

Leveraging EAP resources in your wellness program

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choice | health | service

■ ComPsych GuidanceResources Trends

In 2022, **anxiety and stress** were top presenting issues with EAP counseling

Mental Health Awareness, Mental Health Awareness for Leaders, and Preventing Employee Burnout were top personal development workshops

Increased session models and **addition of well-being coaching** to offer a more robust well-being solution

Global expansion of program to provide consistent services to employees worldwide

Continued focus on **multimodal access to services** and **holistic approach to care**

Focus on individual journey continuum of care from **CCBT to coaching to counseling**

Expansion of **designated clinical support** for individual onsite or virtual counseling

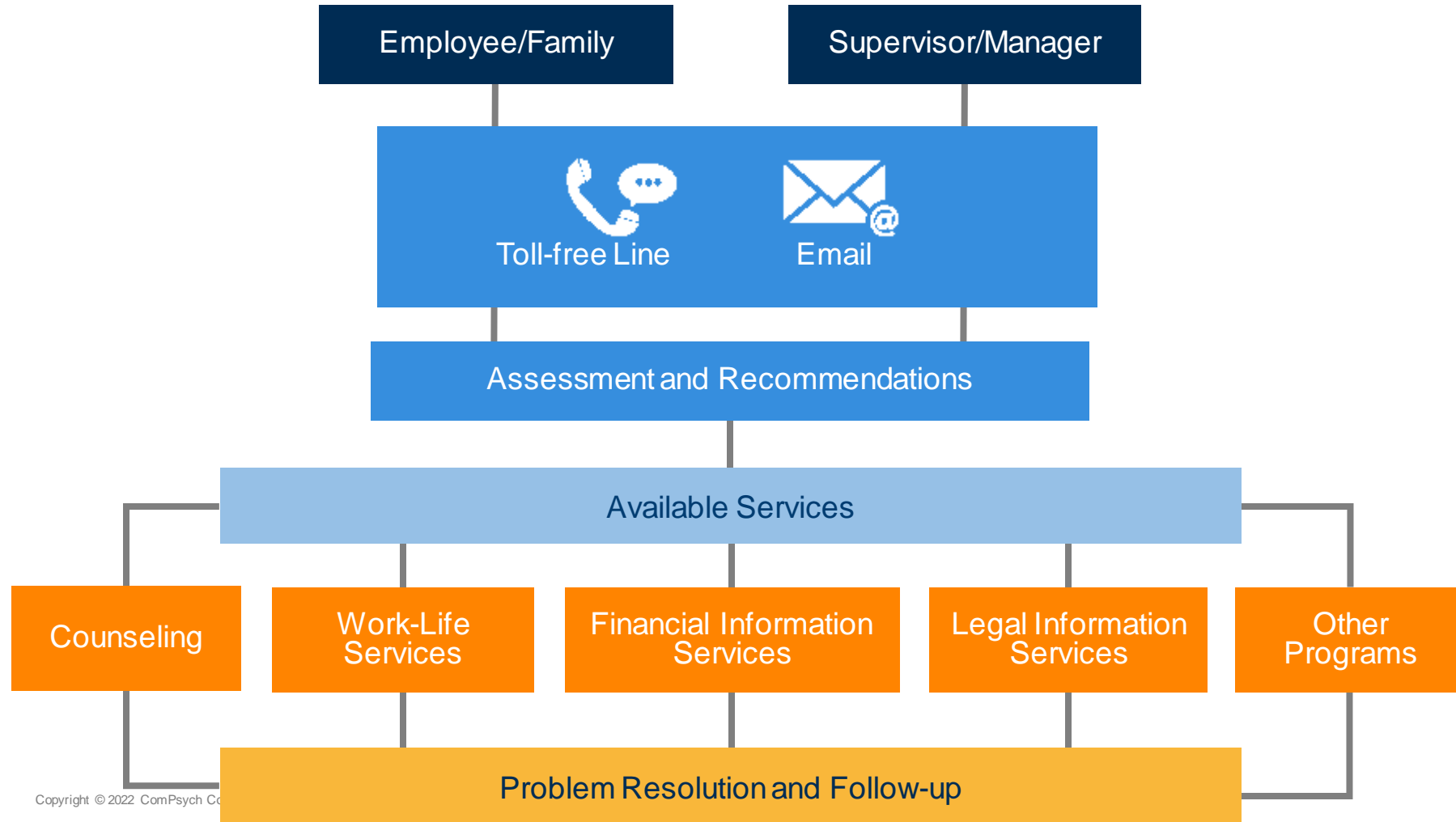


Accessing Services

- › **Via Call** - Call the phone number/s provided to you to talk with a counselor
 - › Set up a Virtual Appointment of face to face
- › **Online** - You may also access www.guidanceresources.com using your company's web ID:
 - › Articles about health, relationships, and more comprehensive set of articles
- › **Via Email** – send your concern to a Guidance Expert using our website www.guidanceresources.com
- › **Via Chat** – chat with a Guidance Expert online using our website www.guidanceresources.com
- › **Via the App** - Also available via mobile at
- › The App Store or Google Play –
- › search for GuidanceResources (no space, one word)



■ The GuidanceResources Experience



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Face-to-face, Virtual or telephonic sessions per issue per year for:

- › Work and life relationships
- › Stress, anxiety and depression
- › Grief and loss
- › Substance abuse
- › Raising children
- › Caring for elderly parents

Confidential discussions with local ComPsych® counsellors who understand your needs and issues



■ Integrated Work-Life



FamilySource

- Unlimited support
 - Child care
 - Elder care
 - Education
 - Government programs
 - Health/wellness
 - Personal convenience
 - Moving/relocation
- Qualified resources



LegalConnect

- Unlimited consultation
 - Family law
 - ID theft
 - Custody
 - Real estate
 - Contracts
 - Tax questions
- Local referrals
 - In-person consultation
 - Discounted legal fees



