! I am glad 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

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

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VISIT www.WorkExcel.com

Keep Traumatic Events from Taking a Toll on Health, Wellness, and Productivity

Preview at
bit.ly/M017-P

Help Employees Bounce Back

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.

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.

When You Experience a Traumatic Event

M017A Web Course	\$597
M017B PowerPoint (Editable/ with Sound) ...	\$397
M017C Web Movie/Video	\$397
M017D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-12 min.)	

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



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1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Stop Bullying in the Workplace and Build Positive Relationships

Preview at
bit.ly/M018-P

Stop bullying with awareness.

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.

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.

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.”

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1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Improve Workplace Communication to Fuel a More Productive Workplace

Preview at
bit.ly/M019-P

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.

Communication Tips for a Happier Workplace

M019A Web Course	\$397
M019B PowerPoint (Editable/ with Sound) ...	\$297
M019C Web Movie/Video	\$297
M019D DVD for Standard/Computer Player...	\$297
Running time: (A-15 min.) (B,C,D-7 min.)	

"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."

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1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Empower Parents with Education about Teenage Substance Abuse

Preview at
[bit.ly/ M021-P](http://bit.ly/M021-P)



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.

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.

Teenagers Abusing Drugs: What Parents Should Know

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-15 min.)	

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

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VISIT www.WorkExcel.com

Help Family Members Understand Recovery from Addiction so Relapse Is Less Likely

Preview at
bit.ly/M027PRV



Recovery affects workplace productivity

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 likely 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.



Supporting Your Newly Recovering Alcoholic Family Member

M027A Web Course	\$597
M027B PowerPoint (Editable/ with Sound) ...	\$397
M027C Web Movie/Video	\$397
M027D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-12 min.)	

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

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1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Educate Employees to Stay Away from Spice/K2--It Destroys Lives

Preview at
bit.ly/M029-V

Spice/K2 can kill

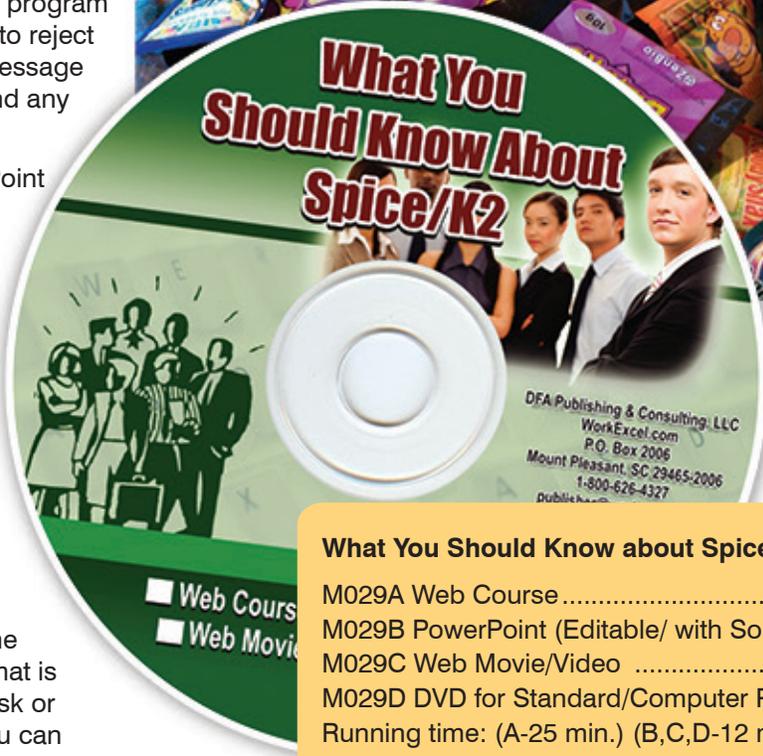
What You Should Know about Spice/K2

- ✓ 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.



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."

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VISIT www.WorkExcel.com

Save Lives and Protect Workers by Helping Them Stay Away from Bath Salts

Preview at
bit.ly/M030-P



Highly Addictive, Powerful, and Dangerous

Danger in Using Bath Salts

- ✓ Educate employees to reject Bath Salts
- ✓ Dispel lies about the substance
- ✓ Reduce risk of use by employees
- ✓ Prevent job loss and destroyed lives
- ✓ Prevent bodily harm and risk of death
- ✓ Empower employees to warn others never to use the drug

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.



Danger in Using Bath Salts

M030A Web Course	\$597
M030B PowerPoint (Editable/ with Sound) ...	\$397
M030C Web Movie/Video	\$397
M030D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-12 min.)	

“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.”

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1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Help Employees Manage Anger to Help Prevent a Toxic Work Environment

Preview at
bit.ly/M031P

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.



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."

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

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

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

Preview at
bit.ly/M032P

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.

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.

Signs and Symptoms of Troubled Employees: Identification and Referral 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."

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

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Help Prevent Prescription Drug Abuse Through Employee Awareness and Education

Preview at
bit.ly/M033-P

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 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.

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 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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1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Help Employees Bounce Back from Adversity and Win with Resilience

Preview at
bit.ly/M034P

Overcome traumatic and stressful life experiences.

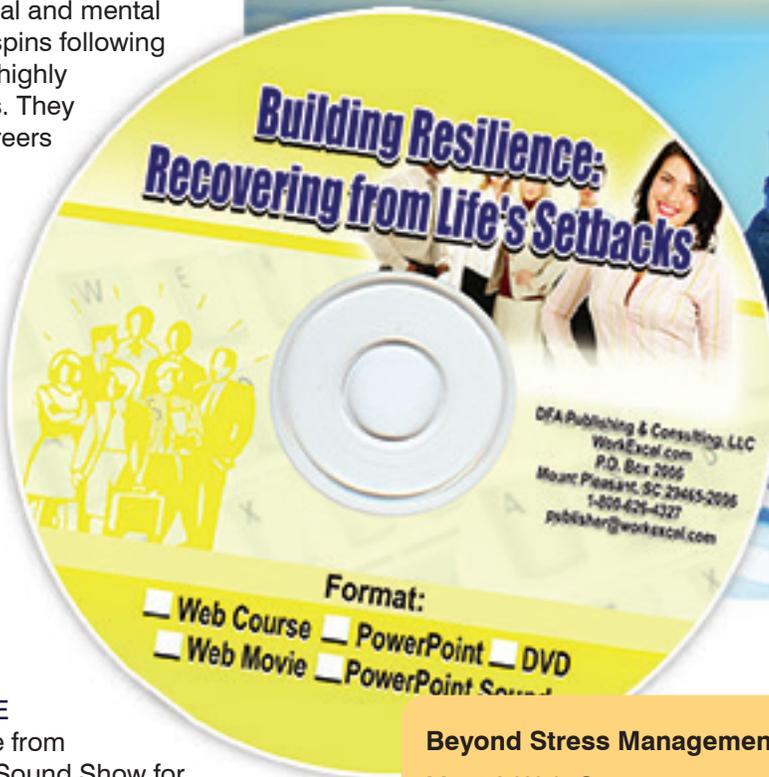
Beyond Stress Management: Building Resilience

- ✓ 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 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.



Beyond Stress Management: Building Resilience

M034A Web Course	\$597
M034B PowerPoint (Editable/ with Sound) ...	\$397
M034C Web Movie/Video	\$397
M034D DVD for Standard/Computer Player...	\$397
Running time: (A-30 min.) (B,C,D-12 min.)	

“Resilient people are capable of successfully working through negative emotions and replacing them with positives.”

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

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Fight Alcohol Abuse and Binge Drinking with Education and Awareness That Positively Influences Employees

Preview at
bit.ly/M035P

The world's most costly drug problem.

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.

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.



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!

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Help Employees Stay Away from Cocaine and the Hijacked Life That Goes with It

Preview at
bit.ly/M036A



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 a 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.”

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1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Give Employees the Truth about Marijuana to Help Them Steer Clear of Its Use

Preview at
bit.ly/M037P



Marijuana is the second most common drug of abuse in the workplace

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. 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

M037A Web Course	\$597
M037B PowerPoint (Editable/ with Sound) ...	\$397
M037C Web Movie/Video	\$397
M037D DVD for Standard/Computer Player...	\$397
Running time: (A-30 min.) (B,C,D-16 min.)	

"Like alcohol, marijuana is addictive. Some patients need more marijuana than they originally used in order to get the same psychoactive effect."

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1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Maximize the Impact of the EAP By Letting Employees Know All That It Can Do

Preview at
bit.ly/M039-P

The EAP can help in many ways.

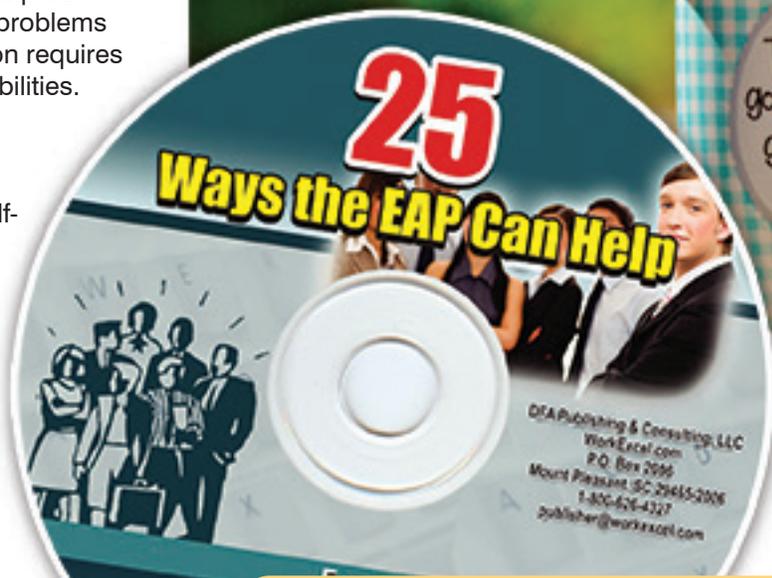
25 Ways the EAP Can Help

- ✓ 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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25 Ways the EAP Can Help	
M039A Web Course	\$597
M039B PowerPoint (Editable/ with Sound) ...	\$397
M039C Web Movie/Video	\$397
M039D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-12 min.)	

"Your EAP team is ready and able to assist you in many ways--let's take a look at how the EAP can help."

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

Let Everyone Know about the Dangers of Heroin and Help Stop Its Scourge on Society

Preview at
bit.ly/M046-P

**Heroin ravages everyone
--the whole community.**

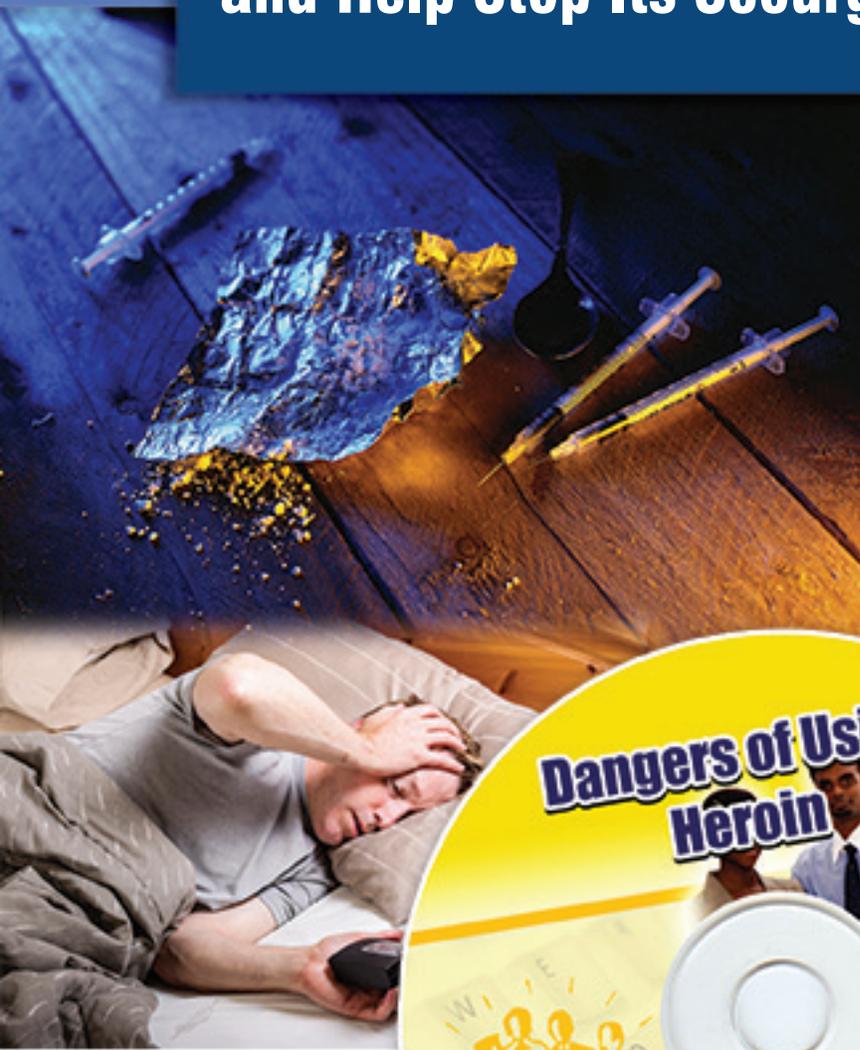
What You Should Know About Heroin

- ✓ 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. 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 Should Know About Heroin

M046A Web Course	\$597
M046B PowerPoint (Editable/ with Sound) ...	\$397
M046C Web Movie/Video	\$397
M046D DVD for Standard/Computer Player...	\$397
Running time: (A-25 min.) (B,C,D-11 min.)	

