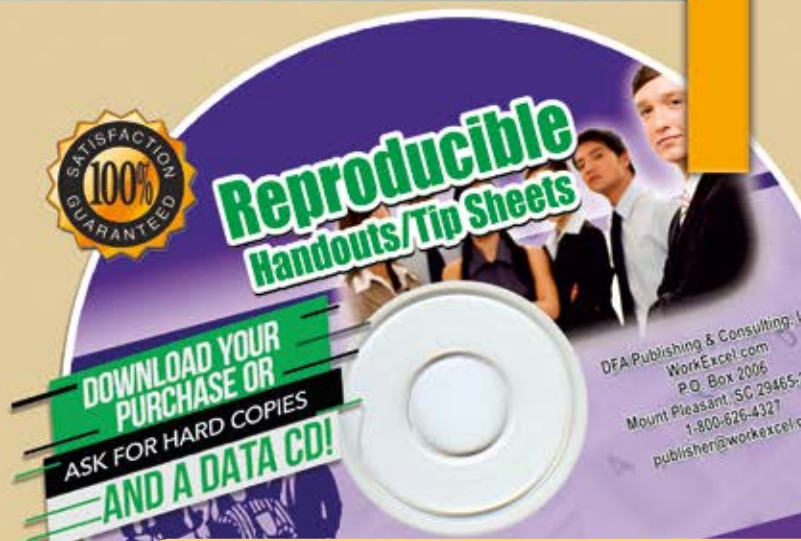


When Employees have Difficult Problems, Have the Help at Your Fingertips

GROUP



Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each.

Pay \$197 for each selection of 15 tip sheets

--You save \$58."

Buy all groups for \$1997 and save over \$1000!

Repro-Editable™ Wellness Tip Sheets for Employees!

These well-researched Wellness Tip 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.

Repro-Editable- Wellness Tip Sheets For Employees

E001 - E015 Repro-Editable- Wellness Tip Sheets for Employees \$17 each
E100 All 15 Repro-Editable- Wellness Tip Sheets for Employees (SAVE \$58) \$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, in client counseling sessions and orientations, on bulletin boards, and more.

Choose individual titles, or get the whole set and save \$58. Buy multiple sets (see other pages in this catalog) and save even more. It's like getting three free—when you purchase groups of 15. Change the text and add your own expertise. And with exclusive editing capability available only from WorkExcel.com, you can make these valuable Wellness Tip Sheets fit your employee education needs perfectly.



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.

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

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



VISIT www.WorkExcel.com



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, work-shops, waiting rooms, 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.



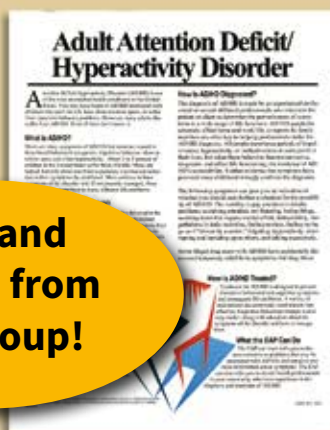
E-007 Tips for Parenting Teens WHAT: Ten tips to help parents understand key issues such as identity, self-esteem, parental conflict, peer influence, emotions, and sex. WHERE TO USE: EAP direct service, work-shops, health fairs, waiting room.



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, risks, signs, warning signs, and dos and don'ts with coworkers, and what to do if you are a victim. WHERE TO USE: Special workshops on violence in the workplace.



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



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



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



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

“Mix and Match” from any group!

Wellness Tip Sheets You Can Edit, Change, Copy, and Control

GROUP 2

**Reproducible
Handouts/Tip Sheets**

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

DOWNLOAD YOUR
PURCHASE OR
ASK FOR HARD COPIES
AND A DATA CD!

**Yes
You Can
Preview
These
Too!**

Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each.

Pay \$197 for each selection of 15 tip sheets

--You save \$58."

Buy all groups for \$1997 and save over \$1000!

More Repro-Editable™ Wellness Tip Sheets for Employees!

Fifteen more easy to use Wellness Tip Sheets for use in client sessions, health fairs, assessments, follow-up and a variety of other situations.

Topics include workplace injuries, compulsive eating, suicide, stress management and more.

Choose individual titles, or get the whole set and save \$58. Buy multiple sets (see other pages in this catalog) and save even more. It's like getting three free—when you purchase groups of 15. Change the text and add your own expertise. And with exclusive editing capability available only from WorkExcel.com, you can make these valuable Wellness Tip Sheets fit your employee education needs perfectly.

Repro-Editable- Wellness Tip Sheets For Employees

E016 – E030 Repro-Editable™ Wellness Tip Sheets..... \$17 each

E200 All 15 Repro-Editable™ Wellness Tip Sheets (**SAVE \$58**) \$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



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 to 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.

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

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



VISIT www.WorkExcel.com

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

GROUP 3

**Reproducible
Handouts/Tip Sheets**

**DOWNLOAD YOUR
PURCHASE OR
ASK FOR HARD COPIES
AND A DATA CD!**

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



Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each.

Pay \$197 for each selection of 15 tip sheets

--You save \$58.

Buy all groups for \$1997 and save over \$1000!

Employee Assistance and Manager Wellness Tip Sheets

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

These Wellness Tip Sheets are perfect as handouts following instructional sessions with managers and supervisors, or for educating top management.

