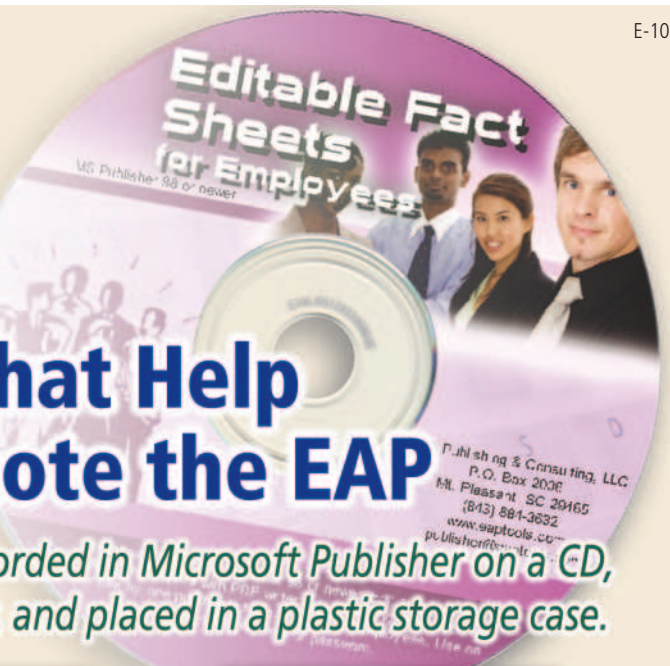




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Powerful Handouts that Help Employees and Promote the EAP

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BALANCING WORK & FAMILY

10 Steps Toward Balance with Work and Family

1. **Work and Family Balance is a Personal Decision.** Work and family balance is a personal decision. It is not a one-size-fits-all solution. It is a decision that you make for yourself, based on your own values, priorities, and circumstances.
2. **Manage Your Time.** Time is a finite resource. To balance work and family, you must manage your time effectively. This involves prioritizing tasks, delegating when possible, and saying no to non-essential commitments.
3. **Communicate with Your Family.** Your family members are also individuals with their own needs and responsibilities. Open communication is key to understanding their needs and finding ways to support them.
4. **Establish Boundaries.** Setting clear boundaries between work and family time is essential. This includes designating specific times for work and family, and sticking to them as much as possible.
5. **Take Care of Yourself.** Balancing work and family is a demanding task. It's important to take care of your physical and mental health. This includes getting enough sleep, eating well, and taking breaks when needed.
6. **Seek Support.** Don't be afraid to ask for help. This could be from family members, friends, or professional services. Support can come in many forms, from emotional encouragement to practical assistance.
7. **Be Flexible.** Life is unpredictable, and your work and family needs will change over time. Be flexible and willing to adjust your balance as circumstances change.
8. **Recognize Your Strengths.** Everyone has unique strengths and talents. Identify yours and use them to your advantage. This can help you manage your work and family more effectively.
9. **Remember that Balance is a Process.** Achieving a balance between work and family is not a one-time event. It is an ongoing process that requires continuous effort and adjustment.
10. **What the EAP Can Do:** The EAP can provide a variety of services to help you with work and family balance. This includes individual counseling, group workshops, and referrals to external resources.

E-001 Balancing Work & Family
WHAT: This handout is a practical tool to help employees understand, gain awareness of, and practice tips to improve work and family balance. WHERE TO USE: EAP direct service, workshops, waiting room, EAP promotion.

Understanding Depression

Myths About Depression

There are many myths about depression. These include the beliefs that depression is a sign of weakness, that it can be cured by simply taking medication, and that it is a sign of personal failure. In reality, depression is a complex medical condition that affects millions of people. It is not a sign of weakness or personal failure. It is a medical condition that can be treated, but it often requires a combination of medication and therapy. Depression is not a sign of personal failure. It is a medical condition that can be treated, but it often requires a combination of medication and therapy.

What is Depression?
Depression is a common mental illness that affects about 10 percent of the people in the United States. It is a medical condition that is characterized by a persistent feeling of sadness and loss of interest in activities that were once enjoyable. It can also be accompanied by changes in appetite, weight, and sleep patterns.

What Causes Depression?
Depression can be caused by a variety of factors, including genetics, brain chemistry, and life events. It is often a combination of these factors that leads to the development of depression. It is not caused by a single event or a single person. It is a complex condition that can be caused by a variety of factors, including genetics, brain chemistry, and life events.

What are the Symptoms of Depression?
Symptoms of depression may include feelings of sadness, hopelessness, and helplessness. Other symptoms may include changes in appetite, weight, and sleep patterns. It can also be accompanied by thoughts of self-harm or suicide. It is important to seek help if you are experiencing these symptoms. It is a medical condition that can be treated, but it often requires a combination of medication and therapy.

What the EAP Can Do
The EAP can provide a variety of services to help you with depression. This includes individual counseling, group workshops, and referrals to external resources. It can also provide information about the signs and symptoms of depression, and help you understand the causes and treatments of this condition. It is a valuable resource for anyone who is struggling with depression.

