EMPLOYEE ASSISTANCE PROGRAM

Your resource for help with daily challenges and difficult situations.

CAREER ASSISTANCE

Whether you’re considering advancing your career, looking to change jobs, or are thinking about ways to enhance your current job, EAP offers helpful resources and information about career assistance. From informational resources to live webinars, EAP can provide useful tips about career assistance.

EAP has helpful career information for students of any age, including:

- Articles
- Webinars
- Informational guides
- Interactive quizzes

Topics and information include:

**Organization and time management**
- Get organized.
- Performing the balancing act.
- Basic time management tips.

**Communication skills**
- Overcoming communication barriers.
- Learning to listen.
- Creative problem solving.

**On-the-job success**
- Creating a positive work environment.
- Forget perfection.
- Coping with job loss.

**Staying healthy at work**
- Eat healthy on the job.
- Workday workouts.
- Importance of good posture.

1-866-EAP-4SOC (1-866-327-4762)
TTY USERS SHOULD CALL: 1-800-424-6117
www.eap.calhr.ca.gov
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