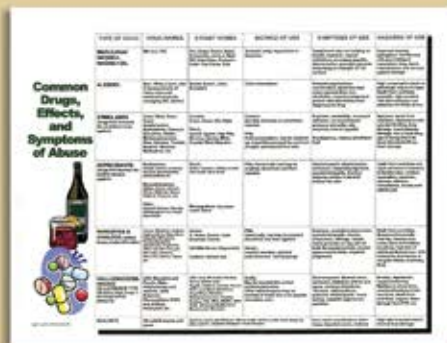
Choose individual titles, or get the whole set and save \$58. Buy multiple sets (see other pages in this catalog) and save even more. It's like getting three free when you purchase groups of 15. Change the text and add your own expertise. And with exclusive editing capability available only from WorkExcel.com, you can make these valuable Wellness Tip Sheets fit your employee education needs perfectly.

Repro-Editable™ Wellness Tip Sheets for EAP Management and Supervisors

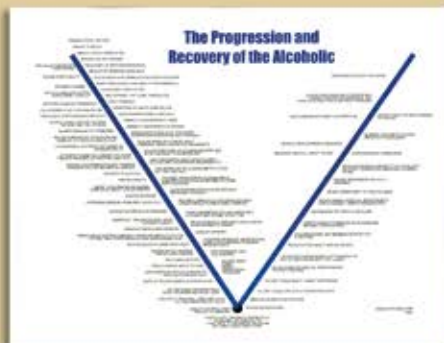
V001 – V015 Repro-Editable™ Wellness Tip Sheets \$17 each

V300 – All 15 Repro-Editable™ Wellness Tip Sheets (**Save \$58**) \$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



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. **WHERE 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. **WHERE TO USE:** Motivational interviewing, employee awareness, in-treatment interviewing.

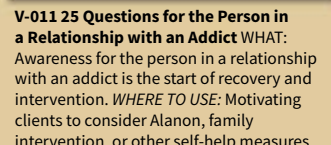
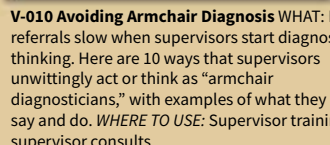
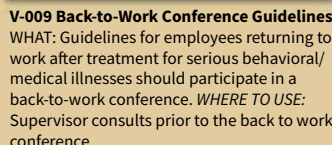
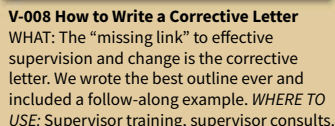
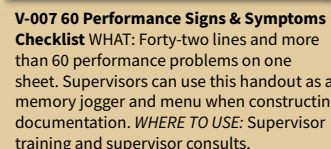
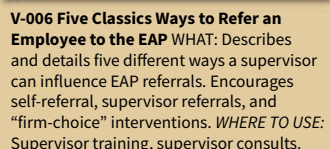
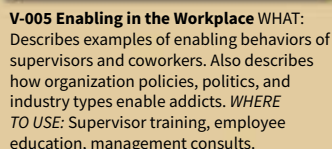
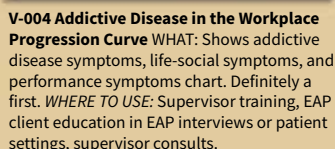
V-003 Tracking Sheet for EAP: Recovering Client Follow-up WHAT: Proper follow-up means tracking any diminishing involvement in the recovery program and intervening earlier. Improves outcomes. Instructions included. **WHERE TO USE:** In-person client follow-up.

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

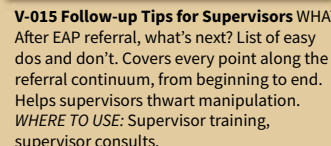
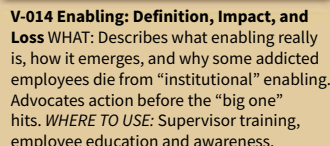
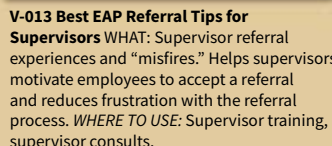
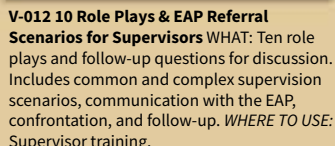
1-800-626-4327 | FAX 1-843-884-0442



VISIT www.WorkExcel.com



“Mix and Match” from any group!



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

GROUP

4

**Reproducible
Handouts/Tip Sheets**

**DOWNLOAD YOUR
PURCHASE OR
ASK FOR HARD COPIES
AND A DATA CD!**

**GROUP
4**



Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each.

Pay \$197 for each selection of 15 tip sheets

--You save \$58.--

Buy all groups for \$1997 and save over \$1000!

Repro-Editable™ Wellness Tip 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 Wellness Tip Sheets are priceless for client sessions, assessments, counseling and promotion.

Repro-Editable- Wellness Tip Sheets For Employees

E-031 – E045 Repro-Editable™

Wellness Tip Sheets for Employees\$17 each

E400 All 15 Repro-Editable™

Wellness Tip Sheets for Employees (SAVE \$58)\$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



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. **WHERE 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.

