
How can the EAP help me as a Supervisor?



The professional staff of Workplace Solutions EAP can be a valuable resource to those in supervisory positions who are in need of support and guidance when it comes to dealing with difficult situations in the workplace. Your EAP can help you by providing:

- **Direction** on identifying clear performance objectives for employees with deteriorating work performance.
- **Assistance** to supervisors and managers on how to approach an employee about their work performance problems that may or may not be related to personal concerns.
- **Education** on how to document performance concerns and your attempts to address them.
- **Coaching** on how to make a supervisory referral to the EAP as a way of providing support to employees who may have personal concerns affecting their performance.
- **Guidance** on how to maintain focus on the relevant work performance objectives rather than on an employee's personal problems.
- **Consultation** with the Human Resources department regarding policy development and implementation especially related to the EAP, workplace violence, drug testing, fitness for duty, sexual harassment, and other workplace policy matters.
- **Training** opportunities for your company's leadership in the area of Substance Abuse Awareness, Workplace Violence, Dealing with Difficult Situations, Managing Change, and Team Building as well as a wealth of other topics.
- **Educational opportunities** for employees on a variety of health and wellness topics such as Stress Management, Conflict Resolution, Time Management, Effective Communication and Managing Change.
- **Organization development services** such as executive coaching and retention strategies to align your leadership with your organization's mission, vision and values.

For more information on the supportive services provided by Workplace Solutions, please contact us at **800-327-5071** or visit us on-line at **www.wseap.com**.