



Employee Assistance Program

Supervisor Orientation

The Supervisor Orientation addresses how EAP can be used to assist managers and supervisors. The presentation begins with a brief review of the broad range of counseling and consultation services available to all eligible employees and their dependents to help them address personal and family problems. This is followed by a discussion of the Management Consultation unit and the Formal Supervisor Referral process. In this presentation, participants learn how these powerful tools help supervisors and managers throughout the country recognize and address problem performance and behavior in the workplace.

Learning Objectives:

- EAP as a management asset.
- Management Consultation and Formal Supervisor Referral processes.

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.

September 18, 2014

11 – 12 pm

Department of State

Hospitals

1600 9th Street

Conference Room 470

Sacramento, CA 95814



REMEMBER – Your EAP is here for you!