FinancialConnect

- Budgeting
- Debt
- Credit
- Tax issues
- Retirement planning
- Real estate
- Estate planning
- Saving for college

Legal & Financial Information and Consultation

Expert legal information from licensed ComPsych® staff attorneys

Unlimited telephonic access

- Family law
- Wills
- Bankruptcy
- Estate planning
- Real estate
- ID Theft
- Local, quality referrals
 - 30 minute free in-person consultation

25% discount off usual fees when retained

Financial information from ComPsych® staff financial experts

Unlimited telephonic access

- Confidential and objective
 - Support for Budgets, Debt, Bankruptcy
 - Retirement
 - Real Estate etc.



2023 Personal Development Workshops

New Topics for 2023

- Breathing Techniques to Relieve Stress and Improve Health
- Creating Psychological Safety in the Workplace
- Digital Mindfulness: Taking Control of Your Device and Screen Time
- Expecting the Unexpected: How to Think About Potential Crises
- How to Delegate at Work and in Life
- Managing Remote (or Hybrid Employees)
- Personal and Professional Boundaries
- Responding to Distressed Customers
- The Joy of Movement
- What to Say When You Don't Know What to Say

The thumbnail shows a document titled "2023 Personal Development/Work-Life Topics" from GuidanceResources® and ComPsych®. It lists various workshop topics organized into categories: Management Support, Communication Skills, Parenting, Older Adult Care, and Personal Development. The document is dated 2023.

GuidanceResources® **COMPSYCH®**
GuidanceResources® **2023 Personal Development/Work-Life Topics**

ComPsych® workshops provide valuable learning for employees and increase visibility and utilization of the GuidanceResources® benefit. Topics are designed and written by our internal staff of psychologists and adult learning experts. These 45-60 minute programs are informative and engaging.

GuidanceResources® Program Orientation
Employee and supervisory orientations are an integral part of the ComPsych® program. Based upon customer needs, employee locations, population concentration, along with HR policies, ComPsych® will help facilitate a smooth schedule for program roll-out or to reintroduce the services. The purpose of these orientations is to introduce the services, stress the professional and confidential nature of the benefit, and relate the methods of accessing help.