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

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



VISIT www.WorkExcel.com

Could Group Therapy Be For You?

What are the benefits of Group Therapy?

Group therapy is a form of psychotherapy in which a group of people with similar problems meet together to discuss their problems and help each other. It is a form of therapy that is often used for people who have problems with social skills, self-esteem, or who are recovering from addiction. Group therapy can be very effective for people who are looking for support and understanding from others who have similar problems. It can also be a good way to learn new skills and to practice them in a safe environment.

What are the drawbacks of Group Therapy?

Group therapy can be a challenging experience for some people. It can be difficult to open up to a group of strangers and to share your problems. It can also be difficult to listen to others who are sharing their problems. Group therapy can be a good way to learn new skills and to practice them in a safe environment. It can also be a good way to learn from others who have similar problems.



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.

Facing Bullying at Work

What is a bully? Why do they do it? What should the victim do? About getting proactive to help employees and to help employers who may face legal claims if bullying doesn't stop.

What should you do if you are being bullied by a co-worker?

If you are being bullied by a co-worker, it is important to take action. First, you should talk to your supervisor about the problem. If the problem does not get better, you should consider filing a complaint with the Equal Employment Opportunity Commission (EEOC). It is also important to document the bullying and to keep a record of all incidents.



E035 Facing a Bully at Work **WHAT:** What is a bully? Why do they do it? What should the victim do? About getting proactive to help employees and to help employers who may face legal claims if bullying doesn't stop. **WHERE TO USE:** Counseling sessions, health fairs, waiting rooms.

Dealing with Customer Service Stress

What are the signs of stress? How can you deal with stress? What are some coping strategies?

Customer service stress is a common problem for many people. It can be caused by a variety of factors, including long hours, repetitive tasks, and dealing with difficult customers. There are many ways to deal with stress, including taking breaks, exercising, and talking to a friend. It is also important to learn how to say no and to set boundaries.



E036 Dealing with Customer Service Stress **WHAT:** Customers are the lifeblood of business, but when they're treated badly by stressed employees, they walk away with their wallets. How to cope, what to do, "right thinking" about customers. **WHERE TO USE:** Training on stress.

The Art of Detachment

What is detachment? Why is it important? How can you practice detachment?

Detachment is a state of mind in which you are not attached to anything or anyone. It is a state of mind in which you are able to let go of your fears and your desires. Detachment is an important part of many spiritual practices, including Buddhism and Hinduism. It is also a useful tool for dealing with stress and for improving your relationships.




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.

Dealing with Difficult Coworkers

What are the signs of a difficult coworker? How can you deal with a difficult coworker? What are some coping strategies?

Dealing with difficult coworkers can be a challenging experience. It can be difficult to work with someone who is always complaining or who is always trying to sabotage your work. There are many ways to deal with difficult coworkers, including talking to your supervisor, setting boundaries, and ignoring the problem.



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).

Coworkers Facing Grief Together

What is grief? How can you deal with grief? What are some coping strategies?

Grief is a natural response to loss. It can be a difficult experience, but it is also a time of growth and healing. There are many ways to deal with grief, including talking to a friend, writing, and exercising. It is also important to allow yourself to feel your emotions and to not be afraid to ask for help.



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 confused over the process. **WHERE TO USE:** Grief counseling, group work.

Helping Someone Who Doesn't Want Help

What are the signs of someone who doesn't want help? How can you help someone who doesn't want help? What are some coping strategies?

Helping someone who doesn't want help can be a challenging experience. It can be difficult to get someone to accept help when they are in denial. There are many ways to help someone who doesn't want help, including talking to them, listening to them, and offering support.



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

Communication Tips for a Happier Workplace

What are the signs of a happier workplace? How can you create a happier workplace? What are some coping strategies?

Communication is a key to a happy workplace. It is important to listen to others and to express your own thoughts and feelings. There are many ways to improve communication in the workplace, including active listening, using "I" statements, and giving feedback.



E041 Communication Tips for a Happier Workplace **WHAT:** Stop poor workplace communication that can create bad attitudes and thwart productivity. It's not what you say, it's how you say it -- and a lot more. **WHERE TO USE:** Brown-bag seminars, OD projects, group conflict intervention.

Keeping Energized at Work

What are the signs of being energized at work? How can you stay energized at work? What are some coping strategies?

Staying energized at work is important for productivity and for your overall well-being. There are many ways to stay energized at work, including taking breaks, exercising, and eating healthy. It is also important to set boundaries and to not be afraid to ask for help.



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.

Valuing Diversity at Work

What is diversity? Why is it important? How can you value diversity at work? What are some coping strategies?

Diversity is a strength. It brings different perspectives and ideas to the workplace. There are many ways to value diversity at work, including creating an inclusive environment, listening to others, and celebrating differences.



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

Functional Alcoholism Isn't

What is functional alcoholism? How can you deal with functional alcoholism? What are some coping strategies?

Functional alcoholism is a condition in which a person is able to function at work and in social situations while drinking alcohol. It is a dangerous condition that can lead to serious health problems. There are many ways to deal with functional alcoholism, including talking to a doctor, seeking support, and stopping drinking.



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

It's a New Year! Make This Year Happy, Healthy, and Productive

What are the signs of a happy, healthy, and productive year? How can you make this year happy, healthy, and productive? What are some coping strategies?