E-002 Understanding Depression
WHAT: Helps employees understand depression, its causes, signs and symptoms, myths, and treatment options, and reducing stigma. WHERE TO USE: Depression screenings, EAP direct service, workshops, waiting room.

Managing Your Anger

What's Anger?
Anger is a natural emotion that we all experience. It is a feeling of intense displeasure or hostility. It can be a powerful force that motivates us to take action. However, if it is not managed properly, it can lead to negative consequences. It is important to understand the causes of anger and learn how to manage it effectively. It is a natural emotion that we all experience. It is a feeling of intense displeasure or hostility. It can be a powerful force that motivates us to take action. However, if it is not managed properly, it can lead to negative consequences. It is important to understand the causes of anger and learn how to manage it effectively.

The Signs of Anger
There are several signs that indicate when you are angry. These include a racing heart, increased blood pressure, and a flushed face. You may also experience a sense of irritability and a desire to lash out at others. It is important to recognize these signs and take steps to manage your anger before it becomes out of control. It is a natural emotion that we all experience. It is a feeling of intense displeasure or hostility. It can be a powerful force that motivates us to take action. However, if it is not managed properly, it can lead to negative consequences. It is important to understand the causes of anger and learn how to manage it effectively.

Why is Anger a Problem?
Anger can be a problem because it can lead to negative consequences. It can damage your relationships with others and harm your health. It can also lead to a loss of control and a desire to lash out at others. It is important to manage your anger effectively to avoid these negative consequences. It is a natural emotion that we all experience. It is a feeling of intense displeasure or hostility. It can be a powerful force that motivates us to take action. However, if it is not managed properly, it can lead to negative consequences. It is important to understand the causes of anger and learn how to manage it effectively.

What the EAP Can Do
The EAP can provide a variety of services to help you with anger management. This includes individual counseling, group workshops, and referrals to external resources. It can also provide information about the signs and symptoms of anger, and help you understand the causes and treatments of this condition. It is a valuable resource for anyone who is struggling with anger.

E-003 Managing Your Anger
WHAT: Helps employees understand anger, gain control, and diagnose problems. Includes a tool to practice anger management. WHERE TO USE: EAP direct service, health fairs, waiting room, workshops.

Dealing with Debt and Credit Problems

Are You in Trouble with Debt?
Debt is a common problem that many people face. It can be a source of stress and anxiety. It is important to understand the causes of debt and learn how to manage it effectively. It is a common problem that many people face. It can be a source of stress and anxiety. It is important to understand the causes of debt and learn how to manage it effectively.

Credit Repair Services
Credit repair services can help you improve your credit score and manage your debt. These services can help you identify errors on your credit report and dispute them with the credit bureaus. They can also help you negotiate with creditors to settle your debts for less than the full amount. It is important to choose a reputable credit repair service and to understand the risks involved. It is a common problem that many people face. It can be a source of stress and anxiety. It is important to understand the causes of debt and learn how to manage it effectively.

What the EAP Can Do
The EAP can provide a variety of services to help you with debt and credit problems. This includes individual counseling, group workshops, and referrals to external resources. It can also provide information about the causes and treatments of debt, and help you understand the risks involved. It is a valuable resource for anyone who is struggling with debt and credit problems.

E-004 Dealing with Debt and Credit Problems
WHAT: Helps employees determine if debt trouble exists how to take action; also tells about credit repair services and scams, and consumer laws. WHERE TO USE: EAP direct service. Workshops, waiting room, promotional fairs.

Giving Couples Counseling a Try

Over 50% of marriages in this country end in divorce. Second marriages have a higher likelihood of failure. Could couples counseling help you save your marriage?
Couples counseling can help you understand the causes of marital problems and learn how to communicate more effectively. It can also help you develop strategies to resolve conflicts and improve your relationship. It is a valuable tool for anyone who is struggling with marital problems. It is a common problem that many people face. It can be a source of stress and anxiety. It is important to understand the causes of debt and learn how to manage it effectively.

Who Provides Couples Counseling?
Couples counseling is provided by licensed therapists and counselors. They work with couples to identify the causes of their problems and help them develop strategies to resolve them. It is a valuable tool for anyone who is struggling with marital problems. It is a common problem that many people face. It can be a source of stress and anxiety. It is important to understand the causes of debt and learn how to manage it effectively.

What the EAP Can Do
The EAP can provide a variety of services to help you with couples counseling. This includes individual counseling, group workshops, and referrals to external resources. It can also provide information about the causes and treatments of marital problems, and help you understand the risks involved. It is a valuable resource for anyone who is struggling with marital problems.

E-005 Giving Couples Counseling a Try
WHAT: How couples counseling works to help save a relationship. Types of couple problems. What to do when a spouse won't go. Motivation to try it. WHERE TO USE: Direct service with EAP clients, waiting room and workshops.

