

# EAP TOOLKIT

FOR **MANAGERS AND SUPERVISORS**

*A practical approach for sustaining healthy and productive leaders*

## The EAP Toolkit for managers and supervisors offers:



### **Confidential Consultation and Guidance**

- Quarterly leadership newsletter and webinar
- EAP orientations for supervisors
- Crisis response services
- Online help and resources
- Support for losses/grief in the workplace



### **Personalized Leadership Skills Development**

- Management consultations on challenging interactions and workplace dynamics
- Ideas for improving interpersonal skills
- Library of articles, tools, and live and on-demand webinars



### **Employee Engagement and Productivity**

- Guidance on formal and informal employee referrals to the EAP
- Resources for enhancing interactions with employees
- Steps to improve workplace outcomes for absenteeism, presenteeism, and performance



### **Program Promotion**

- EAP orientations for employees
- Health and wellness presentations
- Monthly marketing campaigns and webinars for employees
- Electronic and printed program information materials

The Employee Assistance Program (EAP) is a confidential, no-cost resource available to your entire Federal workforce, including dedicated services in support of one of your agency's most valuable assets: *its leaders.*

Our value proposition is one that supports you—the managers and supervisors—in contributing to high quality return on investment for your organization through the use of management-specific EAP benefits.

Consultation services are specifically designed for supervisors, and include guidance on referring employees to the EAP; ways to improve interpersonal skills when facing sensitive conversations; support in times of organizational change or workplace grief; and more.

This convenient EAP toolkit was created especially for managers and supervisors to ensure you have the support you need right at your fingertips.

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Employee Assistance Program  
24 HOURS A DAY

**1-800-222-0364**

(TTY: 1-888-262-7848)

**[FOH4You.com](http://FOH4You.com)**