“Although heroin addiction is arguably the most difficult of addictive diseases, effective treatments combining behavioral and pharmaceutical intervention can help an addict stop using heroin for good.”

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

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Stop the Ravages of Meth with Education That Helps Employees Stay Away from This Deadly Drug

Preview at
bit.ly/M047P

Meth kills

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

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. 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 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."

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VISIT www.WorkExcel.com

Create a More Positive Workplace by Showing Employees Exactly How It's Done

Preview at
bit.ly/M048P



Positive workplaces aren't "born"; they're made.

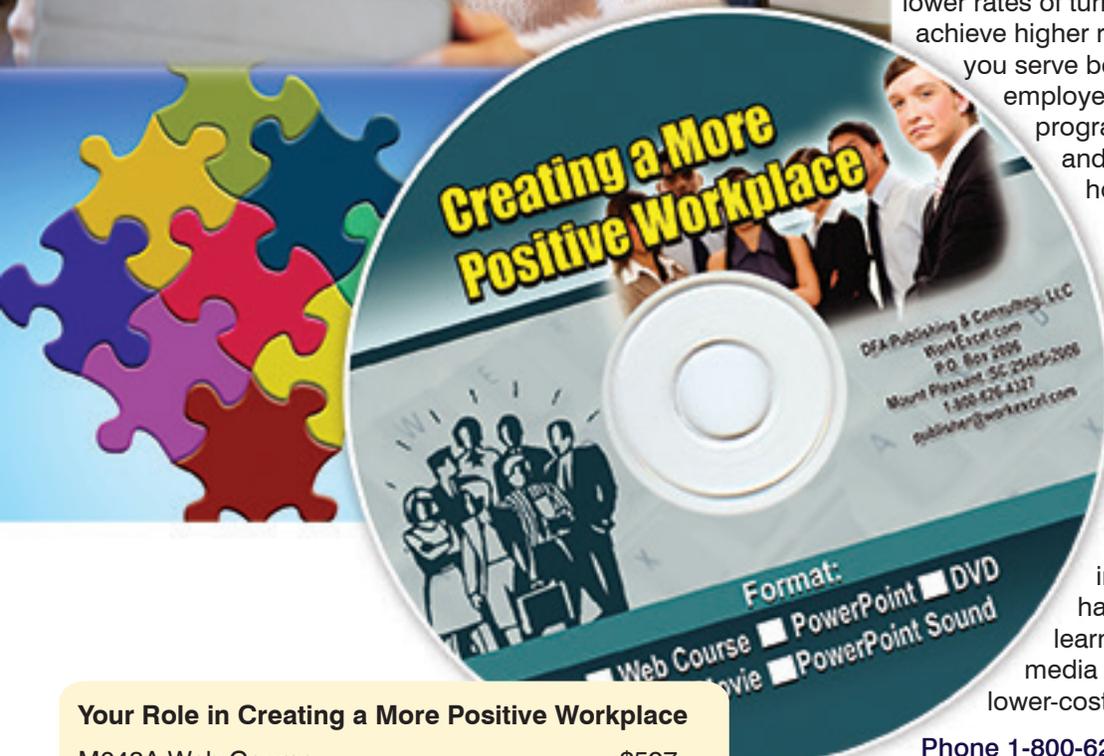
Your Role in Creating a More Positive Workplace

- ✓ 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.

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.



Your Role in Creating a More Positive Workplace

M048A Web Course	\$597
M048B PowerPoint (Editable/ with Sound) ...	\$397
M048C Web Movie/Video	\$397
M048D DVD for Standard/Computer Player...	\$397
Running time: (A-30 min.) (B,C,D-14 min.)	

"All workplaces are essentially a collection of relationships. So, every positive interaction adds to the health and quality of that workplace."

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VISIT www.WorkExcel.com

Orient Latino Employees to the EAP and Demonstrate the Value of Client Diversity

Preview at
bit.ly/M139P

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 EAP 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!

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Help Supervisors Repel Distress, Communicate Better, and Become Champion Negotiators in the Organization

Preview at
bit.ly/158-P

Prevent loneliness at the top!

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

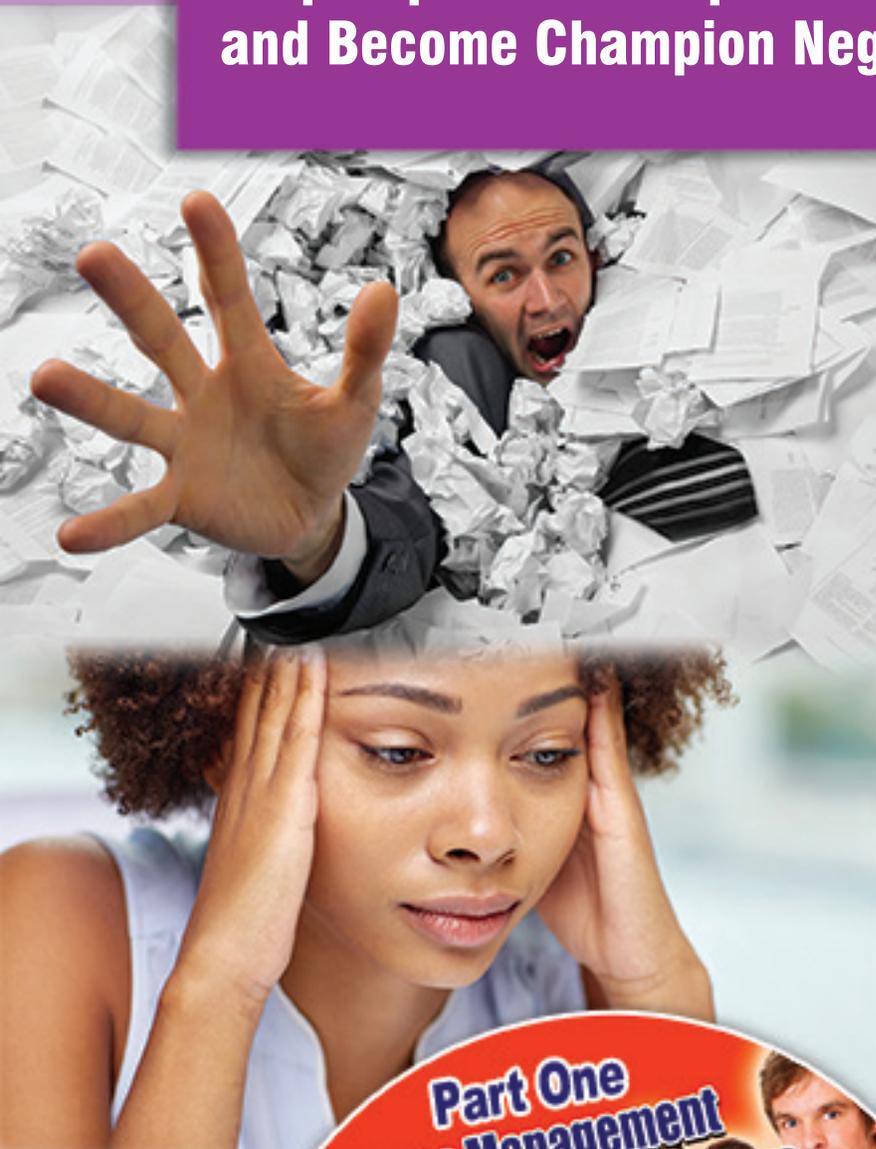
- ✓ Reduce conflicts among employees
- ✓ Improve relationships with peers
- ✓ Have a productive relationship with the boss
- ✓ Negotiate like a pro within your organization
- ✓ Eliminate feeling bewildered by conflict
- ✓ Support troubled employees without overstepping your bounds

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.



Part One Stress Management Secrets for Supervisors

Subtract \$200 when you purchase all three sections of this program - \$158, \$159, and \$160!

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

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!

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VISIT www.WorkExcel.com

Help Supervisors Manage the Challenges of Discipline, Self-Doubt, and Isolation

Preview at
bit.ly/158-P



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. 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.



Subtract \$200 when you purchase all three sections of this program - \$158, \$159, and \$160!



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

S159A Web Course.....	\$397
S159B PowerPoint (Editable/ with Sound)	\$197
S159C Web Movie/Video	\$197
S159D DVD for Standard/Computer Player ...	\$197
Running time: (A-25 min.) (B,C,D-15 min.)	

“Supervisors whose work requires lots of one-on-one contact with others exhibit higher blood pressure than those who spend more time alone.”

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

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VISIT www.WorkExcel.com

Help Supervisors Lead in midst of Change, Take Charge, and Stay Positive

Preview at
bit.ly/158-P

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. 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.

Subtract \$200 when you purchase all three sections of this program - \$158, \$159, and \$160!



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

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."

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

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VISIT www.WorkExcel.com

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

Preview at
bit.ly/403-P



NEW

Mastering Respect in the Workplace: Boosting Morale and Increasing Productivity

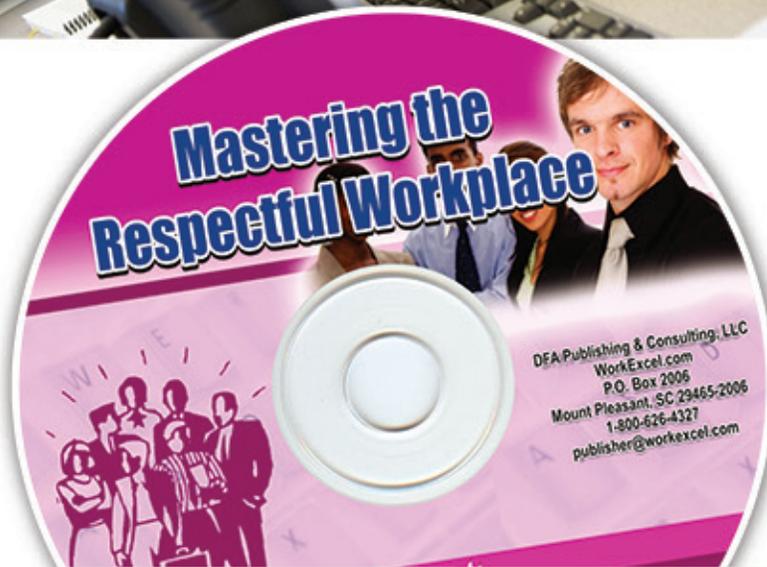
A Complete, Easy-to-Use Training Program that Targets Disrespect at Work and Makes Every Employee a Diplomat in a Peak Performance Workplace.

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.

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

- ✓ 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



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

M401A Web Course	\$695
M401B PowerPoint (Editable/ with Sound)	\$495
M401C Web Movie/Video	\$495
M401D DVD for Standard/Computer Player.....	\$495
Running time: (A-60 min.) (B,C,D-35 min.)	

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!

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Educate Managers to Promote a Respectful Workplace That Supports Productivity

Preview at
bit.ly/M012-P



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.

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.)	

"If you hear gossip or rudeness, intervene immediately with an unmistakable verbal reprimand: 'That's unnecessary and unappreciated in this 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.

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1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Help Supervisors Tap into Their Emotional Intelligence to Supercharge Their Effectiveness

Preview at
bit.ly/S026-P

High EI can help deliver high performance.

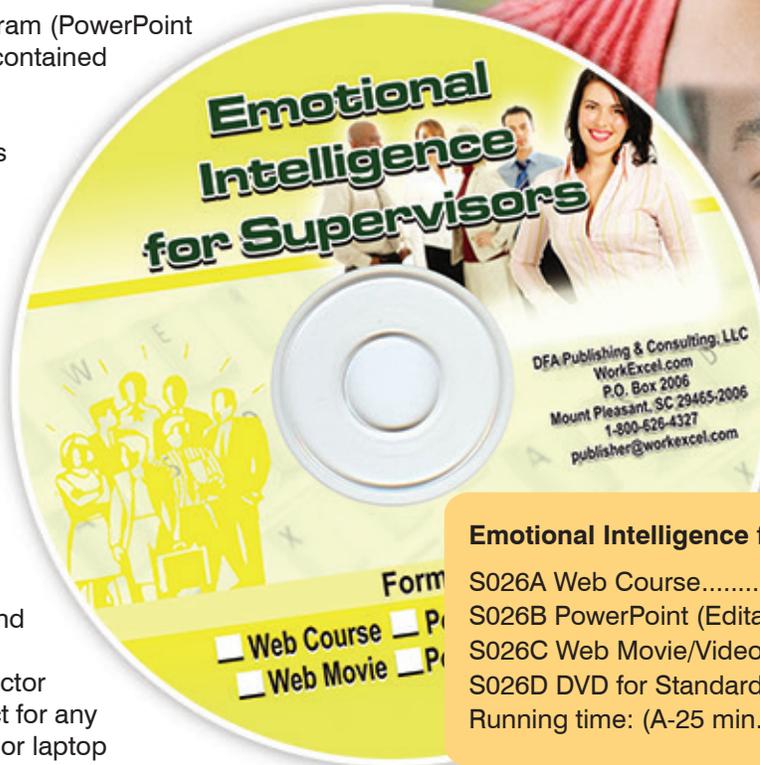
Emotional Intelligence for Supervisors

- ✓ 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.



