

## **Employee Assistance Program Booklet for Employers**

Employee Assistance is much more than a counselling service for your employees. It is a Service that supports you;

- To gain professional support in times of stress or a serious incident,
- Encourage and promote staff well-being and team cohesion,
- Support your management team, and;
- Ensure EAP and Workplace Mediation & Facilitation processes are effective aspects of your human resource procedures.

### **How we can help you & your workplace:**

- **Employee Assistance Counselling:**

Face-to-face confidential counselling is available at our offices in Hobart, Launceston, Devonport and Burnie. Telephone counselling is available for those who are unable to attend our office. Your staff will be advised of the number of sessions allocated to them at the time of making their appointment. We negotiate the number of sessions you wish to allocate to your employees at the outset. Should an employee genuinely require further sessions than that allocated, we will contact you and discuss whether further EAP sessions are possible.

Our Counsellors work within a solution focused, brief intervention framework that compliments psychotherapeutic techniques. The focus is on the client's immediate concerns, fostering self-determination and skill development so as to not promote on-going dependency.

- **Employee Assistance information and awareness sessions for staff:**

We come to your workplace to help staff understand how to access their employee assistance services and what they are able to access. We also provide information sessions on a wide range of topics and can tailor make sessions so that they specifically address the needs of your workplace. Sessions we commonly provide are on topics such as 'managing stress in the workplace,' 'Understanding conflict and how to manage it in the workplace' and 'managing change.'

- **Manager/Supervisor support sessions:**

Support sessions for Managers and Supervisors dealing with staff, client and/or customer challenges of a psychological or social nature.

- **Workplace group counselling support sessions for staff:**

We can provide group counselling or support sessions for staff at your workplace to help with management of workplace issues.

- **Serious Incident stress management:**

Following a serious incident in the workplace we can provide on-site, off-site or phone counselling to staff directly or indirectly impacted by the incident. We also provide general information on our website to ensure they feel supported and can easily access support following the incident.

- **Workplace Mediation & Facilitation**

See our Workplace Mediation & Facilitation booklet for more information.

For more information please call **03 6223 5612**