Personal Development/Work-Life Workshops

Management Support

- Addressing Employee Performance Issues in a Supportive Way
- Creating Psychological Safety in the Workplace*
- Leading with Authenticity*
- Managing Remote (or Hybrid) Employees*
- Managing Staff Through Stressful Situations
- Managing the Emotions Surrounding Layoff Conversations
- Mental Health Awareness for Leaders
- Preventing Employee Burnout
- Self-Care Tips for Managers

Communication Skills

- Becoming a Better Listener
- Bringing Out the Best in Others
- Civility in the Workplace
- Deescalating Potentially Violent Situations
- Difficult Conversations During Times of Unrest
- Effective Communication
- Friendly Persuasion: How to Get the Things You Want and Need
- Giving Effective Feedback in Personal or Work Situations
- How to Deal with a Difficult Person
- Initiating Difficult Conversations
- Learning to Say "No"
- "Let's Talk Politics": How to Have Impassioned Disagreements Without Damaging Relationships
- Motivating Change in Others
- Practicing Assertiveness

Parenting

- Building Strong Relationships with Your Adult Children
- Building Your Child's Self-Esteem
- Communicating the Tough Stuff to Your Child: Drugs, Alcohol, Sex and Peer Pressure
- Discipline That Works
- The Emotionally Healthy Teen: Dealing with Issues of Substance Abuse, Depression, Suicide and Eating Disorders
- Encouraging Kids to Be Active
- Engaging in Creative Play with Children
- Establishing Bedtime Routines That Work
- Extracurricular Activities: How Much Is Too Much?
- Getting Through the Stages of Pregnancy
- Helping Children Cope with Grief
- Helping Children Develop Strong Ethics and Values
- Helping Your Child Set Goals for the Future
- Kids and the Internet: Becoming a Cyber-Savvy Parent (Webinar Only)
- Kids and Meals: It Doesn't Have to Be a Battleground
- No Such Thing as a Perfect Parent
- The Parent as Role Model

Parenting a Child with Special Needs

- Parenting Toddlers
- Parenting Your "College-Age" Kids*
- Protecting Children from Sexual Abuse
- School's Out: Getting Everyone Through the Summer
- Sibling Rivalry
- Standing Tall: Handling Bullies at School
- Talking to Kids About Violent Events with Widespread Media Coverage
- Talking to Your Child About Tough Issues Affecting the Family
- The Successful Single Parent
- Teaching Your Kids How to Manage Money
- Teenage Rebellion

Older Adult Care

- Caring From a Distance
- Helping Your Senior Loved One Be Independent and Safe (webinar only)
- The Sandwich Generation: Balancing Your Personal Life with the Needs of Your Older Parents or Loved Ones
- Supporting Others Through End of Life
- Talking About the Tough Subjects with Your Parent or Older Loved One
- Understanding How Your Emotions Impact Interactions with Older Loved Ones
- When Someone You Love Has Alzheimer's

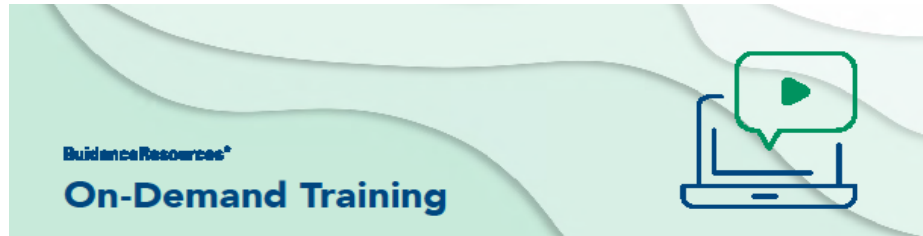
Personal Development

- Acceptance of Others*
- The Art of Patience
- Autonomy: Strengthening Your Ability to Work Independently

*New for 2023

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Micro Trainings 2023




You're busy juggling work, family and other responsibilities, so it's understandable if you can't spare 60 minutes for a training session, no matter how informative or engaging it is. The On-Demand training sessions from your GuidanceResources® program provide a solution for those feeling a time crunch.