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.)	

“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.”

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

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Stop Workplace Violence Before It Happens with De-escalation Tips

Preview at
bit.ly/S027-P



Nip Workplace Violence in the Bud

De-escalation of Tension in Reducing the Risk for Workplace Violence

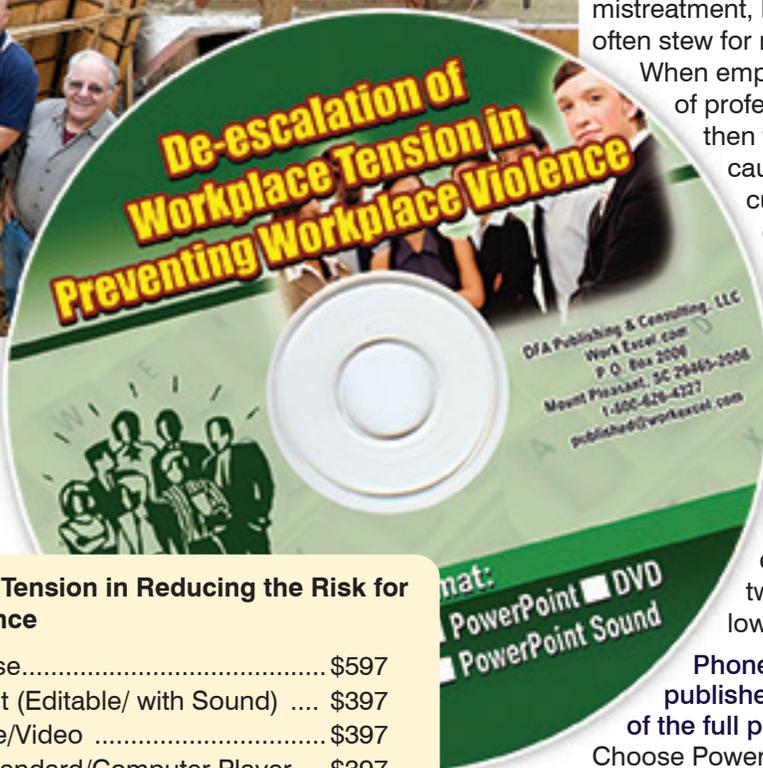
- ✓ Violence may not be inevitable
- ✓ Spotting ongoing feuds, perceived unfairness, humiliation, and personal problems brewing among workers
- ✓ Acting proactively to create a positive and respectful work culture
- ✓ Understanding shared responsibility in preventing workplace violence
- ✓ Analyzing 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.



De-escalation of Tension in Reducing the Risk for Workplace Violence

S027A Web Course.....	\$597
S027B PowerPoint (Editable/ with Sound)	\$397
S027C Web Movie/Video	\$397
S027D DVD for Standard/Computer Player ...	\$397
Running time: (A-25 min.) (B,C,D-11 min.)	

“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.”

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

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Establish an Easy, Results-driven, Performance Evaluation System That Rocks!

Preview at
bit.ly/S028-P

A COMPLETE SYSTEM
WITH FREE OVER-THE-
PHONE IMPLEMENTATION
INSTRUCTIONS!

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.



"Oh! So Easy!" WorkExcel Performance Evaluation Program and System

S028A Web Course.....	\$797
S028B PowerPoint (Editable/ with Sound)	\$597
S028C Web Movie/Video	\$597
S028D DVD for Standard/Computer Player ...	\$597
Running time: (A-45 min.) (B,C,D-30 min.)	

"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."

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VISIT www.WorkExcel.com

Reduce the Risk of Workplace Violence with Better Trained Supervisors

Preview at
bit.ly/S044-V

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.



Supervisor's Role in Preventing Workplace Violence

S044A Web Course.....	\$597
S044B PowerPoint (Editable/ with Sound)	\$397
S044C Web Movie/Video	\$397
S044D DVD for Standard/Computer Player ...	\$397
Running time: (A-20 min.) (B,C,D-10 min.)	

"15 percent of all workplace violence fatalities involve supervisors."

U.S. Bureau of Labor Research

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VISIT www.WorkExcel.com

Improve Productivity and Employee Harmony with More Assertive Supervisors

Preview at
bit.ly/S049P

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.

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.



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."

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

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VISIT www.WorkExcel.com

The Most Comprehensive EAP Supervisor Training Package Ever Assembled

Preview at
bit.ly/S111P

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.



EAP Supervisor Training (Comprehensive).
 S158B PowerPoint (Editable) \$497
 Training period: (1 to 8 hours)

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

Instruct Supervisors in How to Use the EAP as a Positive and Powerful Productivity Tool

Preview at
bit.ly/S130P



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.

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.



EAP Supervisor Training Essentials

S130A Web Course.....	\$795
S130B PowerPoint (Editable/ with Sound)	\$495
S130C Web Movie/Video	\$495
S130D DVD for Standard/Computer Player ...	\$495
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"

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

1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com

Supervisors Win at Reasonable Suspicion When They Aren't Fooled by Excuses

Preview at
bit.ly/S153-P



Don't Let Supervisors Fall for Excuses

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. 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.

Ten Excuses: Confronting Employees for Reasonable Suspicion

DEA Publishing & Consulting, LLC
 WorkExcel.com
 P.O. Box 2006
 Mount Pleasant, SC 29465-2006
 1-800-626-4327
publisher@workexcel.com

Format:
 PowerPoint DVD
 PowerPoint Sound

Ten Excuses Employees Give When Confronted for Reasonable Suspicion

S153A Web Course.....	\$497
S153B PowerPoint (Editable/ with Sound)	\$297
S153C Web Movie/Video	\$297
S153D DVD for Standard/Computer Player ...	\$297
Running time: (A-15 min.) (B,C,D-6 min.)	

"Some alcoholics have consumed mouthwash in quantities large enough to induce intoxication—some mouthwashes are 50 proof."

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

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VISIT www.WorkExcel.com

See More Successful Supervisor Referrals with EAP Refresher Training

Preview at
bit.ly/S156A



Prevent supervisor referral missteps.

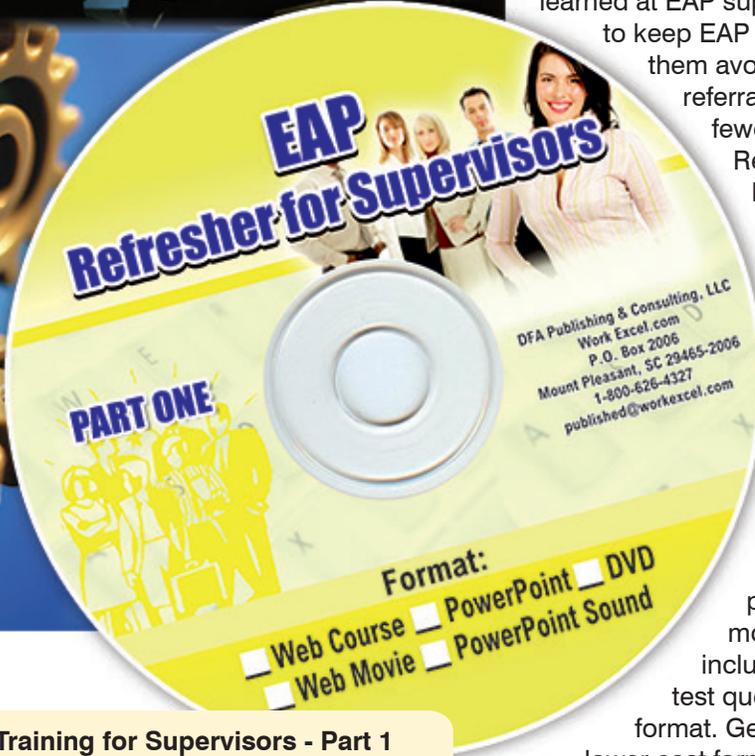
EAP Refresher Training for Supervisors: Part One

- ✓ 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.

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.



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.”

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Zap Mistakes and Missteps in the EAP Supervisor Referral Process

Preview at
bit.ly/S156B

Prevent more supervisor referral mistakes and missteps.

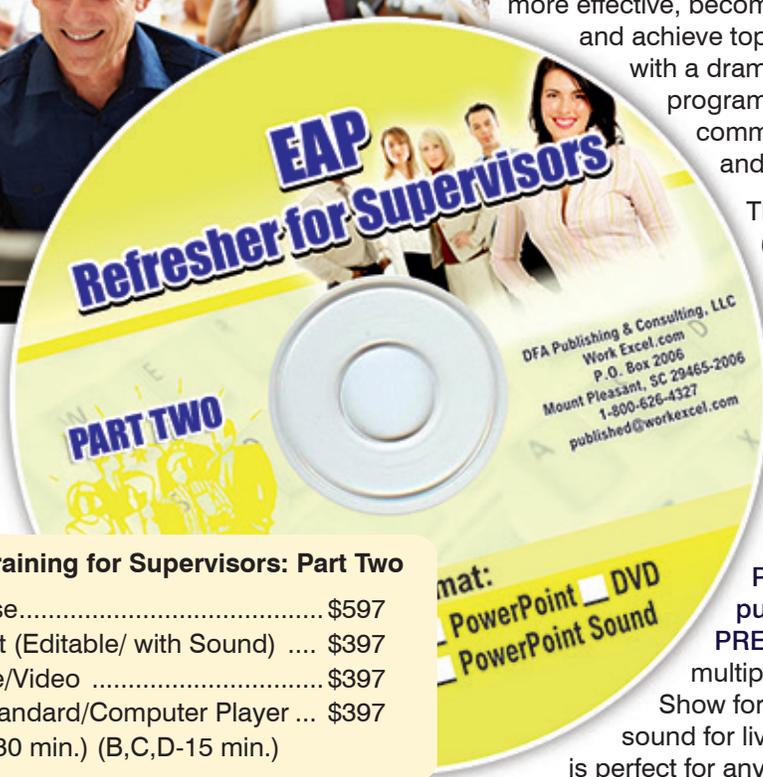
EAP Refresher Training for Supervisors: Part Two

- ✓ 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. 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.



EAP Refresher Training for Supervisors: Part Two

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S157C Web Movie/Video	\$397
S157D 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.

“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.”

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VISIT www.WorkExcel.com

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

Preview at
bit.ly/S158P

Improve the value
and impact of your EAP

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. 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.

EAP Refresher Training for Supervisors: Part Three

S158A Web Course.....	\$597
S158B PowerPoint (Editable/ with Sound)	\$397
S158C Web Movie/Video	\$397
S158D 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.

“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.”

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VISIT www.WorkExcel.com

Help Supervisors Understand DOT Drug Testing Regulations so They Take Action

Preview at
bit.ly/S170-P

DOT regulations require supervisors to act, not enable.

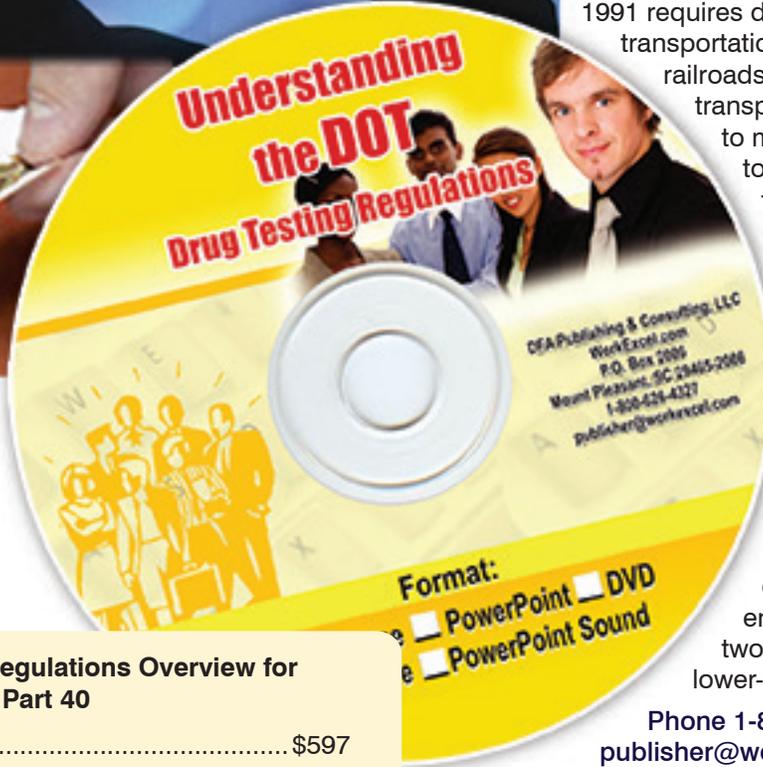
DOT Drug Testing Regulations Overview for Supervisors CFR49 Part 40

- ✓ 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.

