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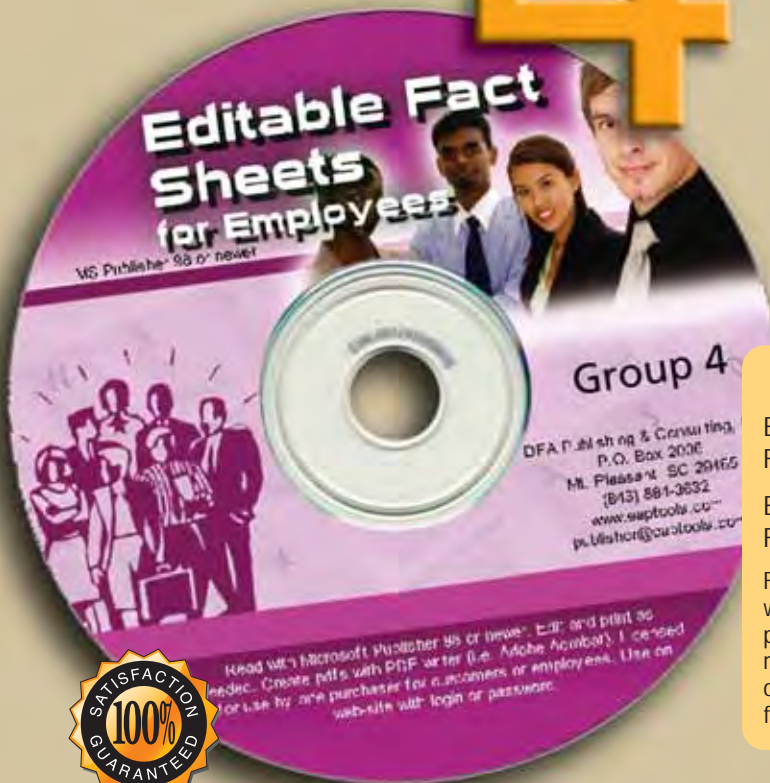
Packed with the very latest thinking on important topics like coping with a mentally ill family member, becoming a star performer at work, facing down bullies and dealing with difficult coworkers, these editable fact sheets are priceless for client sessions, assessments, counseling and promotion.

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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. **WHEN 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.

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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.

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.

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. **WHEN TO USE:** Training on stress.

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.



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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).

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

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." **WHEN TO USE:** Client sessions, counseling.

E041 Communication Tips for a Happier the 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. **WHEN TO USE:** Brown-bag seminars, OD projects, group conflict intervention.



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.

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? **WHEN TO USE:** Presentations, group work, OD projects.

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. **WHEN TO USE:** Presentations, A/D education.

E045 It's Not Too Late! Making 2009 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. (And all fact sheets are edible!) **WHEN TO USE:** After January!

