

# EMPLOYEE ASSISTANCE PROGRAM

## 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

- Beating 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.



**CAL HR**

CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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1-866-EAP-4SOC (1-866-327-4762)

TTY USERS SHOULD CALL: 1-800-424-6117

[www.eap.calhr.ca.gov](http://www.eap.calhr.ca.gov)

### Getting Help

Call the toll-free number or go online at  
[www.eap.calhr.ca.gov](http://www.eap.calhr.ca.gov).



Log on to [www.eap.calhr.ca.gov](http://www.eap.calhr.ca.gov) today!

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