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.



DOT Drug Testing Regulations Overview for Supervisors CFR49 Part 40

S170 A Web Course.....	\$597
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S170C Web Movie/Video	\$397
S170D DVD for Standard/Computer Player ...	\$397
Running time: (A-45 min.) (B,C,D-25 min.)	

"Designated Employer Representative is an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties. If you're a supervisor overseeing a regulated position--this is you."

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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.

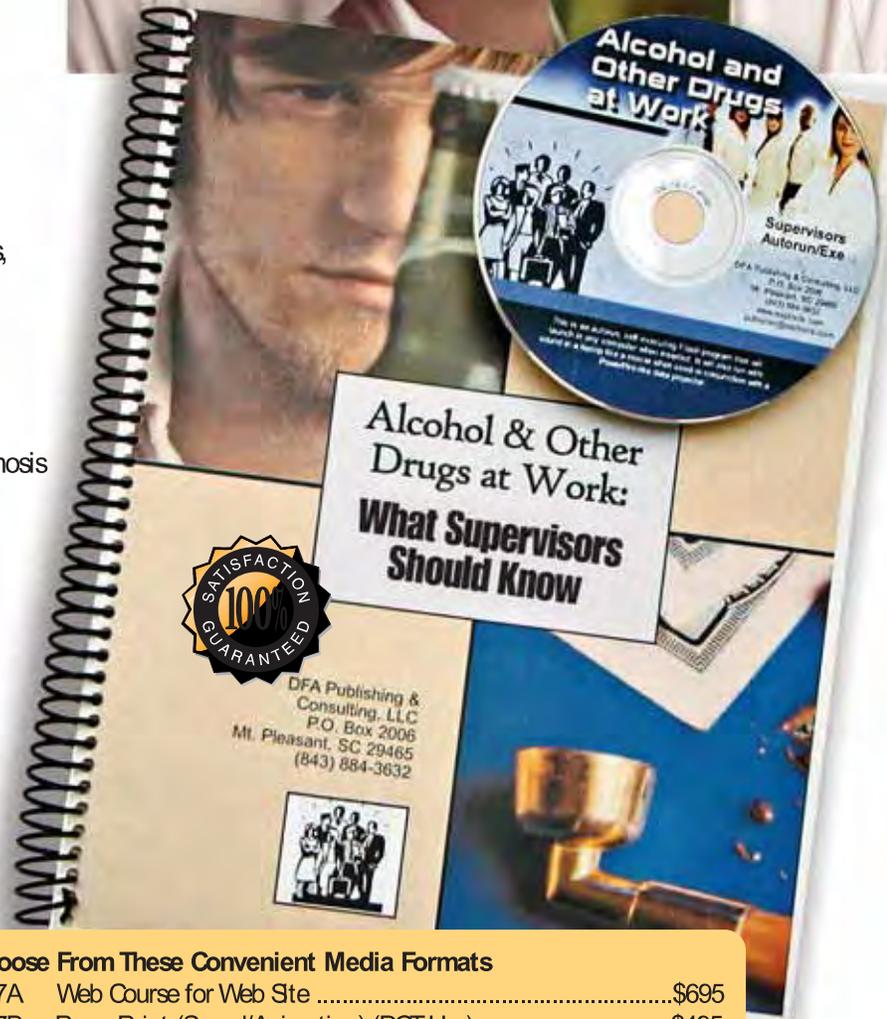
Here's What's Included:

- Introductory overview and concepts
- Personal problems as 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 ReproEitable™ Handouts V001, V002, V004, and V014.
- ✓ QuikTrain™ instructor's manual with B, C, E, D
- ✓ Variable length—go long or go short with A and B

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Note: See explanation of media formats inside the front cover.

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Train Supervisors in Vital Skills from Your Web Site or "Go-Anywhere" CDs

You Get
Two Ways
To Train

14 Mini-Movies in Flash Play Automatically On Any Computer or from Your Web Site

Get applauded by top management and rescue supervisors from their lack of skills. This program will instill competence and supervisory "know-how" with short educational 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.

FREE
PREVIEW

"I love the vital tips supervisor program. It is comprehensive and will be a great asset for our managers who cannot attend on-site training."

Eileen Crochiere, President
EAP Network, Inc.
Taunton MA

Here's What You Will Do:

- ✓ Help supervisors brush-up on key skills
- ✓ Train new supervisors
- ✓ E-mail automatic launch links to any supervisor
- ✓ Help "troubled supervisors" referred for their leadership issues
- ✓ Reduce fear among supervisors from inadequate training
- ✓ Reduce conflict, risk, and potential violence at work
- ✓ Be a better internal consultant
- ✓ Add value to your program
- ✓ Experience fewer grievances
- ✓ Reduce wrongful termination claims
- ✓ Help supervisors be proactive
- ✓ Demonstrate due diligence in training supervisors

Skill 1: How to Observe Performance

FREE!

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. 145A - \$0

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. 145B - \$97

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. 145C - \$97

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. 145D - \$97

Skill 5: Resolving Coworker Conflicts

Pick your battles and focus on shared goals to referee disputes effectively. 145E - \$97

Skill 6: Giving Feedback

Express both good and bad input with judgment-free specificity for a more positive, lasting impact on the employee. 145F - \$97

Skill 7: Delegating Work and Following Up

Boost your efficiency-and your team's morale-by handing off assignments to the right people. 145G - \$97

Skill 8: Dispensing Discipline

Treat discipline as a means to educate employees and elevate their behavior. 145H - \$97

Skill 9: Inspiring and Praising Employees to Build Morale

Energize employees by taking every opportunity to recognize their contributions and urging them to excel. 145I - \$97

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. 145J - \$97

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. 145K - \$97

Skill 12: Investigating Complaints & Incidents

Take an unbiased, fact-based approach when investigating employee complaints. 145L - \$97

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. 145M - \$97

Skill 14: Acting to Prevent Violence in the Workplace

Know the conditions that breed violence, and protect your workplace from toxic conflicts. 145N - \$97

All 14 Skills Above

Get all 14 skills shown above—the complete supervisory suite. Each on a CD includes Flash files for your Web site and self-playing files that start automatically and run on most computers, or with one click.

Your Choice, Flash Movies, PPT, DVD (on 2 DVDs) or Web Course with Certificate..only \$997



Dispensing Discipline

Building Team

Observing Performance

- 147 Buy Skills \$97 each. Save \$361 by purchasing ALL
- 148 Buy All Skills: Only \$997 PPT, DVD, Video, Web/C.

All skills shown are also available in PowerPoint with manual play and Sound/Show (you get both!). To order, mark "PowerPoint" on your order form and we will substitute flash/self-play with the PowerPoint format.

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Meet the U.S. Department of Transportation's Requirement for the Two-hour Drug and Alcohol Training Requirement for Supervisors

Reasonable Suspicion: Helping Managers Fight Workplace Substance Abuse

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Happy, Healthy and Productive Workplaces

We were originally asked to produce this training package for Norfolk Southern Railroad Corporation. Now it is used by large and small businesses nationwide, include 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 trng.
- Major drug categories and types
- Understanding alcoholism
- All about beverage alcohol
- Understanding denial
- Excuses employees use when confronted
- Understanding tolerance and impact
- Cross tolerance & 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, 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
- One price--you pay nothing extra. No per user, subscription, or licensing fees

"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!"

- Cliff McPherson, Panhandle Energy, Houston, TX

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DFA PUBLISHING & CONSULTING, LLC
P.O. Box 2006, Mount Pleasant, SC 29465-2006

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Organization: Phone:

Address: City:

State: ZIP: E-Mail:

EAP Referrals Come to Those Who Train

Use the most complete supervisor training program ever assembled.

Download this product!

Train supervisors to use the EAP, understand EAP principles, and stop making supervisor referral mistakes. Two years in the making and tested on thousands of supervisors, you will successfully tackle every EAP issue to increase supervisor referrals—guaranteed!

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

Important Features

- ✓ 85 Full Color Images
- ✓ Editable Microsoft PowerPoint
- ✓ Includes four Repro-Editable Handouts
- ✓ Comprehensive image-by-image QuikTrain™ instructor's manual.
- ✓ Reproducible completion certificate
- ✓ Variable length—go long or go short!
- ✓ 100% money-back guarantee!

YES! Please send me **EAP SUPERVISOR TRAINING: THE COMPREHENSIVE PROGRAM**

I am enclosing \$495.00 plus \$15 Shipping/Handling (or please bill my organization indicated on the contact information shown below.) I understand this is the most comprehensive and the most effective EAP Supervisor Training Program ever assembled and is guaranteed to increase our supervisor referrals or my money back!

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City _____ State _____ Zip _____

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Direct us to your logo and we will put it on the first slide—free.

GUARANTEE: We guarantee that this PowerPoint Program will be easy and fun for you to use; revolutionize your ability to reach more supervisors; add excitement, efficiency, and value to your EAP, and increase the number of referrals. If not, we will refund your payment no questions asked.

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Available at www.supervisorskills.blogspot.com, (See "Courses for Individual Learners") these online courses are accessible 24 hours per day, 7 days per week and represent an affordable and convenient way to strengthen key business skills. These courses apply easy to use technology and the content is aimed at adult learners, drawing highly relevant and engaging examples from real world and real life situations.

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Give Supervisors the tools they need to:

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- ✓ Become a more successful leader
- ✓ Sharpen their Critical Thinking and Analytical Skills
- ✓ Understand and Execute the HR Function
- ✓ Better Manage their time and Achieve a better Work-Life Balance
- ✓ Become a more effective Manager
- ✓ And Much more...

For more information and to register, visit:

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FrontLine Supervisor EAP Newsletter

FrontLine Supervisor educates, protects the organization, and drives EAP utilization UP! It's the missing piece that will make any EAP go from low visibility to HIGH visibility.

FrontLine Supervisor helps supervisors:

- ✓ Respond better to tardiness and absenteeism problems
- ✓ Avoid "armchair diagnosis"
- ✓ Identify signs and symptoms of troubled employees
- ✓ Observe more keenly and document performance more effectively
- ✓ Avoid the pitfalls of manipulation in the EAP referral process
- ✓ Refer to the EAP earlier and avoid enabling
- ✓ Learn constructive confrontation skills
- ✓ Follow up after referral
- ✓ Debunking myths about addiction and other personal problems
- ✓ Conduct better corrective interviews

...And gain knowledge from hundreds of EAP and supervision, team, and coaching tips



Absolutely guaranteed to increase supervisor referrals and improve relationships with supervisors.

"Thanks! I can't tell you how much our client companies appreciate what you are writing. Always a big hit with managers we work with and very helpful for them! Keep up the good work."

David Worster, Director
NH EAP Collaborative
Concord, NH

"Every month I tell my clients ...'this is a particularly good issue' and every month it truly is! This is a great resource. Thank you so much."

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

- Choose From These Convenient Formats. 12 issues (monthly)
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 - 130D FrontLine Supervisor MS Word/Graphics (editable)\$695/year.
 - 130E FrontLine Supervisor pre-printed PDF with EAP Name and phone number\$795/year.

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- **Ready to Photocopy!** Produce as many copies as you need for use by your organization or your business customers.
- **Expertly Written!** Inspired by extensive and ongoing EAP experience from the field.
- **Easy Reading!** Designed for easy reading and acceptance. No-nonsense, problem/solution format!
- **Educate Supervisors and Help Them Stop Enabling All Year!** Keeps supervisors thinking about the EAP and reminds them to confront and resolve performance problems with troubled employees. Your EAP stays visible and your training with supervisors continues all year!

What FrontLine Supervisor Can Do for You:

- Increase supervisor referrals with better trained supervisors
 - Provides years of knowledge to new EAP staff in supervisor/EAP dynamics
 - Helps your EAP market its services
 - Improves EAP relationship with supervisors
 - Increases your EAP's value with increased intervention capability
 - When resold as a service, can become a profit center for your EAP services
- ...Hundreds of other EAP and supervision, team, and coaching topics!

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

Since 1994 – The Best Way to Stay in Front of Supervisors

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Effective Articles. Empowered Employees™

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 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
- Family, home, and community
- Personal fitness
- Personal effectiveness
- Team building and productivity
- Health education
- Hot health topics in the news
- Stress management
- Workplace safety/injury prevention
- 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.

WorkLife Excel is the only wellness and productivity employee newsletter founded by a Certified Employee Assistance Professional, and guided an editorial philosophy that drives up EAP utilization.

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.

WorkLife Excel Hot Topics

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 WorkLife Excel Advantage

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!

- Increases utilization
- Improves productivity
- Improves morale
- Enhances work-life balance
- Prevents behavioral problems
- Juices up proposals

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 read wordy, longer-format feature article newsletters.

