



4 WAYS TO USE THE EAP

www.solutions-eap.com

1 In-person Counseling:

- ☑ Call to make an appointment with one of our experienced, licensed, Master's-level counselors.
- ☑ We have a variety of convenient appointment times to meet your schedule. Usually, you won't have to wait more than a few days for an appointment.
- ☑ Our offices are in many convenient locations.

2 Tips, Information & Resources:

- ☑ Stress/Emotional, Family/Parenting, Relationships, Grief & Trauma, Alcohol & other Drugs, Work-related, Health & Wellness, Finance/Budgeting, or most any other topic.
- ☑ Download articles from our website, via the "Work Life Tips, Tools & Articles" page
- ☑ Simply give us a call with whatever request you have.

3 Employee Workshops & Group Sessions:

- ☑ Look for our workshops provided by your employer on a variety of topics, including Stress, Transitions, Parenting, Budgeting, Conflict and more.
- ☑ Sometimes a team is affected by a traumatic incident or a significant change at work, including restructuring, mergers or lay-offs.
- ☑ The EAP can conduct confidential group sessions that will help team members to process the event together and recover more quickly.

4 Telephone Consultation:

- ☑ For less complicated life situations you may speak to an EAP Counselor by phone.
- ☑ Call during business hours, Monday–Friday, 8:30am–4:30pm, to arrange a time to talk. Very often you may speak to a Counselor immediately, or we will schedule a time that is convenient for you.
- ☑ Phone sessions may last up to 45 minutes.

- **Family members are welcome to use the EAP.**
- **EAP helps with all types of concerns.**
- **EAP is CONFIDENTIAL.**
- **EAP records are protected by state and federal law.**
- **EAP is FREE.**

Call the EAP for *free & confidential* counseling and referral:

1-800-526-3485
www.solutions-eap.com

Phones are answered 24/7/365



TIPS, INFORMATION, & RESOURCES

Go to our website: www.solutions-eap.com, click “For Employees,” and find the following resources in: “Work Life Tips, Tools & Articles”

Stress

Stress Resistance Quiz
Mini-relaxation exercise
Quick Relaxation Techniques on the Job
52 Proven Stress Reducers
Stress Tool Kit – S/BFP3
Stress Tool Kit – Strategic Support Groups
Developing Resiliency

Family / Parenting

Tips for Parenting Teens
Surviving Adolescence Together
Helping Children and Teens with Work Issues
Balancing Work & Family
Divorce
Infertility, Adoption and Child-free Living
Advanced Directives - Planning for the Care of Your Loved Ones
The Sandwich Generation
Worry: Our favorite thing that no one likes

Relationships

Assertiveness Skills
Giving Couples Counseling a Try
Making Marriage Work
Thoughts on Marriage & Romance
Strengthening Your Good Relationship
How We Communicate - "Are You Talking To Me?"
Reminders for Getting Along With (Almost) Everyone
Friendship
Avoiding Unhealthy Relationships

Emotional / Psychological

Adult Attention Deficit / Hyperactivity Disorder
Anxiety - What It Is and What to Do About It
Coping With the Blues
Emotional Intelligence - What's In It for You
Understanding Depression
Adult Attention Deficit Disorder
Bipolar/Mania Questionnaire
Depression Assessment
Suicide Prevention
Someone's pushing my buttons!

Conflict / Anger

Managing Your Anger
Resolving Co-worker Conflicts
Thinking about Psychotherapy
Anger Quiz
Assertiveness and You

Work-Related

Domestic Violence: Workplace Guidelines
Humor at Work
Respect and Civility at Work
Violence in the Workplace
What To Do If You Think You Are Being Bullied
Sexual Harassment Prevention
Worktips: Ways to make your work life a bit easier
Time Management 101
Effective Meetings
Workplace Diversity
Develop Good Co-worker Relations

Grief / Trauma

Top 10 Things Not to Say to Me, and to Say, When I Have Lost a Loved One
When You Experience a Traumatic Event
Facts about Grief
Facts for Families
Family Coping Strategies
Finding the Meaning in Trauma
Grief Coping Strategies
How Co-workers Can Be Supportive
Things to Remember About Trauma
You Are Not Alone
Coping with Media News
What Parents Can Do
Que Pueden Hacer Los Padres
How To Help

Health & Wellness

If You Want to Lose Weight...
Dealing with Illness
Safety
Safety Series II
Eating Issues
Healthy Lifestyle Choices
Walk Away Your Stress

Positive Psychology

Optimism: A Lost Art?
Life Strategies for Empowerment
It's Up to You
Empowering Ourselves in These Tough Times
Becoming Happier
A Glossary of Terms Helpful in the Pursuit of Life Lived Fully and Well

Alcohol & Other Drugs

Codependency (Caring Until It Hurts)
Understanding Our Addictions