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

## GROUP 3

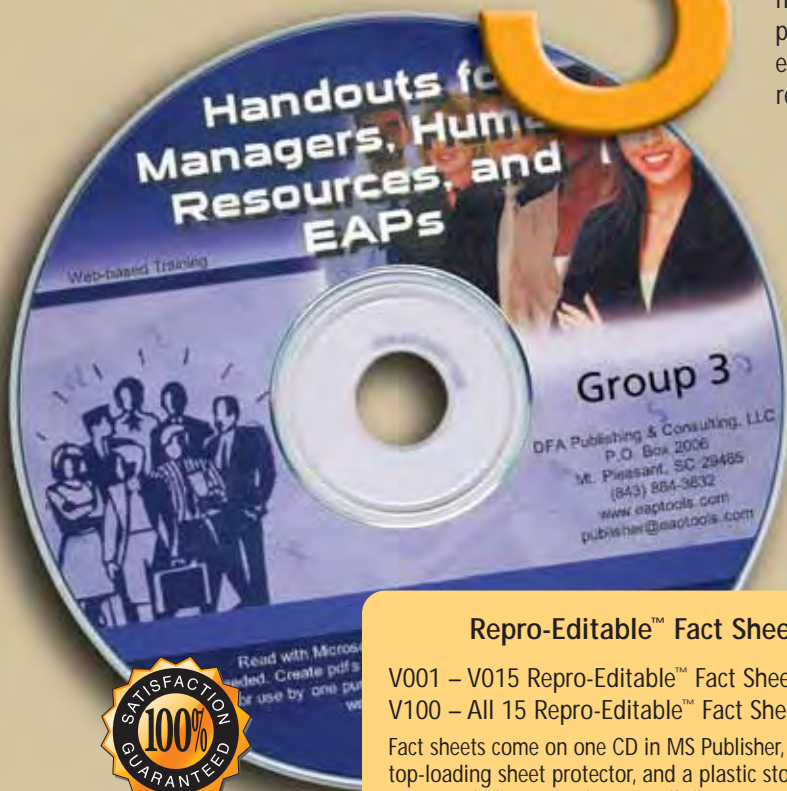
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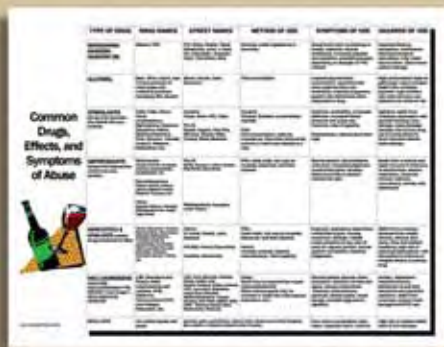
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**V-001 Drugs of Abuse Chart** WHAT: Describes types of drugs (including alcohol), drug names, street names, methods of use, symptoms of use, and hazards of use. *WHEN TO USE:* Department of Transportation training, supervisor training, employee awareness, 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. *WHEN 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. *WHEN TO USE:* In-person client follow-up.

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**V-004 Addictive Disease in the Workplace Progression Curve** WHAT: Shows addictive disease symptoms, life-social symptoms, and performance symptoms chart. Definitely a first. **WHEN TO USE:** Supervisor training, EAP client education in EAP interviews or patient settings, supervisor consults.



**V-005 Enabling in the Workplace** WHAT: Describes examples of enabling behaviors of supervisors and coworkers. Also describes how organization policies, politics, and industry types enable addicts. **WHEN TO USE:** Supervisor training, employee education, management consults.



**V-006 Five Classics Ways to Refer an Employee to the EAP** WHAT: Describes and details five different ways a supervisor can influence EAP referrals. Encourages self-referral, supervisor referrals, and "firm-choice" interventions. **WHEN TO USE:** Supervisor training, supervisor consults.



**V-007 60 Performance Signs & Symptoms Checklist** WHAT: Forty-two lines and more than 60 performance problems on one sheet. Supervisors can use this handout as a memory jogger and menu when constructing documentation. **WHEN TO USE:** Supervisor training and supervisor consults.



**V-008 How to Write a Corrective Letter** WHAT: The "missing link" to effective supervision and change is the corrective letter. We wrote the best outline ever and included a follow-along example. **WHEN TO USE:** Supervisor training, supervisor consults.



**V-009 Back-to-Work Conference Guidelines** WHAT: Guidelines for employees returning to work after treatment for serious behavioral/medical illnesses should participate in a back-to-work conference. **WHEN TO USE:** Supervisor consults prior to the back-to-work conference.



**V-010 Avoiding Armchair Diagnosis** WHAT: EAP referrals slow when supervisors start diagnostic thinking. Here are 10 ways that supervisors unwittingly act or think as "armchair diagnosticians," with examples of what they say and do. **WHEN TO USE:** Supervisor training, supervisor consults.



**V-011 25 Questions for the Person in a Relationship with an Addict** WHAT: Awareness for the person in a relationship with an addict is the start of recovery and intervention. **WHEN TO USE:** Motivating clients to consider Alanon, family intervention, or other self-help measures.

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**V-012 10 Role Plays & EAP Referral Scenarios for Supervisors** WHAT: Ten role plays and follow-up questions for discussion. Includes common and complex supervision scenarios, communication with the EAP, confrontation, and follow-up. **WHEN TO USE:** Supervisor training.



**V-013 Best EAP Referral Tips for Supervisors** WHAT: Supervisor referral experiences and "misfires." Helps supervisors motivate employees to accept a referral and reduces frustration with the referral process. **WHEN TO USE:** Supervisor training, supervisor consults.



**V-014 Enabling: Definition, Impact, and Loss** WHAT: Describes what enabling really is, how it emerges, and why some addicted employees die from "institutional" enabling. Advocates action before the "big one" hits. **WHEN TO USE:** Supervisor training, employee education and awareness.



**V-015 Follow-up Tips for Supervisors** WHAT: After EAP referral, what's next? List of easy dos and don'ts. Covers every point along the referral continuum, from beginning to end. Helps supervisors thwart manipulation. **WHEN TO USE:** Supervisor training, supervisor consults.

