



Supervisor Training: EAP As a Tool For Managers

The Employee Assistance Program is a service that provides counseling, information and referrals for issues and problems that affect employees at home or at work. Services are available 24 hours a day, seven days a week. EAP also provides comprehensive support to those in management roles, by providing consultation on supervisory issues, performance problems and all kinds of management situations one might not be sure how to handle.

Training Objectives: This one-hour training offers strategies and practical information about using EAP services as a tool to more effectively manage people. Participants will learn about:

- What EAP services are available to supervisors, employees and family members
- How to recognize signs of a distressed employee
- “Reasonable Suspicion” guidelines and the expectations of a supervisor
- How to have a constructive conversation about sensitive subjects
- Types of EAP referrals and Confidentiality

Who Should Attend?

- Those in a supervisory role who are committed to promoting a workplace culture of safety and respect.
- Leadership, human resources staff and those involved with developing policies and procedures.