Simple to Use and Distribute:

- 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!
- You can choose to receive paper copies or an easy-to-distribute electronic PDF format.

Real Benefits from Trained Professionals:

- With articles written by peers, and contributions to topics by you, you can be sure your employees are getting information that will really help them – both at work and at home.
- Your Employee Assistance Program or Human Resources department will make a powerful visual impression.

Increased Usage of HR or EAP Services:

- WorkLife Excel partners with your Human Resources or Employee Assistance program by providing just the right amount of information to provoke thought and encourage discussion.

Customized Distribution Options:

- Select the best WorkLife Excel option to fit your organization – and your budget!
- Choose print, PDF, or a combination of both.
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- Recommend new topics using our **Subscriber Hotline** – See your idea appear in one of our next editions!
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When you receive your free PDF of WorkLife Excel, circulate it internally and watch employees react. Contact me anytime—toll-free at 1-800-626-4327, by e-mail at publisher@workexcel.com with any questions, or to order your new employee newsletter right away with an extra three months. Get started improving productivity, making an impression on management, improving your image as a professional, and increasing the desirability of your EAP by other organizations!

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We guarantee that your program or EAP will be more preferred and will be more valuable as a direct result of WorkLife Excel. Management will say it's the best newsletter they've ever seen. If not, you can cancel your subscription at any time and I will gladly refund the unused portion of your paid subscription.

Sincerely,



Daniel A. Feerst, LISW-CP, Publisher

DFA Publishing & Consulting, LLC
P.O. Box 2006
Mount Pleasant SC 29465

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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!



Wellness News and Productivity Newsletter for Employee Assistance Programs

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- ✓ Boost EAP utilization rates like never before.
- ✓ Make requests and contribute to future article content ideas with our exclusive "Subscriber's Input Hotline".
- ✓ Published, written, and guided by employee assistance and workplace wellness professionals like you!
- ✓ No lengthy features that "over-educate" or inhibit referrals to your EAP.
- ✓ Professional, corporate, fast-moving, and punchy with tips, health news-bites, and "actionable" articles.

Here's what your peers are saying about the WorkLife Excel newsletter...

"...WorkLife Excel has excellent content, a very professional looking appearance, and reflects well on you and the entire Office of Employee Assistance (U.S. Congress EAP). Thank you to all of you for taking the time to deliver such a high quality product!"
 "Let [WorkExcel.com] know how his content has resonated with [top management.]"

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

"I rely on you and your publications more than you know. My employees love it! So do I. :-)
 Great Job!"

Patti Matthews, Owner
 Comprehensive WorkLife Solutions
 Boardman, OH

"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."

Jim Seng, EAP Manager
 Warren Hospital
 Warren, New Jersey

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

Clancy Yeager,
 EAP Manager
 Phoenix Connection
 Perrysburg, OH

"When I distributed Work Life Excel newsletter, my companies instantly saw a true corporate-level publication and positive view of my EAP company. Employees love it! You can instantly tell the articles are written by an EAP pro. Dan, awesome job! Thanks!"

Joe Lemmon, LCSW-C, CEAP, SAP,
 President
 HR Workplace Solutions, Inc.
 Baltimore, Maryland

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DRAFT

The EAP Tool Box

Helping Associates with work-life balance!

Work • Life Tips

▶ Here's a fun tool to help everyone have a more productive, fast-moving meeting. It's a free download of quick-loading software called "The Meeting Calculator." Place it on a laptop, set the screen for all to see, and hit the start button after inserting the number of participants in the meeting and their combined average salary. The meeting calculator runs like a stopwatch, adding up the cost of your meeting. Get it free at <http://effectivemeetings.com/diversions/meetingcost.asp>.

▶ Learn how to argue fairly with a friend or coworker by using a quick anger management exercise that will help you fight fair. It's called the five-second rule, and it challenges you to wait five seconds in any argument before commenting on what's been said. Tips to make it work: 1) Use a 3 x 5 card to keep score of your progress. 2) Stick to the issue at hand. 3) Talk only about the present point of disagreement. 4) Never attack a person's self-esteem.

▶ Is a senior citizen in your life a bit too sedentary but still able to walk and stroll? Consider striking up a conversation about dog ownership. New research shows seniors who own dogs have more positive health outcomes. They include less frailty, better mobility, and lower risk for coronary heart disease. In the first study of its kind, these seniors report less social isolation. They also get closer to the recommended 150 minutes of exercise per week. Senior dog owners must walk Fido—even in colder months, so they naturally maintain an exercise regimen year round. <http://gerontologist.oxfordjournals.org> [search: "dog walking"]

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

Soft Skills to Know: Are You Competitive?

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”]



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:

Work-life balance - improving productivity - managing stress - improving work teams - promoting a respectful workplace - improving coworker relationships - safety tips for employees at home and at work - improving customer service - customer service stress management - motivational to encourage help-seeking behavior - achieve goals - improving relationships with one's supervisor - boost personal performance on the job - recovering faster after on-the-job injuries - better family living - teenager issues - coping with personal crisis - preventing on-the-job violence - selected health and productivity news bites from PR Newswire and the U.S. Dept. of Health and Human Services.



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

Order Work Life Excel Today!

- Simply fill in the number of employees and price using the accompanying order form or phone us at 1-800-626-4327 for help.
- Use the pricing charts to determine the best pricing options for your organization.
- Your employees will love Work Life Excel®. Employees will instantly recognize its richer content, and agree that it is a more exciting health and productivity newsletter.
- Employers will be impressed how articles meet their needs too, not only for healthier and happier employees, but also for helping employees improve their productivity and relationships at work.

NO RISK GUARANTEE

As a new subscriber, if you decide within 90 days that Work Life Excel is not for you, we will gladly refund 100% of the price you paid for your subscription!

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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

"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

"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
Bridgeport, CT**

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

**Debra Ontiveros, Director
WellConnect, El Paso, TX**

"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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State of Tennessee Government,
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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 Koninendyke, EAP Office Coordinator
Providence EAP, Portland, Oregon**

ORDER FRONTLINE EMPLOYEE – PHONE 1-800-626-4327

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See inside
for details and
Bonus Offer
on page 4!

Help Your Employees...

- ✓ Manage Stress
- ✓ Reduce Conflicts
- ✓ Boost Productivity
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- ✓ Be Happier and Healthier.



FrontLine Employee -
The fully customizable employee newsletter

Inspire healthy behaviors and productivity, build better relationships, and encourage self-referral for personal problems and concerns.

WorkExcel.com
Happy, Healthy & Productive Workplaces

What subscribers are saying...

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

The FrontLine Employee Newsletter



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

Daniel A. Feerst, LISW
Founding Publisher

FrontLine Employee topics include...

- ✓ Improving workplace communication and relationships with coworkers
- ✓ Worker productivity tips
- ✓ Family, home, and family effectiveness
- ✓ Personal fitness and emotional wellness
- ✓ Personal effectiveness and goal achievement
- ✓ Team-building and productivity
- ✓ Improving relationships with supervisors
- ✓ Hot productivity and health tips
- ✓ Stress management tips
- ✓ Making use of your employer-sponsored employee assistance program.
- ✓ Workplace safety, injury prevention, and how to support injured coworkers
- ✓ Improving customer service and reducing related stress



Your logo can go here.

Your program name and phone number can go here.

Your customized nameplate created! (optional)



FrontLine Employee

Wellness, Productivity, & You!

Employee Assistance



Build Your Immunity to Criticism



Although eagerly welcoming constructive feedback, employees who accomplish a lot on the job know their successes will sometimes rub others the wrong way. Not everyone will be quick to praise your triumphs when you are cast into the limelight by others who recognize your achievements. Learning to detach from unhelpful criticism is a skill to help you stay motivated, adapt to change, and think more creatively about your job. Try these "inoculators" to beef up your immunity: 1) Remember that those who criticize don't know the real you. 2) See negative criticism as possible validation that you are "on the right track." 3) Accept criticism of your success as normal and part of life's challenges. 4) Search for the truth in the criticism, if any. Something about it may be helpful despite the style of its delivery. 5) Let criticism inspire you to work with even more vigor toward accomplishing your dreams, rather than forcing you into retreat.

Pay Attention to Accolades



Pay attention to moments of super satisfaction in your work experienced by customers and supervisors. Ask yourself: What skills, abilities, or personality traits did I exhibit to earn this praise for my work? These are what make you unique and outstanding as a worker. Tuck these gems away so that you don't forget them. Use these descriptions of yourself in resumes and cover letters in the future. In job interviews, you'll sell yourself with believability.

Adapt to Technology and Thrive



Don't be overwhelmed by software related productivity tools that seem complicated now—like web building software, software programs beyond MS Word, or discovering how to be effective with graphics programs. Learning these tools can only make you more desirable as an employee. Dependency on technology in the workplace is increasing, not decreasing, so remaining in denial rather than facing your diminishing ability to keep up will only increase workplace stress. As long as you get started, you will learn more each passing day.

Help Prevent Internet Harassment



Internet harassment or cyber-stalking is rapidly gaining attention as a serious crime in many states. Cyber-stalking is the intentional harassment or threatening of another person through the use of electronic mail or electronic communication. Online harassment is similar to real-world stalking in its ability to be extremely disturbing to the victim. Perpetrators take advantage of the anonymity of the online environment and its false sense of security to act anonymously and harass another person. These activities may include disturbing text messages, the sending of unwanted, abusive, threatening, or obscene e-mails or messages, or the use of Internet postings, message boards, or chat rooms.



Articles come ready to edit, or you can insert your own articles using MS Publisher or MS Word. Available with graphics or as text only.



Important Notice: Information in FrontLine Employee is for general informational purposes only and is not intended to replace the counsel or advice of a qualified health professional. For further help, questions, or referral to community resources for specific problems or personal concerns, contact your employee assistance professional.

- **Ready for Copying or Making Changes!** Arrives monthly, with each issue editable using Microsoft Publisher or Microsoft Word. Edit or insert your own articles. You can even create your own name!

- **Licensed for Unlimited Reproduction!** Produce as many copies as you need for distribution throughout your organization or to corporate customers.

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

- **Complete with 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. If you are an employee assistance provider, use with multiple corporate customers. Place it on a Web site (with password protection). Your imagination is the limit!

• Business and Industries Using FrontLine Employee:

Blue Cross Blue Shield • Employee Assistance Service Providers • Hospitals Public School Systems • Small Businesses • U.S. Department of Justice • Social Security Administration • State Governments • Towns & Municipalities • Canadian Businesses and Health Organizations • NASA • Health Libraries • Banks & Credit Unions • Universities • Caribbean Businesses • U.S. ARMY Installations • U.S. Marines Installations • Fortune 500 Companies • Community Mental Health Centers • Family & Child Service Agencies • Service Industries • Nursing Facilities

As Close as You Can Come to Your Own Newsletter with NONE of the Work!

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

Marylee Nunley - RMS, Inc.
Peoria, Illinois



- ✓ Ready to use or edit. PDF, MS Word, customized PDF, or MS Publisher. Distribute upon arrival or make changes by adding your own content.
- ✓ Short, informative, punchy articles keep readers engaged so they get maximum benefit from content.
- ✓ Low price. – unlimited use. You control everything.
- ✓ Less waste. Two pages monthly. No long articles or lengthy features that don't get read or are tossed in the trash.
- ✓ Licensed mental health professionals write, produce, and approve content
- ✓ 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 months! **BONUS!** Two years! (50% off second year)

Contact me about logo setup and/or a customized nameplate.