It's a new year! It's a great time to set goals and to make changes. There are many ways to make this year happy, healthy, and productive, including setting goals, exercising, and eating healthy. It is also important to stay motivated and to not be afraid to ask for help.



E045 It's Not to Late! Making 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. **WHERE TO USE:** After January!

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

GROUP 5

**Reproducible
Handouts/Tip Sheets**

**DOWNLOAD YOUR
PURCHASE OR
ASK FOR HARD COPIES
AND A DATA CD!**



**GROUP
5**

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

Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each.

Pay \$197 for each selection of 15 tip sheets

--You save \$58.--

Buy all groups for \$1997 and save over \$1000!

Repro-Editable™ Wellness Tip Sheets

Compelling and attractively designed, these editable Wellness Tip 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 programs, seminars or other settings, they position your workplace program as the go-to source for help.

Repro-Editable- Wellness Tip Sheets For Employees

E046 – E060 Repro-Editable™

Wellness Tip Sheets for Employees.....\$17 each

E500 All 15 Repro-Editable™

Wellness Tip Sheets for Employees (SAVE \$58)\$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



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. WHERE 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". WHERE TO USE: Client counseling sessions. EAP waiting areas, health fairs.

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

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



VISIT www.WorkExcel.com



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



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



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



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



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



E054 Coping with a Crisis 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. **WHERE TO USE:** Client sessions, counseling, waiting rooms.



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



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



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

Expand the Effectiveness of Your Program with Helpful Wellness Tip Sheets that Promote Your Program

GROUP

6

**Reproducible
Handouts/Tip Sheets**

**DOWNLOAD YOUR
PURCHASE OR
ASK FOR HARD COPIES
AND A DATA CD!**

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

GROUP

6



Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each.

Pay \$197 for each selection of 15 tip sheets

--You save \$58."

Buy all groups for \$1997 and save over \$1000!

Repro-Editable™ Wellness Tip Sheets

Become the resource people turn to again and again when they need help dealing with challenges like boosting morale, quitting smoking, team building or understanding panic disorder. Delivered as Word, Publisher and PDF files, these Wellness Tip Sheets help get the job done.

Repro-Editable- Wellness Tip Sheets For Employees

E061 – E075 Repro-Editable™

Wellness Tip Sheets for Employees.....\$17 each

E600 All 15 Repro-Editable™

Wellness Tip Sheets for Employees (**SAVE \$58**)\$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



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. **WHERE 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. **WHERE TO USE:** Client counseling sessions, leadership workshops, consulting.

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

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



VISIT www.WorkExcel.com



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



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



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



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



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



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



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



E071 Teens Using Drugs
WHAT: Risk and family history--what other Wellness Tip 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. **WHERE TO USE:** Waiting rooms, counseling.



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

Build Interest, Effectiveness, and Loyalty with Fact Sheets that Give People MORE Than They Expect

GROUP 7

**Reproducible
Handouts/Tip Sheets**

**DOWNLOAD YOUR
PURCHASE OR
ASK FOR HARD COPIES
AND A DATA CD!**

**GROUP
1**



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

Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each.

Pay \$197 for each selection of 15 tip sheets

--You save \$58."

Buy all groups for \$1997 and save over \$1000!

Repro-Editable™ Wellness Tip Sheets

Everyone wants more information, and your employees and clients will particularly appreciate these carefully researched and written Wellness Tip Sheets on some of life's most difficult personal and workplace issues. Easy to use in a variety of settings, they make your job easier, while helping people cope with shyness, make blended families work, beat holiday stress, get on track with an exercise program, and more.

Repro-Editable- Wellness Tip Sheets For Employees

E076 – E090 Repro-Editable™

Wellness Tip Sheets for Employees.....\$17 each

E700 All 15 Repro-Editable™

Wellness Tip Sheets for Employees (**SAVE \$58**)\$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



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. **WHERE 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. **WHERE TO USE:** Counseling sessions.

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

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



VISIT www.WorkExcel.com



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. WHERE 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. WHERE 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. WHERE 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. WHERE 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. WHERE 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. WHERE 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. WHERE TO USE: 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. A stalker is involved in one of eight; challenge of dealing with stalkers; employer responsibility; what you should do; organization your protection; communication. WHERE TO USE: Groups, counseling.



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

“Mix and Match” from any group!

Make A Positive Difference with Surprising, Targeted Tip Sheets

GROUP

8

**Reproducible
Handouts/Tip Sheets**

**DOWNLOAD YOUR
PURCHASE OR
ASK FOR HARD COPIES
AND A DATA CD!**

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

GROUP

8



Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each.

Pay \$197 for each selection of 15 tip sheets

--You save \$58."

Buy all groups for \$1997 and save over \$1000!

Repro-Editable™ Wellness Tip Sheets

Filled with the latest information on topics like boosting customer satisfaction, coaching employees, preventing workplace injury and building tolerance, these Wellness Tip Sheets help alert people to problems – and put them on the path to making things better.

And, like all our Wellness Tip Sheets, they are available singly or you can save by buying them in groups.

Repro-Editable- Wellness Tip Sheets For Employees

E091–E105 Repro-Editable™

Wellness Tip Sheets for Employees.....\$17 each

E800 All 15 Repro-Editable™

Wellness Tip Sheets for Employees (**SAVE \$58**)\$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



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. **WHERE 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. **WHERE 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. **WHERE TO USE:** Group work; coaching; field work.

