

See More Successful Supervisor Referrals with EAP Refresher Training

Preview at
bit.ly/S156A



Prevent supervisor referral missteps.

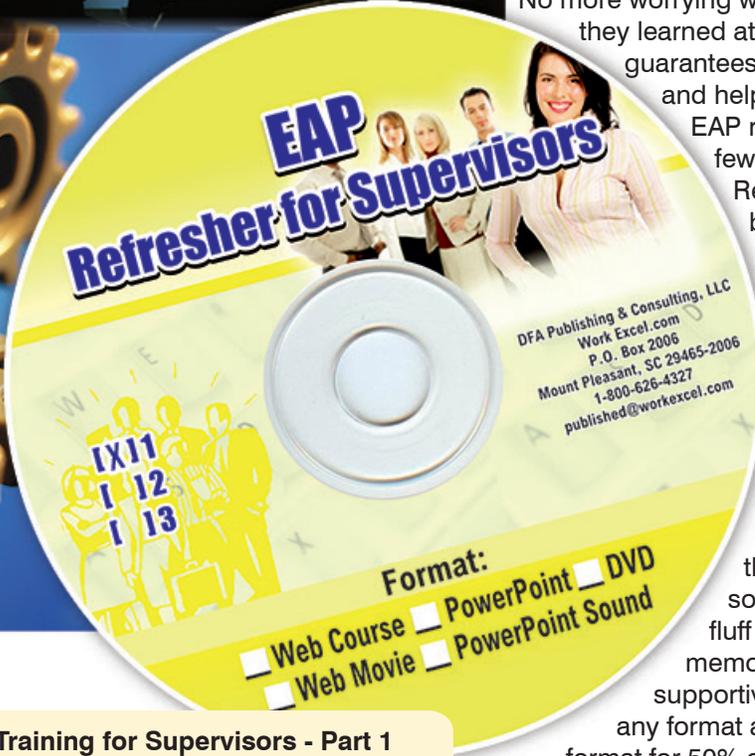
EAP Refresher Training for Supervisors: Part One

- ✓ 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 presentation/program (or web course) educates supervisors to better understand the EAP to reduce risk and use it properly so more referrals are successful. This is a no-fluff program. It is fast moving, practical, and memorable. It contains handouts and plenty of supportive content to engage supervisors. Choose any format and get the same or a second lower cost format for 50% off.

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 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

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|--|-------|
| 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 EAP is critical, but refresher training is what seals success for the EAP.”

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

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



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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

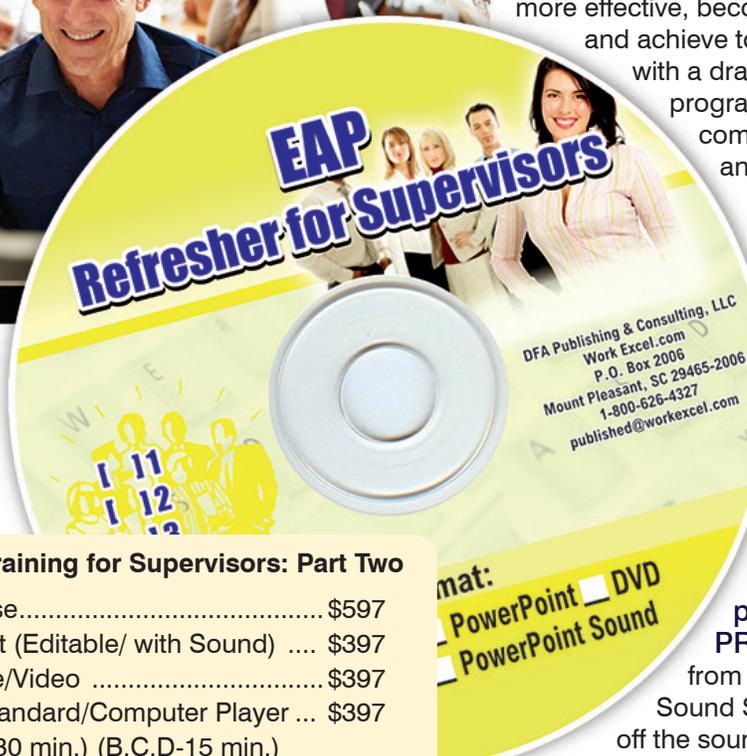
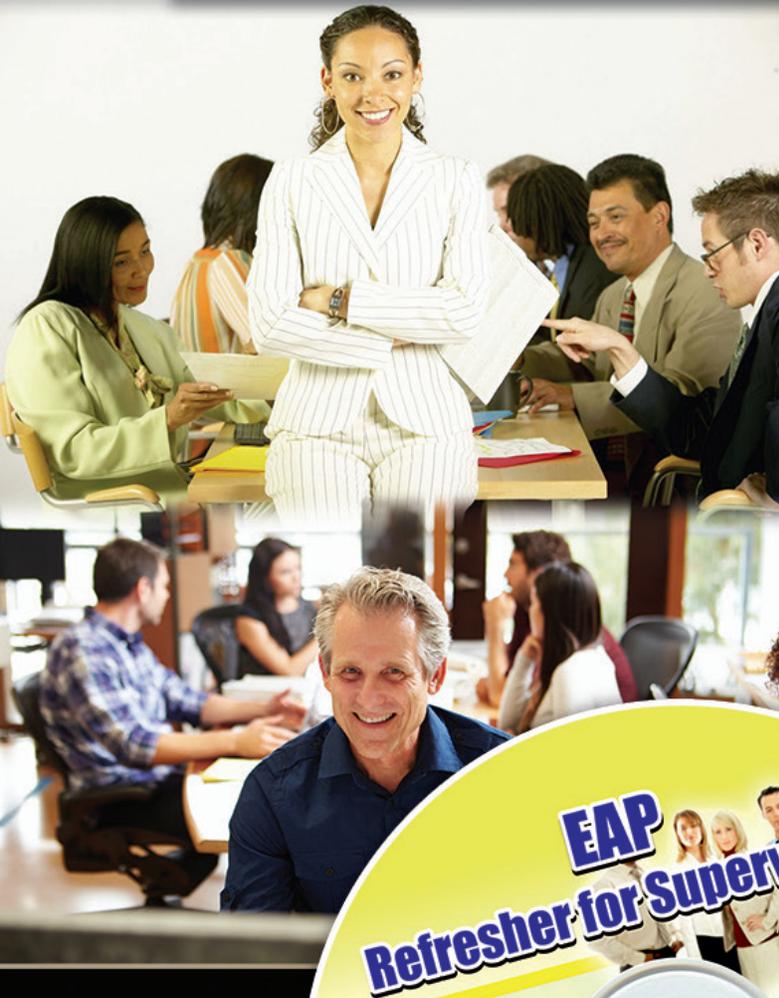
Here is part two of three parts! Increase referrals to the EAP, and also increase the likelihood of having the most difficult, troubled employees reach the doorstep of the EAP ready and willing to accept help. Refresher training is designed to make your EAP a more effective, become integrated with the 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.

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EAP Refresher Training for Supervisors: Part Two

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“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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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 presentation/program (or web course) educates supervisors to better understand the many ways EAP referrals fail, frequently caused by communication problems, common misconceptions, and improper management of post-referred employees. This is a no-fluff program. It is fast moving, practical, and memorable. It contains handouts and plenty of supportive content to engage supervisors. Choose any format and get the same or a second lower cost format for 50% off.

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“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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