- \$495: Accessible to 100 or fewer employees (Spanish: add \$295)
- \$695: Accessible to more than 100 but less than 1,000 employees (Spanish: add \$395)
- \$995: Accessible to more than 1,000 employees (Spanish: add \$595)

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Organization: _____

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State: _____ ZIP: _____ Phone: (____) _____ - _____ E-Mail: _____

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- MS Publisher
- Text File (MS Word)
- PDF
- MS Word with Graphics
- Imprinted PDF (add \$100)

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Total Payment: \$ _____

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

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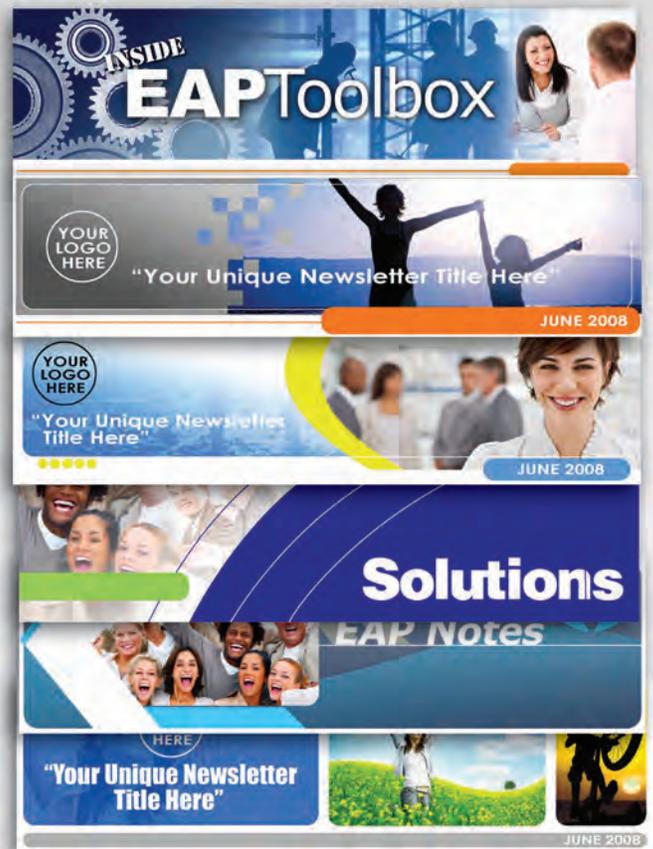
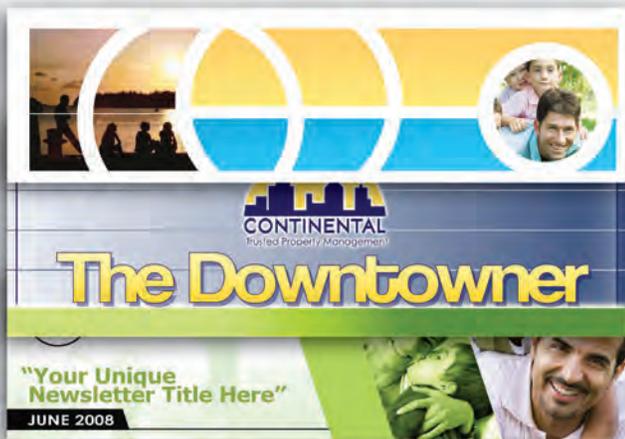
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Custom Nameplates



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!



Ignorar las señales de alerta de un lugar de trabajo violento

Si ocurre un hecho violento en el lugar de trabajo, ¿dónde que no lo toma por sorpresa? Ayudar a prevenir la violencia en el trabajo es responsabilidad de todos los empleados, pero conocer las señales y los síntomas es la parte más fácil. Lo difícil es aceptar que niega, reduce o descarta estas señales y síntomas. Y si nunca has presenciado o sido víctima de la violencia, la probabilidad de que tenga puestas las señales de alarma no necesariamente son dramáticas, y el infractor no tiene por qué ser un empleado molesto. Si tiene dudas acerca de algo que le preocupa, hable con su supervisor o con alguien que cuente con la autoridad de hacer algo al respecto.



Se buscan empleados concienzudos

A los empleadores les encanta tener empleados esmerados y con una conciencia recta. Algunos inclusive establecen filtros específicos para encontrar a estos concienzudos trabajadores. Esto se debe a que un empleado concienzudo demuestra niveles de productividad mucho más altos. Además, la evidencia indica que no se necesitan supervisores tanto y es mucho menos probable que participen en actividades contraproducentes. ¿Cómo puede saber qué tan concienzudo es y cómo puede mejorar en este sentido? Es posible que valga la pena averiguarlo, y para ello existen pruebas de valoración en línea. Algunos estudios indican que las personas con personalidades de este tipo viven más.



Las emociones y la pérdida de peso

En una encuesta realizada a 1300 psicólogos por la revista Consumer Reports, hubo casi unanimidad en cuanto al papel que juegan las emociones en aquellas personas que tienen problemas para bajar de peso. Todos los encuestados contaban con pacientes con problemas de peso y, según su experiencia, controlan el comportamiento y las emociones relacionadas con la pérdida de peso y su influencia sobre la alimentación emocional tiene el doble de la importancia que tomar decisiones racionales en cuanto a las comidas. La terapia psicológica a corto plazo puede ayudarle a seguir en la lucha, mantenerse motivado y alejar los pensamientos negativos para que así pueda controlar los comportamientos que no le dejan avanzar. Fuente: <http://tinyurl.com/roadblock-gone>



¿Aprecia realmente la diversidad?

Es fácil aceptar el valor de la diversidad, pero, ¿le cuesta comportarse consecuentemente? Asegúrese de entender sus prejuicios. Todos los días, a raíz de nuestras experiencias de vida, nos enfrentamos a actitudes y prejuicios naturales y propios punto de vista. Como seres humanos, es difícil de controlar, es importante reconocerlos y trabajar en ellos para orientar el comportamiento. Si usted es consciente de su valor de una fuerza laboral diversa, asegúrese de mantener a raya los prejuicios de los demás, estará en un ambiente de trabajo donde todos...



- YES!** I want to help my employees stay happy, healthy and productive! Start my free three-month trail subscription to FrontLine Employee and bill me later for a full 12 months. I am under no obligation to continue past the trail period.
- YES!** I am paying now! Send 14 months!

- English Only! \$995.00 12 Issues Per Year
- Spanish Only! \$595.00 12 Issues Per Year
- Contact me about a customized professional name and masthead for our newsletter!

Name: _____ Title: _____
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100% GUARANTEED

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

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

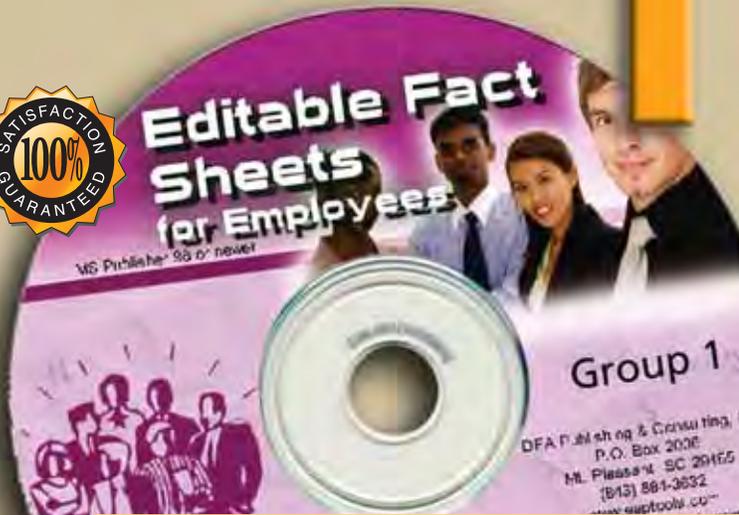
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for the Price of 7!
Save nearly \$200!

These well-researched fact sheets mean you're always ready to help – with information on topics like depression, managing anger, dealing with debt and credit, parenting teens and more. Buy the sheets singly or save when you purchase all 15.



Timely subjects include...

- ✓ Alcohol consumption
- ✓ Resolving coworker conflicts
- ✓ Coping with the blues
- ✓ Balancing work and family
- ✓ Anger management
- ✓ Assertiveness skills
- ✓ Dealing with trauma
- ✓ Couples counseling
- ✓ Understanding depression
- ...and much more.

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



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



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

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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.

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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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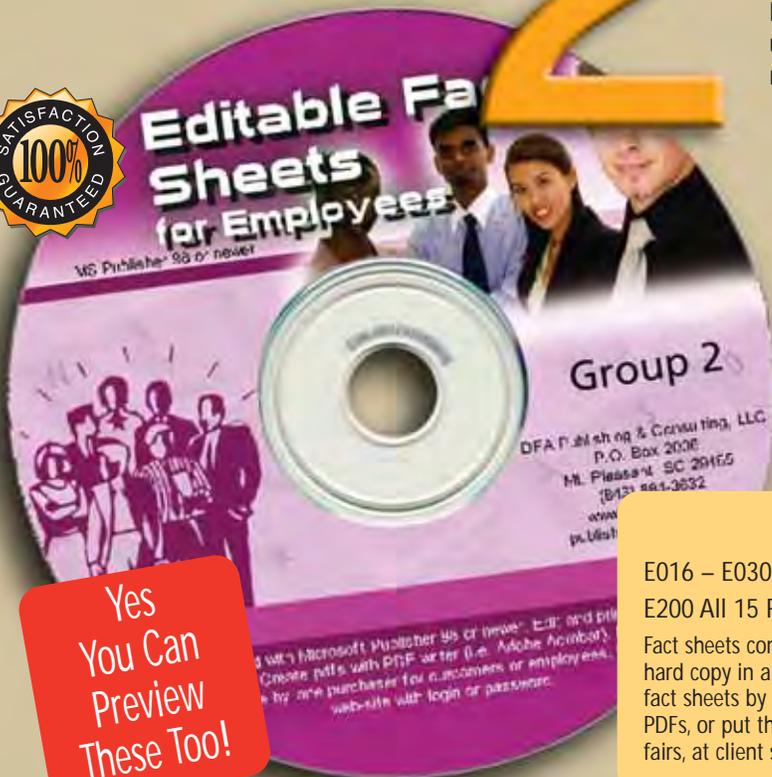
GROUP 2

More Repro-Editable™ Fact Sheets for Employees!

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Fifteen more easy to use fact sheets for use in client sessions, health fairs, assessments, follow-ups and a variety of other situations. Topics include workplace injuries, compulsive eating, suicide, stress management and more.

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E-016 What to Do About a Negative Performance Review WHAT: Helps clients focus on the positive of a bad review, make changes, and get back to work energized and determined. WHERE TO USE: Client sessions, health fairs, EAP waiting areas, assessments.



E-017 Sticking with Your Recovery Program from Addictive Disease WHAT: Essentials that every recovering addict needs to know but may take years to hear or discover in recovery. WHERE TO USE: Client counseling sessions, follow-up meetings, post-discharge back-to-work interviews.



E-018 Caught in the Web of Internet Addiction WHAT: Awareness about the high risk of Internet addiction, with warning signs and more. WHERE TO USE: Health fairs, client counseling sessions, EAP waiting areas.

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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, health fairs, waiting rooms.



E-021 Living Life as a Shift Worker WHAT: Special issues and stressors associated with shift work and how to tackle them. WHERE TO USE: Health fairs, counseling sessions, waiting rooms, stress management presentations to shift workers.



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: Client 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.

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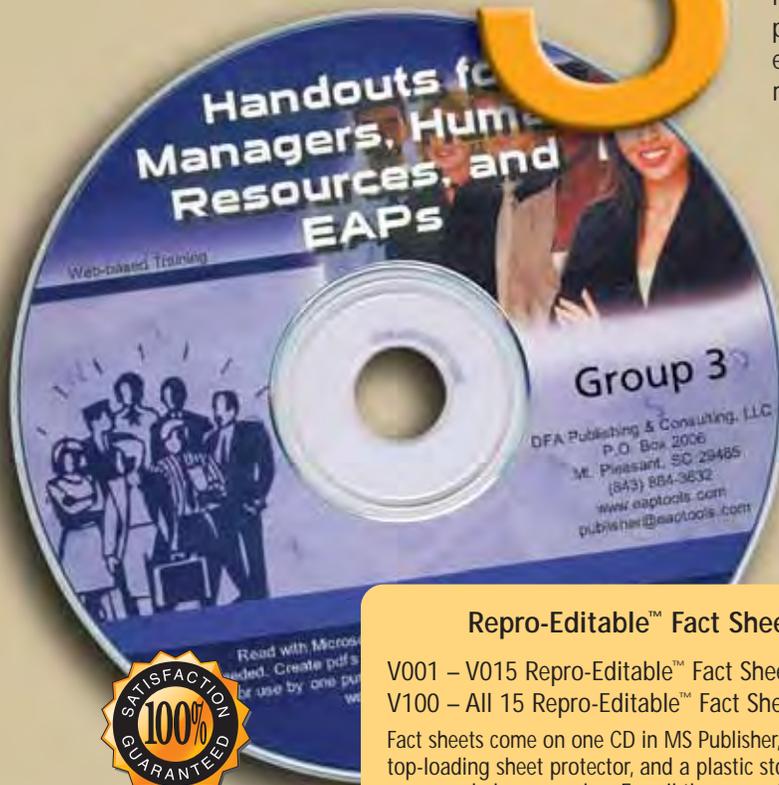
These Information-Packed Sheets Put “Manager Know-How” Directly Into the Hands of Supervisors

GROUP 3

Employee Assistance and Manager Fact Sheet

Written by “long-timers” in the EAP field, these unique editable handouts provide authoritative information that enhances your message and improves results. Handouts may be purchased separately or save by purchasing all 15.

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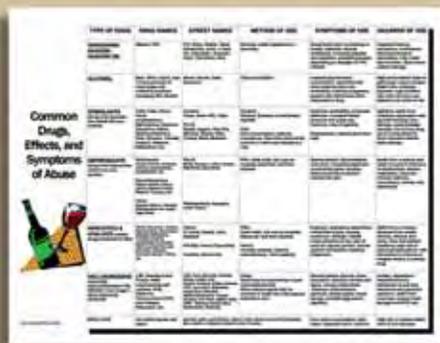
These fact sheets are perfect as handouts following instructional sessions with managers and supervisors, or for educating top management.