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

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



VISIT www.WorkExcel.com



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



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



E098 Preventing Injury at Work WHAT: Preventing back injury; reminders and awareness; education of carpal tunnel syndrome; thwarting eye-injuries; avoiding burns and electrocution. WHERE 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. WHERE TO USE: Training, coaching.



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



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

“Mix and Match” from any group!



E102 Employee Privacy and Improper Disclosure WHAT: Privacy is key to EAPs and supervisors must cooperate. Covers types of information management, abuse of information, areas of privacy, Do's and Don'ts; respect for privacy; avoiding gossip. WHERE 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. WHERE TO USE: Consulting; supervisor training.



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



E105 What to Do About Commute to Work Stress 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. WHERE TO USE: Workshops, counseling.

Make A Positive Difference with Surprising, Targeted Tip Sheets

GROUP

**Reproducible
Handouts/Tip Sheets**

**DOWNLOAD YOUR
PURCHASE OR
ASK FOR HARD COPIES
AND A DATA CD!**



**GROUP
9**

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

Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each.

Pay \$197 for each selection of 15 tip sheets

--You save \$58."

Buy all groups for \$1997 and save over \$1000!

Repro-Editable™ Wellness Tip Sheets

Editable! Reproducible! Here are more in-demand Wellness Tip Sheets!

Only \$17 each! Buy them all and save \$58. Use as is or add your own tweaks and changes. You get MS Publisher, MS Word, and PDF formats on a CD or we'll email your selection and you'll pay no shipping. Otherwise, each comes as a hard copy in a sheet protector! Add, edit, imprint your name and phone number. These tip sheets have twice the content of other reproducibles! Copy, distribute, e-mail, or use on your Web site with password protection (required). Use with health/benefit fairs, EAPs, HR, Wellness.

Repro-Editable- Wellness Tip Sheets For Employees

E106-E120 Repro-Editable™

Wellness Tip Sheets for Employees.....\$17 each

E900 All 15 Repro-Editable™

Wellness Tip Sheets for Employees (SAVE \$58).....\$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



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. WHERE 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. WHERE TO USE: counseling sessions, health unit, special seminars.

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

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



VISIT www.WorkExcel.com



E109 Using E-mail Appropriately at Work
WHAT: Giving thought to e-mail use, impact of inappropriate communications, impact on employers, communicating with clarity and etiquette; avoiding career-killing bad behaviors. **WHERE TO USE:** policy discussions, general education, internal circulation, HR presentations.



E110 Distracted Driving and You
WHAT: The problem of distracted driving, deadly cell phone habits, other devices that distract, driving responsibly, do's and don'ts behind the wheel. **WHERE TO USE:** general education, health displays



E111 The Sleepy Employee
WHAT: Why sleep matters, impact of sleeplessness, sleep and your health, how much sleep do you need, getting a better night's rest, habits that support and don't support restful sleep. **WHERE TO USE:** general education, counseling sessions, health lobby displays.



E112 When You Face Personal Change
WHAT: It's human nature to resist change; start by examining opportunities fears; the nature of change, how to reprogram your thinking about change, looking for the opportunity in change, targeting goals, tips for moving forward, and more. **WHERE TO USE:** consultative use, downsizing, displays.



E113 Common Sense Communication at Work
WHAT: Help employees protect themselves and the company; out of bounds topics to avoid, how to be a change agent and take proper steps to maintain a positive work culture. **WHERE TO USE:** health unit displays, seminars, brown-bag sessions, general education.



E114 Teaching Your Kids to Save Money
WHAT: Help children start early to appreciate money, manage spending, and save. How to teach, short-term actions to take, building excitement and proper motivation. **WHERE TO USE:** parenting classes, seminars, health lobby literature displays.



E115 Saying "No" to Your Child
WHAT: Learn how to say no to prevent a lifetime problems; understanding "no" and effectiveness with child communication; techniques for getting cooperation. **WHERE TO USE:** brown bag luncheons, waiting rooms, gen. education, counseling



E116 Do You Know About Your Teenager's Friends
WHAT: Why you need to know who your teen's friends are, how to find out, not being a control freak; meeting friend's parents, entertaining friends; when to act, evaluating friends, red flags to watch for. **WHERE TO USE:** brown bag sessions, lobby displays, counseling sessions.



E117 Using Emotional Intelligence to Boost Customer Satisfaction
WHAT: Help yourself, help your company, enjoy your job more with tips on EI and how to use it on the job; what is EI, how does EI apply to customer relationships...frankly, how to be liked! **WHERE TO USE:** customer relationship management training.



E118 Holiday Eating Tips You Can Bite Into
WHAT: Dealing with the temptations! Realistic goals, food preparation, eating strategies, understanding moderation, tips and tricks for winning the holiday food battle. **WHERE TO USE:** general education, health unit displays, brown baggers.



E119 Creating a Welcoming Workplace for Disabled Workers
WHAT: How to positively respond to disabled workers; what to say and how to say it when faced with uncomfortable situations; seeing the individual, not the disability, changing your behavior/attitude. **WHERE TO USE:** general education.