WHEN YOU EXPERIENCE A TRAUMATIC EVENT

What is a Traumatic Event?
A traumatic event is an experience that causes severe emotional distress. It can be a natural disaster, a violent crime, or a personal loss. It is important to understand the signs and symptoms of trauma and learn how to manage it effectively. It is a common problem that many people face. It can be a source of stress and anxiety. It is important to understand the causes of debt and learn how to manage it effectively.

What are the Signs and Symptoms of Trauma?
Signs and symptoms of trauma may include flashbacks, nightmares, and feelings of helplessness. It can also lead to a loss of interest in activities and a sense of detachment from others. It is important to seek help if you are experiencing these symptoms. It is a common problem that many people face. It can be a source of stress and anxiety. It is important to understand the causes of debt and learn how to manage it effectively.

What the EAP Can Do
The EAP can provide a variety of services to help you with trauma. This includes individual counseling, group workshops, and referrals to external resources. It can also provide information about the signs and symptoms of trauma, and help you understand the causes and treatments of this condition. It is a valuable resource for anyone who is struggling with trauma.

E-006 When You Experience a Traumatic Event
WHAT: Understand trauma and how it affects the psyche. Traumatic stress symptoms, dos and don'ts. About PTSD and more. WHERE TO USE: With CISM program, distribute after traumatic events.

Tips for Parenting Teens

Parenting teens can be a challenge. Here are ten tips to help you manage this stage of your child's life.

1. **Establish Clear Rules and Boundaries.** Teens need structure and consistency. Establish clear rules and boundaries from the beginning and enforce them consistently.
2. **Communicate Effectively.** Listen to your teen's perspective and communicate your expectations clearly. Avoid arguments and focus on problem-solving.
3. **Encourage Independence.** Allow your teen to make decisions and take responsibility for their actions. This helps them develop self-reliance and decision-making skills.
4. **Be a Role Model.** Your teen will look up to you. Demonstrate the values and behaviors you want to see in them.
5. **Stay Calm.** Teens can be challenging, but it's important to stay calm and composed. Avoid reacting impulsively to their behavior.
6. **Encourage Positive Activities.** Encourage your teen to engage in positive activities and hobbies. This can help them develop a sense of purpose and self-identity.
7. **Monitor Their Friends.** Your teen's friends can have a significant influence on their behavior. Monitor their friends and encourage them to choose positive influences.
8. **Be Supportive.** Your teen is going through a lot of changes. Be supportive and provide a safe space for them to express their feelings.
9. **Encourage Responsibility.** Encourage your teen to take responsibility for their actions and complete their schoolwork and chores.
10. **What the EAP Can Do:** The EAP can provide a variety of services to help you with parenting teens. This includes individual counseling, group workshops, and referrals to external resources. It can also provide information about the challenges of parenting teens and help you understand the causes and treatments of these issues. It is a valuable resource for anyone who is struggling with parenting teens.

E-007 Tips for Parenting Teens
WHAT: Ten tips to help parents understand key issues such as identity, self-esteem, parental conflict, peer influence, emotions, and sex. WHERE TO USE: EAP direct service, workshops, health fairs, waiting room.

Continued on reverse

Our 15 Most Popular Handouts at Your Fingertips!



E-008 Assertiveness Skills
WHAT: Defines assertiveness and why it's difficult. Benefits of being assertive. Assertiveness vs. aggression. Steps to being more assertive.
WHERE TO USE: EAP direct service, health fairs, waiting room.



E-009 Resolving Coworker Conflicts
WHAT: The nature of conflict and misconceptions. Intervention and prevention steps. How to keep relationships productive.
WHERE TO USE: Conflict resolution clients, EAP direct service, workshops, EAP promotion.



E-010 Adult Attention Deficit/Hyperactivity Disorder
WHAT: Definition and description. Signs, symptoms, motivating employees to get help.
WHERE TO USE: EAP direct service, EAP promotional events, waiting room.



E-011 Violence in the Workplace
WHAT: Defines different types of workplace violence, facts, risks, warning signs, dos and don'ts with coworkers, and what to do if you are a victim.
WHERE TO USE: Special workshops on violence in the workplace.



E-012 Thinking About Your Drinking
WHAT: Definition of alcoholism, reducing stigma, understanding the disease, signs, symptoms, self-diagnosis, and understanding how denial works.
WHERE TO USE: EAP direct service, workshops on substance abuse in the workplace.



E-013 Coping with the Blues
WHAT: Distinguishes normal blues from depression. Cognitive intervention to limit frequency of the blues, and when to seek professional help.
WHERE TO USE: EAP direct service, waiting room, EAP promotional events.



E-014 Thinking About Psychotherapy
WHAT: Explains psychotherapy. Answers important questions: who, what, how, cost, managed care issues, and how to get the most from treatment.
WHERE TO USE: EAP direct service, promotional events, waiting room.



E-015 Codependency: Caring Until It Hurts
WHAT: A less confusing look at codependency signs, symptoms, misconceptions, and breaking free of dysfunctional relationship behaviors.
WHERE TO USE: EAP direct service, promotional events, waiting room, and special workshops.

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