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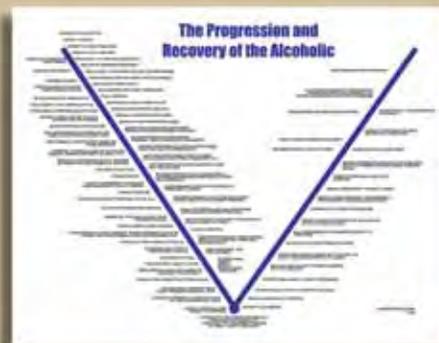
Repro-Editable™ Fact Sheets for EAP Management and Supervisors

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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 consults.



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



V-003 Tracking Sheet for EAP: 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.

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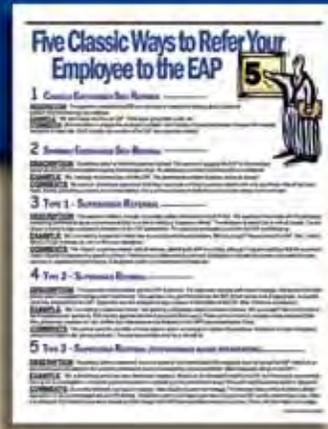




V-004 Addictive Disease in the Workplace Progression Curve WHAT: Shows addictive disease symptoms, life-social symptoms, and performance symptoms chart. Definitely a first. **WHEN TO USE:** Supervisor training, EAP client education in EAP interviews or patient settings, supervisor consults.



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.

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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. Helps supervisors thwart manipulation. **WHEN TO USE:** Supervisor training, supervisor consults.

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

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Repro-Editable™ Fact Sheets

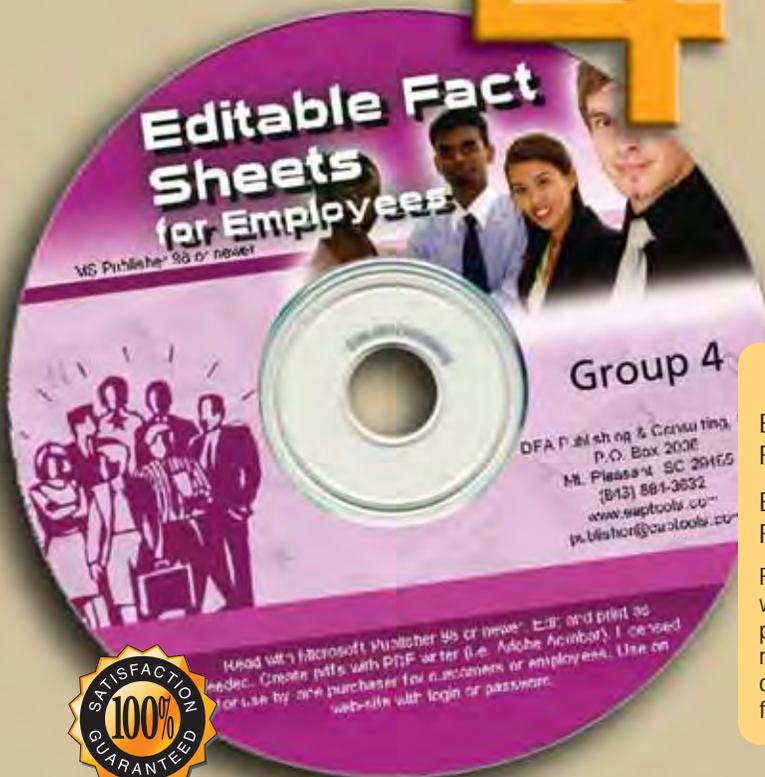
Packed with the very latest thinking on important topics like coping with a mentally ill family member, becoming a star performer at work, facing down bullies and dealing with difficult coworkers, these editable fact sheets are priceless for client sessions, assessments, counseling and promotion.

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



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



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

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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 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. **WHEN 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.



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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, clarifies, 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." **WHEN TO USE:** Client sessions, counseling.

E041 Communication Tips for a Happier the 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. **WHEN 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? **WHEN 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. **WHEN TO USE:** Presentations, A/D education.

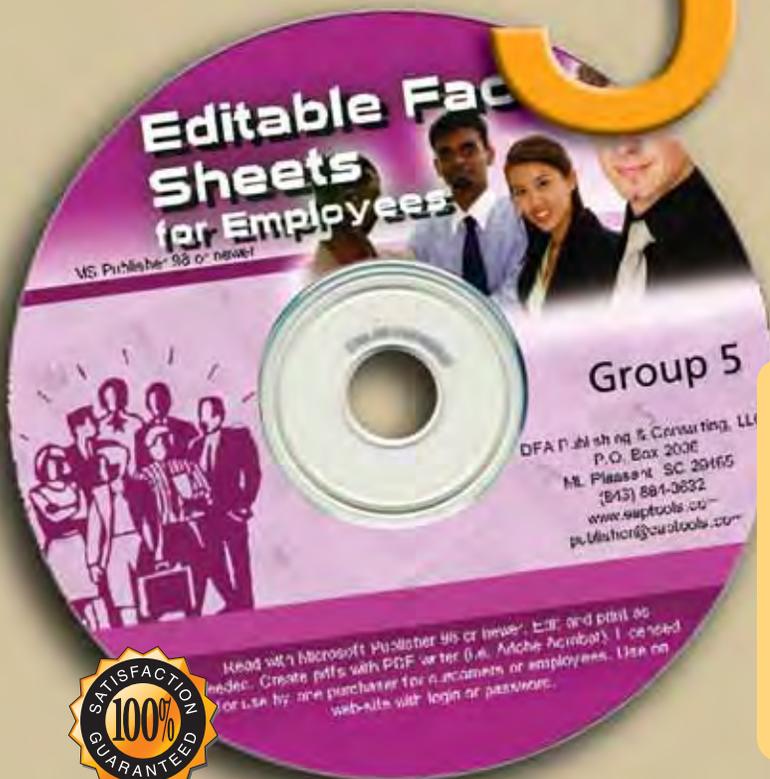
E045 It's Not Too Late! Making 2009 Happy, Healthy, and Productive **WHAT:** It's not January, but that's the point. This fact sheet is for any month or year. It goes the next step to keep employees fired up. (And all fact sheets are editable!) **WHEN TO USE:** After January!

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

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



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



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

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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. **WHEN TO USE:** Individual counseling, health fairs, family counseling.



E052 Effective Time Management for Supervisors **WHAT:** Supervisors who manage time well win the management game. Loads of tips, "building in" time, prioritizing, delegating, setting goals, minimizing meetings, knowing when to take a break. **WHERE TO USE:** 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 **WHAT:** Crisis versus trauma. Definition and "what works" in managing crises. Is it a crisis? Staying mobilized. Steps for coping. Managing disruption. Keeping structure in your life. Decision making. Signs that crisis is affecting you. **WHERE TO USE:** Counseling sessions. Groups.

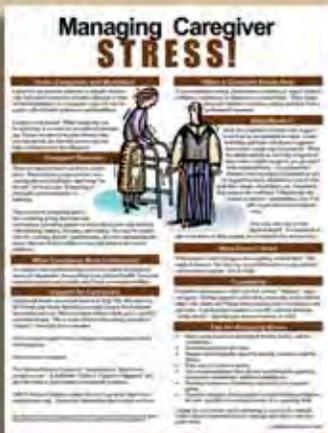


E055 Coping with Divorce **WHAT:** Emotions and loss; legalities; avoiding unnecessary conflict; seeking support; taking care of yourself; refocusing your energy; avoiding unhealthy coping behaviors; forgiving yourself. Moving forward. **WHEN TO USE:** Client sessions, counseling, waiting rooms.



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

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E057 Managing Caregiver Stress! **WHAT:** Caregivers are special, but have important needs. Types of stress; caregiver needs; avoiding denial of needs; support of caregivers; when you need help; what works!; what doesn't work!; counseling; tips. **HERE TO USE:** Counseling, waiting rooms.



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



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



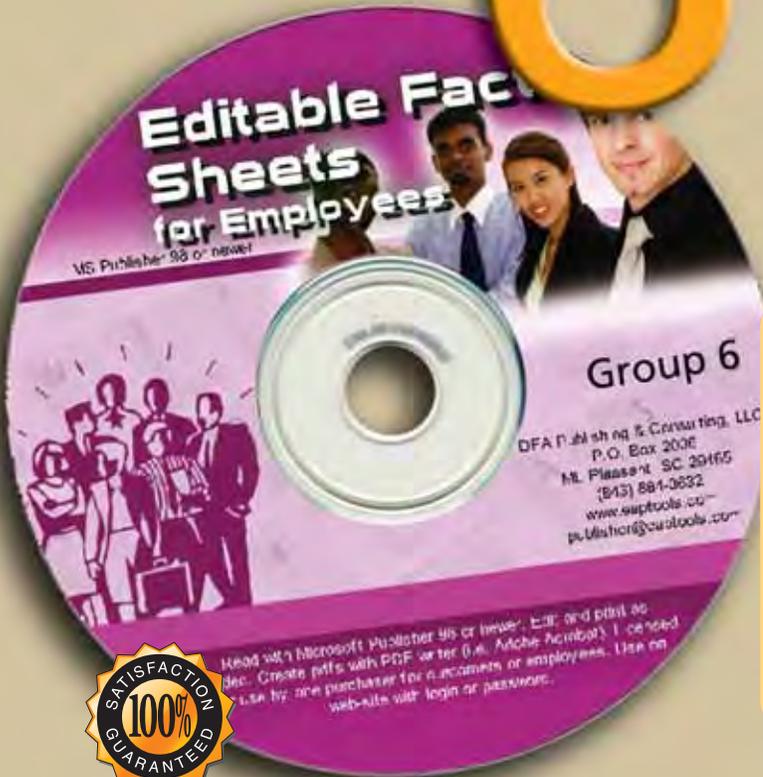
E060 Preventing Identity Theft **WHAT:** Keeping personal information secure. Monitoring credit properly; shredding and protecting; guarding your SSN; responding to mail and e-mail solicitations; password problems; credit bureaus; responding to suspicious activity. **WHEN TO USE:** Waiting rooms, seminars.

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



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



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

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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 your 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. WHEN 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. WHEN 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.

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E072 The Trouble with EMAIL WHAT: Email is a powerful tool, but abused or careless use of it can bring you down. What everyone should know about email hazards-- writing, opening, sending, and thinking before you click. HERE TO USE: Waiting rooms, new employees.



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.

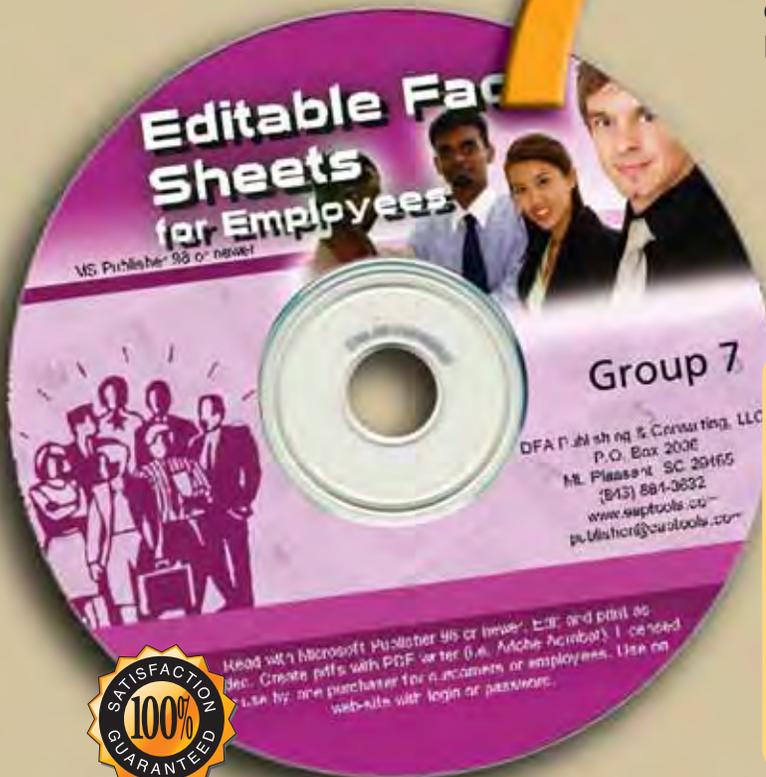


E075 End of Summer: Back to School Tips WHAT: Grade school, college, both! Here it is on one tip sheet. For families and students. Making the transition. Keeping it smooth. Making it a great year for everyone in the household! WHEN TO USE: Waiting rooms, seminars

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



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



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

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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 Stress into De-Stress
 WHAT: About stress and how to take charge of it; the three forms of stress and how to manage each kind; coping with physical stress; coping with emotional stress; coping with work stress. **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 is involved in one of eight; challenge of dealing with stalkers; employer responsibility; what you should do; organization your protection; communication. **WHEN:** Groups, counseling.