E120 Workplace Survivor Syndrome
WHAT: What is workplace survivor syndrome; coping with loss at work, managing guilt and anger, steps to take to experience healing and how to adopt a renewed positive attitude about the future. **WHERE TO USE:** post-downsizing, counseling sessions

You'll Always have the Right "Take Away" with Tip Sheets from WorkExcel.com

GROUP 10

**Reproducible
Handouts/Tip Sheets**

**DOWNLOAD YOUR
PURCHASE OR
ASK FOR HARD COPIES
AND A DATA CD!**



**GROUP
10**

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

Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each. Pay \$197 for each selection of 15 tip sheets
--You save \$58."

Buy all groups for \$1997 and save over \$1000!

Repro-Editable™ Wellness Tip Sheets for Employees

Fifteen more easy to use Wellness Tip Sheets for client sessions, health fairs, brown bag seminars, counseling sessions, and workforce-wide distribution. Topics tackle layoff fear, use of humor in the workplace, holiday stress, harassment, angry customers, surviving downsizing, and more

Repro-Editable- Wellness Tip Sheets For Employees

E121-E135 Repro-Editable™

Wellness Tip Sheets for Employees.....\$17 each

E1000 All 15 Repro-Editable™

Wellness Tip Sheets for Employees (SAVE \$58)\$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



E121 25 To-Dos Before the Layoff

WHAT: Help employees take action and experience less negative impact in the face of a layoff; **WHERE TO USE:** Presentations, counseling, exit interviews.



E122 Stopping Workplace Harassment

WHAT: There are many types of harassment, and they are all serious and illegal. Help employees and managers know **WHAT** they are, how to prevent them, and how to respond. **WHERE TO USE:** Employee education, supervisor training, legal protection through education.



E123

WHAT: Laughter lightens the mood by releasing pleasure-inducing endorphins, and it also inhibits stress hormones and lowers blood pressure; how to laugh, appropriate humor, and how employees can "be themselves; **WHERE TO USE:** Brown bag seminars; small group education; Off-site fun

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

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



VISIT www.WorkExcel.com



E124 It's Back! Holiday Stress
WHAT: Holidays are here! The fun also comes with a lot of stress; discusses reasonable expectations; tips for managing stress; taking personal time; avoiding the drive to perfection. **WHERE TO USE:** general education, individual counseling; waiting areas.



E125 Stopping Harassment at Work
WHAT: There are other forms of harassment beyond sexual harassment, and some are just as serious. For the average employee, the real danger is harassing a coworker without even being aware of it. **WHERE TO USE:** training, compliance, general education.



E126 Make this Year the Best Yet
WHAT: Do New Year's resolutions really work? Help for employees in defining resolutions, keys to success; overcoming roadblocks; strategies; use for any year. **WHERE TO USE:** general education, individual counseling.



E127 When a Loved One Far Away Is Affected by Trauma
WHAT: Natural disasters can cause stress overload and emotional breakdown. Distance compounds stress, worry, and fear when someone an employee loves is in trouble is far away. Help employees respond. **WHERE TO USE:** counseling sessions, internal communication after a disaster.



E128 Spring Break Party! Keeping It Safe and Sane
WHAT: Educate parents about college Spring break partying, date rape, risk, illicit drug use; what to say and how to reduce risks; common sense tips when "you can't stop them" from going. **WHERE TO USE:** brown bag luncheons, seasonal displays, general education.



E129 Dealing with Angry and Difficult Customers
WHAT: Facing angry customers, using apologies and empathy to de-escalate tension; maintaining calm, when to take action; tough situations, self-awareness, getting help for the stress. **WHERE TO USE:** New employee orientation, individual counseling.



E130 Don't Say "No" To a Critical Incident Stress Debriefing
WHAT: Help those who are inclined to dismiss or avoid CISDs understand their value for helping prevent health problems from critical stress. **WHERE TO USE:** EAP orientation for first-responders, individual counseling.



E131 Developing Resiliency: Recovering from Life's Setbacks
WHAT: People who are highly resilient tend to be happier and more successful. Help employees identify negative scripts, plan for success, keep an internal focus, and nurture resiliency. **WHERE TO USE:** Employee education, post-incident recovery and intervention, counseling.



E132 Making the New Year Happy, Healthy, and Productive
WHAT: Help to motivate and excite employees about the coming year--from protecting mental health, managing stress, accomplish goals, managing conflicts, and much more. **WHERE TO USE:** Brown-bag seminars, small group seminars or workshops, health waiting rooms.



E133 Supporting Coworkers Experiencing Job Loss
WHAT: Layoffs can occur at any time. Here's how coworker survivors can help those who are cut. Emotional support, tips to offer distressed coworkers, dos and don'ts, networking assistance, more. **WHERE TO USE:** Training, small group seminars or workshops.



E134 Don't Be a Bystander to Abuse at Work
WHAT: Abusive behavior between coworkers happens, but stopping it is everyone's business. Here's how to be proactive, be a change agent, and help everyone be responsible for a positive workplace. **WHERE TO USE:** Brown-bag seminars, emailing internally, posting on EAP Web site.



E135 Sleep, Productivity, and You
WHAT: One-third of American adults get less than seven hours of sleep per night. Here's how to get more, overcome sleep obstacles, and when to get more help. **WHERE TO USE:** Brown-bag seminars, individual counseling.

