

# Maintaining Personal Safety

A Free Workshop Sponsored by  
*The State of California's Employee Assistance Program*



Each employee has a right and responsibility to feel safe before, during, and after work. While acts of extreme workplace violence are less common than is popularly believed, reported incidents involving disruptions and threats appear to be on the rise. Employee preparation and awareness enhance employers' prevention and early intervention measures to help maintain a safe workplace. This workshop highlights potential risks in the work environment and provides strategies to enhance personal and workplace safety on and off the job.

*After the workshop, participants should be able to:*

- Recognize the types and levels of workplace violence
- Understand what employees can do to reduce the risk of violence
- Address challenging behaviors and potential conflict situations
- Identify resources to enhance workplace violence prevention efforts

**February 19, 2014**

**9:30 – 11:30 am**

Department of Rehabilitation  
464 W. 4th Street, Suite 152  
San Bernardino, CA 92401-1419

**May 15, 2014**

**9:30 – 11:30 am**

Department of Rehabilitation  
Central Office Location  
721 Capitol Mall Dr., Room 169  
Sacramento, CA 95814

Who Should Attend:

**These workshops are free to State employees and reservations are not required. Seating is on a first-come, first-served basis.**

**Before planning to attend, employees should ensure supervisor's approval.**

**Please provide two week notice for special accommodations.**

**At many facilities parking is not provided, please plan accordingly.**

**Contact your departmental EAP coordinator for additional information.**

