

Our 15 Most Popular Handouts at Your Fingertips!



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 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.



V-012 Ten 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: Experience and supervisor referral "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? Easy list of 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.

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