"Mix and Match" from any group!

Be Fully Armed with Tip Sheet Tools for Almost Any Employee Concern

GROUP

11

**Reproducible
Handouts/Tip Sheets**

**DOWNLOAD YOUR
PURCHASE OR
ASK FOR HARD COPIES
AND A DATA CD!**

**GROUP
11**



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

Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each. Pay \$197 for each selection of 15 tip sheets
--You save \$58."

Buy all groups for \$1997 and save over \$1000!

More Repro-Editable Wellness Tip Sheets for Employees

Fifteen more easy to use Wellness Tip Sheets for client sessions, health fairs, brown bag seminars, counseling sessions, and workforce-wide distribution. Topics tackle stressful periods, holiday stress, gossip, civil stress, positive and welcoming workplaces, back to school issues, how the EAP can help, and more.

Repro-Editable- Wellness Tip Sheets For Employees

E136-E150 Repro-Editable™

Wellness Tip Sheets for Employees.....\$17 each

E1100 All 15 Repro-Editable™

Wellness Tip Sheets for Employees (SAVE \$58)\$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



E136 Eleven Ways to Support Employees in Stressful Times WHAT: Supervisors have the power and responsibility to see employees through stressful and uncertain times during organizational upset and change. Here are 11 ways to do it. WHERE TO USE: Supervisor training or consultation, small group seminars or workshops, emailing internally.



E137 Holiday Stress Change date—use forever WHAT: Preventing the overwhelmed experience, organizing ideas, delegating, letting go, focusing on relationships, helping others, avoiding the blahs. WHERE TO USE: Brown-bag seminars, individual counseling, emailing internally.



E138 Cute Ways to Use a Kitchen Timer WHAT: Reminders, brainstorming, interrupting procrastination, sharing time in heated discussions, exercising, beating the clock in high productivity, and more. WHERE TO USE: Brown-bag seminars, individual counseling.

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

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



VISIT www.WorkExcel.com



E139 Election Year Politics: Protocols for Office Talk WHAT: Politics can create some of the most toxic interactions between employees, but it doesn't mean everyone has to shut up. Here are the rules that work. WHERE TO USE: Brown-bag seminars, general distribution, emailing internally, posting on the EAP Web site.



E140 Respect and Civility at Work WHAT: Respect and civility are not out of the window, and employees can recapture the techniques for maintaining a positive workplace. WHERE TO USE: Brown-bag seminars, small group seminars or workshops, general distribution.



E141 Holiday Financial Stress Tips and Worry Change date—use forever WHAT: What can employees discard to reduce financial stress, saving money, combining gifts, using the Internet, reducing stress. WHERE TO USE: Brown-bag seminars, individual counseling.



E142 Managing Holiday Stress Change date—use forever WHAT: Start preparations now to manage your holiday stress. WHERE TO USE: Brown-bag seminars, individual counseling, small group seminars or workshops, EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.



E143 Living and Thriving in Anxious Times WHAT: It is not as bad as it seems, and you have more control over your future than you think, no matter what's going on in society. WHERE TO USE: Brown-bag seminars, individual counseling.



E144 Controlling Gossip at Work WHAT: To be human is to gossip, but managing this behavior and being an advocate for less of it can help everyone enjoy a more positive workplace. WHERE TO USE: Brown-bag seminars emailing internally, supervisor training.



E145 25 Ways the EAP Can Help WHAT: The EAP can help in many ways. Here are just a few that employees should know. WHERE TO USE: Supervisor training, EAP orientation for new employees, EAP refresher training, posting on EAP Web site.



E146 Happier Holidays with Uncle Harry WHAT: They're family, so we are going to see them, but their personalities and beliefs, attitudes, or tone may not complement our own. Here's how to manage these special relationships during occasional get-togethers. WHERE TO USE: Brown-bag seminars, individual counseling.



E147 End of Summer Back to School Tips WHAT: Back to school after the summer is a big transition for students and families. Here's what's coming and tips for a smoother experience and fewer disruptions. WHERE TO USE: Brown-bag seminars, individual counseling, posting on EAP Web site.



E148 Your Holiday Stress Toolbox WHAT: People who successfully handle holiday stress understand that coping skills and strategies are like workshop tools. It's important to use the right one. WHERE TO USE: Brown-bag seminars; EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.



E149 Here Comes Powdered Alcohol WHAT: Easy to store, transport, and abuse powdered alcohol is the real stuff and parents need to know what it is and what they can do about it. WHERE TO USE: General distribution, waiting rooms.



E150 Creating a Welcoming Workplace WHAT: Help those who are ethnically diverse feel more comfortable and welcomed at your workplace, and offer guidance to all employees about how to do it. WHERE TO USE: Brown-bag seminars, supervisor training, general distribution.

“Mix and Match” from any group!

Tip Sheets are Risk Management Tools that Help Your Program Make a Bigger Impact

GROUP 12

Reproducible Handouts/Tip Sheets

DOWNLOAD YOUR PURCHASE OR ASK FOR HARD COPIES AND A DATA CD!

GROUP 12



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

Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each. Pay \$197 for each selection of 15 tip sheets
--You save \$58."

Buy all groups for \$1997 and save over \$1000!