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



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



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



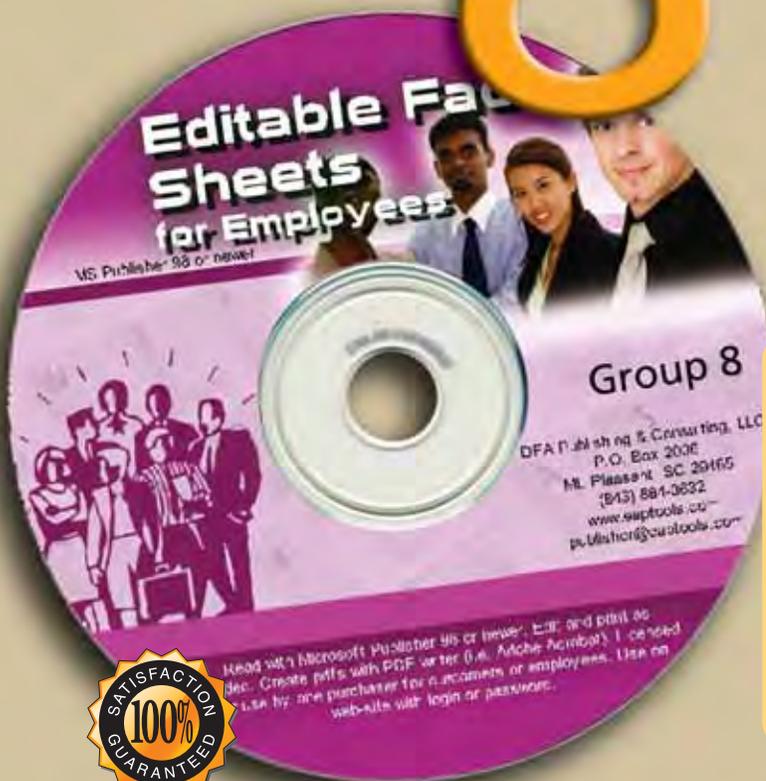
E090 25 Ways to Beat Holiday Stress
 WHAT: 25 cool ways of managing the mistletoe season that to help employees enjoy it more or be less troubled by the memories and issues that make it especially tough. **WHEN:** Counseling sessions; health fairs.

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



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



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

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



E095 Coping with Change in the Workplace (Supervisor) WHAT: Ability to manage change is critical; facing unexpected change; avoiding fear and negativity; resisting snap judgments; see the big picture; managing expectations; remaining positive and professional, and the benefit of doing so. **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 (Supervisor) 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 (Supervisor) 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 (Supervisor) 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.

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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 (Supervisor) 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 baggers.

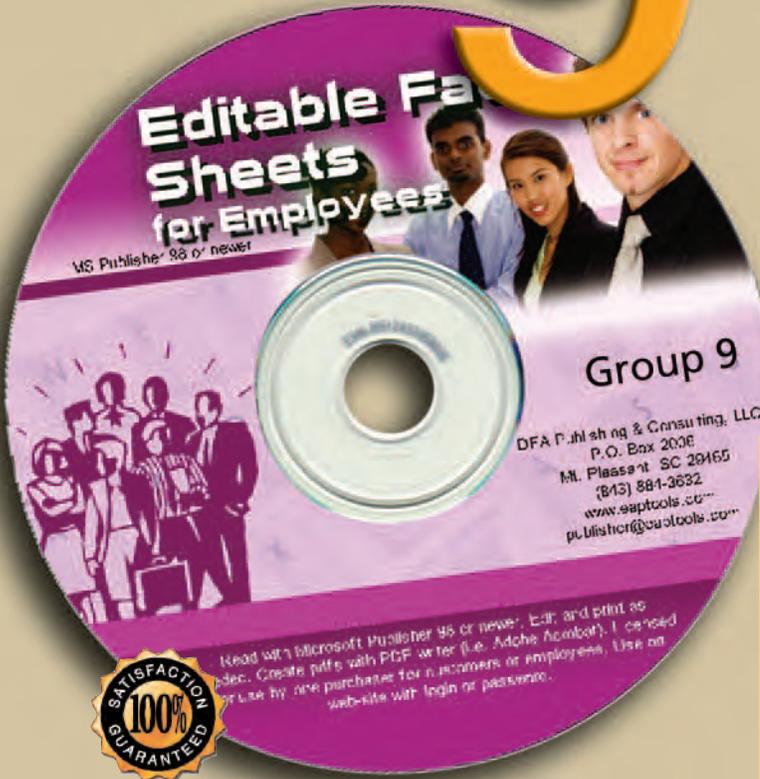


E105 Performance Evaluation Anchors Tool (Supervisor) WHAT: Facing the madhouse. Ten tips for a less stressful commute. Starting early, keeping your car repaired, keep a half tank minimum, find safe audio entertainment, changing the scenery, getting comfortable, using time wisely. **WHEN TO USE:** Workshops,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

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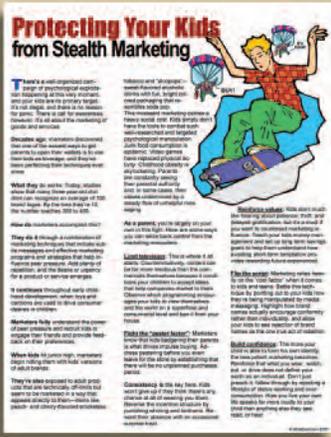
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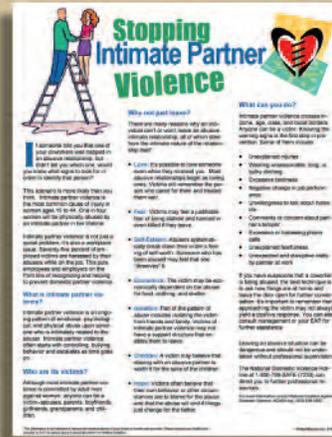
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E106 What to Do about Compassion Fatigue WHAT: What is compassion fatigue; What is the cause of compassion fatigue; Overcoming and recovering from compassion fatigue; tips, do's and don'ts; putting yourself first in a healthy way. WHERE: counseling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



E107 Protecting Your Kids from Stealth Marketing WHAT: Children are unwitting targets of corporate marketing. Here's some awareness to help parents be more aware and be in more control. 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 protecting yourself. WHEN TO USE: counseling sessions, health unit, special seminars.

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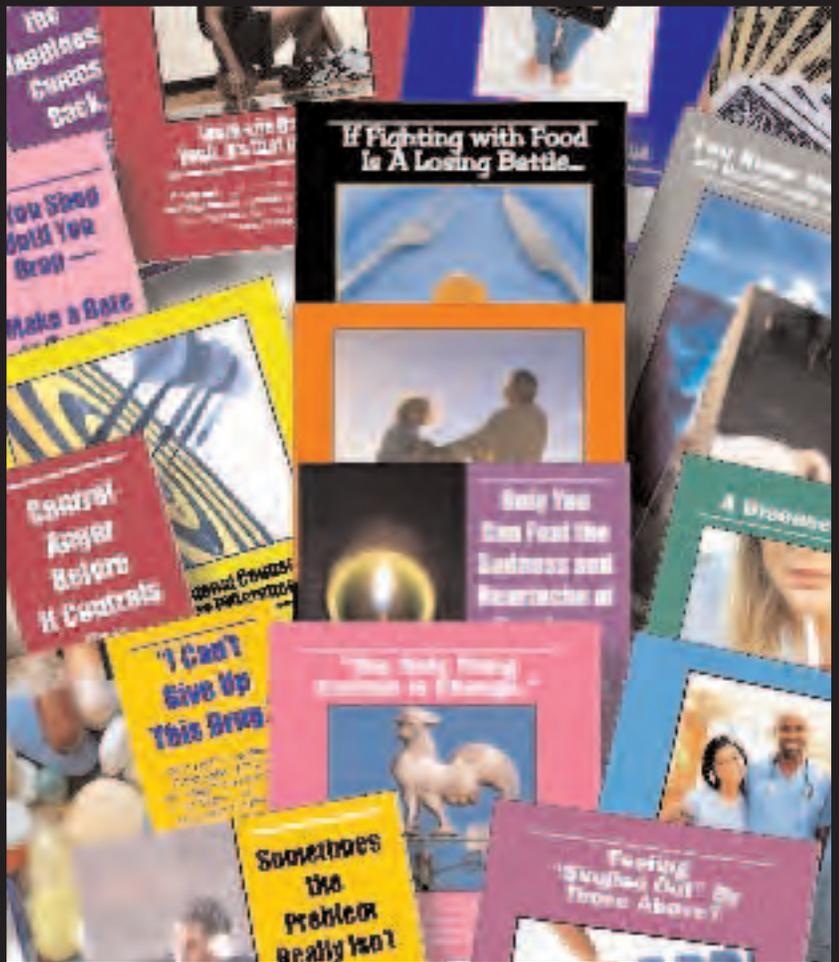
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ARMY Drug Free Workplace Program – 30 min*

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How to Conduct a Performance Evaluation (Supervisors) – 12 min

Reasonable Suspicion DOT Training – 1:28 min* (DOT length with materials = 2 hours)

Alcohol and Other Drugs at Work: Employees – 47 min*

Alcohol and Other Drugs at Work: Supervisors – 58 min*

Assertiveness Skills for Supervisors – 9 min

14 Vital Skills for Supervisors (14 videos) 90 min*

Avoid Alcohol Abuse and Binge Drinking – 27 min

Developing Resilience: Ultimate Stress Management – 10 min

Helping to Prevent Suicide – 9 min

Mastering the Respectful Workplace - 30 min

De-escalation of Tension in Reducing the Risk of Workplace Violence - 11 min

Orientation of New Employees to the EAP – 11 min. *

Spanish: Orientation of New Employees to the EAP – 11 min*

What You Should Know about Prescription Drug Abuse – 17 min.

Anger Management: Tips for Employees – 11 min

Avoiding Workplace Harassment – 10 min

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Communication Tips for a Happier Workplace – 5 min

Facing Bullying at Work – 6 min

EAP Supervisor Training – 25 min*

Giving Couples Counseling a Try – 10 min

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Just Don't Use It: Marijuana (What You Need...Know) – 16 min

Preventing Workplace Violence – 12 min

Preventing Workplace Violence Spanish - 13 min

Refresher Training I – 15 min

Refresher Training II – 15 min

Refresher Training III – 15 min

Resolving Coworker Conflicts – 12 min

Responding to a Disappointing Review – 9 min

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Skyrocket EAP Utilization: 25 Ways the EAP Can Help – 9 min

Stress Management Tips for Employees: Part 1 – 15 min

Stress Management Tips for Employees: Part 2 - 15 min

Stress Management Secrets for Supervisors – 1 – 15 min

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Supporting a Family or Friend in Recovery for Addictive Disease – 9 min

Supervisor Role in Preventing Workplace Violence – 8 min

Teens Abusing Drugs: Parenting Tips – 12 min.

The Dangers of Using Meth – 24 min.

Dangers of Using Bath Salts – 8 min

Thinking About Your Drinking – 12 min

Tips for Parenting Teens – 9 min

Understanding & Treating Depression – 10 min

Understanding/Conquering Codependency – 10 min.

Valuing Diversity at Work – 10 min

What You Should Know about Heroin – 13 min

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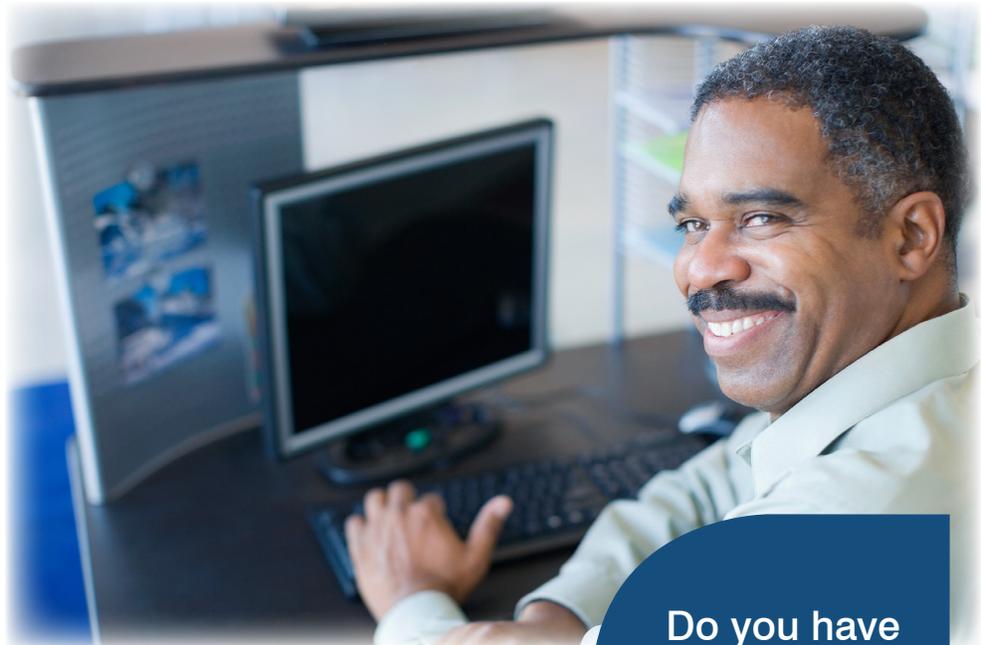
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