



# **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](http://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