More Repro-Editable™ Wellness Tip Sheets for Employees

Fifteen more easy to use Wellness Tip Sheets for client sessions, health fairs, brown bag seminars, counseling sessions, and workforce-wide distribution. Topics tackle lateral (horizontal violence), stress and customer service, loneliness, social media distress, burnout, and vaping!

Repro-Editable- Wellness Tip Sheets For Employees

E151-E165 Repro-Editable™

Wellness Tip Sheets for Employees.....\$17 each

E1200 All 15 Repro-Editable™

Wellness Tip Sheets for Employees (SAVE \$58)\$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



E151 Lateral (Horizontal) Violence at Work
WHAT: Workplace bullying between peers, is most often found at the same position level. Help employees stop, prevent, and intervene with horizontal violence. **WHERE TO USE:** Supervisor training, small group seminars or workshops.



E152 Managing Customer Service Stress
WHAT: Help employees deliver a satisfying customer experience and feel more happy doing so, even with the most difficult customers. **WHERE TO USE:** Brown-bag seminars, EAP orientation for new employees, small group seminars or workshops.



E153 Your Holiday "Uncheck" List
WHAT: Paring down the number of to-dos on your list could make your holidays merrier. Here's how to do it. **WHERE TO USE:** Brown-bag seminars, individual counseling, posting on EAP Web site.

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

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



VISIT www.WorkExcel.com



E154 Don't Give Up On Your New Year's Resolutions WHAT: Each January is a fresh start with potential for life-changing possibilities. Here's how to make a New Year's resolution payoff big. **WHERE TO USE:** Individual counseling, EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.



E155 What You Need to Know About Opioids WHAT: It's a national health emergency and everyone is affected directly or indirectly. Help employees understand the scope, spot addiction, get help, help others, and be part of the solution. **WHERE TO USE:** Brown-bag seminars, general distribution.



E156 Emotional Intelligence for Coworkers WHAT: What is emotional intelligence, how can employees use it to advance job satisfaction and improve relationships on and off the job. **WHERE TO USE:** Brown-bag seminars, supervisor training, individual counseling.



E157 FAKE IDs - What Parents Can Do WHAT: Teens obtain fake identification cards so they can buy booze, and penalties are far more serious today than yesteryear. Here's what parents can do about it. **WHERE TO USE:** Brown-bag seminars, emailing internally.



E158 Alone for the Holidays WHAT: Many people are alone for the holidays, and a high percentage suffer with social isolation and the negative emotional and physical effects of loneliness. Tips for overcoming social isolation. **WHERE TO USE:** Individual counseling, general distribution, EAP/HR/and occupational health waiting rooms, posting on EAP Web site.



E159 Is Social Media Affecting You WHAT: Social media—Facebook, Instagram, Twitter—a correlation exists between low self-esteem and depression and escalating social media use. Intervention, awareness, tips to take back personal control. **WHERE TO USE:** Brown-bag seminars, individual counseling, general distribution, EAP/HR/and occupational health waiting rooms.



E160 Overcoming Loneliness WHAT: Loneliness is a health crisis, nothing less. Science shows its ability to shorten lifespan. Here's how to help oneself and others increase social engagement. **WHERE TO USE:** Brown-bag seminars, individual counseling.



E161 Managing Stress for Family Holiday Get-togethers WHAT: Holiday family get-togethers can be stressful, tips for self-care, avoiding triggers, mindfulness, letting go, focusing on the positive. **WHERE TO USE:** Brown-bag seminars, individual counseling, small group seminars or workshops.



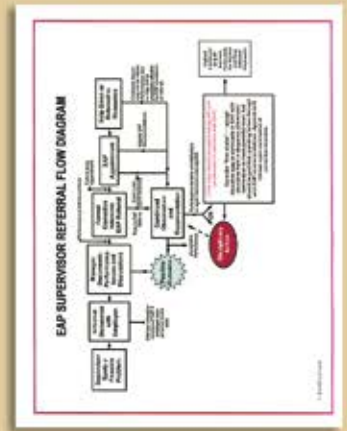
E162 Internet Drugs: What Parents Should Know WHAT: Illicit drug users are using the internet, and teens are easy prey for criminals selling speed, compounds, analogs, and mixtures of illicit drugs. Parental guidance, tips, and intervention tips. **WHERE TO USE:** Brown-bag seminars, EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.



E163 Top Ten Symptoms of Burnout WHAT: Job burnout has been officially recognized by the World Health Organization as an occupational phenomenon. Help employees know the symptoms and intervene earlier to stop the downward slide. **WHERE TO USE:** Brown-bag seminars, supervisor training, individual counseling.



E164 Escape the Vape WHAT: E-cigarettes—vaping—it's grown increasingly unfavorable in the medical community with news of death, other health risks, and teen addiction. Here's what employees should know, symptoms of trouble, and information to help anyone make a better decision about vaping. **WHERE TO USE:** lobby, general health education, brown bags, parent education.



E165 EAP Supervisor Referral Flow Diagram Guaranteed to become the most valuable tool in your supervisor training library—yet still editable for your specific EAP structure—engage supervisors and educate them in how to make effective EAP referrals. Awesome for prompting classroom discussion! **WHERE TO USE:** Supervisor training.

“Mix and Match” from any group!