Current Topic List

- [Are You Financially on Track for Retirement?](#)
- [Balancing Work and Life](#)
- [Communicating Without Conflict With Your Significant Other](#)
- [Connecting Mind and Body for Healthy Living](#)
- [Coping With a Crisis or Traumatic Event](#)
- [Difficult Conversations During Times of Unrest](#)
- [Emotional Eating: The Connection Between Mood and Food](#)
- [Exercise at Your Desk](#)
- [From Smoker to Smoke Free](#)
- [Healthy Eating on a Budget](#)
- [Helping a Loved One Through Difficult Times](#)
- [Informed or Informed? Healthy Media Consumption During Major News Events](#)
- [Keeping Your Senior Loved One Independent and Safe](#)
- [Laughter, Humor & Play to Reduce Stress & Solve Problems](#)
- [Learning to Relax](#)
- [Living With Change](#)
- [Managing Emotions in the Workplace](#)
- [Managing Holiday Stress](#)
- [Managing Personal Finances](#)
- [Managing Staff Through Change & Stress](#)
- [Natural Consequences: Discipline That Works](#)
- [No Such Thing as a Perfect Parent](#)
- [Parenting a Child with Special Needs](#)
- [Sailing On: A Guide for Transitioning Into Retirement](#)
- [Stress: A Way of Life or Fact of Life?](#)
- [Talking About Tough Subjects With Elderly Parents](#)
- [Talking to Kids About Violent Events With Widespread Media Coverage](#)
- [The Confident You](#)
- [The Impact of Attitude on Work and Life](#)
- [The Impact of Shift Work on Mind and Body](#)
- [The Psychology Behind Saving Money & Other Good Financial Habits](#)
- [The Sandwich Generation – Balancing Your Personal Life With the Needs of Your Elderly Parents](#)
- [Time Management Tools & Principles](#)
- [Using Kindness to Achieve Personal Success & Happiness](#)
- [Using Reason to Resolve Conflict](#)



Online: guidanceresources.com
App: GuidanceNow™
Web ID: 

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Support for Managers/People Leaders

GuidanceResources® Toolkit for Managers and Supervisors

Managing people in the modern workforce isn't easy. Everyone is busy. Stress is common. Tempers are short. Then a life event—a death in the family, a medical crisis or a need for emergency child care—occurs and work grinds to a halt.

Your GuidanceResources® program is the response to such crises. The program is made available at no cost to employees of your organization, as well as to their household members, and offers confidential, professional counseling and other resources for resolving personal, family or workplace issues. As a supervisor or manager, you should look at the program as a tool to keep these personal issues from spilling over into the workplace or unduly affecting employee behavior and performance. The program offers many other benefits, including:

- Increased productivity and reduced health care costs through early recognition, intervention and resolution for business and personal problems
- Better retention of **valued employees**
- **Reduced absenteeism, accidents** and grievances
- Improved employee morale



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COMPSYCH
GuidanceResources® Workside



Here is a common scenario to help you better understand how the GuidanceResources® program works and how it can help:

- 1:** Ellen, who has two young children, is going through a divorce.
- 2:** Ellen calls her EAP 24/7 toll-free line.
- 3:** Roger, a GuidanceConsultant™ (GC), answers the call, talks with Ellen and triages for issues caused by the divorce. Roger determines Ellen is experiencing serious symptoms of depression and needs additional afterschool care for her children.
- 4:** Roger establishes a plan of action for Ellen to determine the direction and resources needed and to help prioritize those resources.
- 5:** Roger refers Ellen to Dr. Smith, a local EAP provider, for assessment and treatment recommendations. Roger completes a child care assessment and forwards it to an EAP child care specialist and refers Ellen to GuidanceResources® Online for additional articles and resources on divorce, budgeting and more.
- 6:** Ellen is successfully treated for depression. Ellen interviews and selects an afterschool care provider for her children. She also researches several articles on divorce and completes an on-demand training on [guidanceresources.com](https://www.guidanceresources.com).
- 7:** With the EAP's help, Ellen overcomes her depression and receives the work-life support she needs.
- 8:** Roger, the GC, follows up to ensure Ellen has received the help she needs with her legal, financial, and child care issues and to see if she needs further assistance.

3

2023 Communications Calendars

Monthly or quarterly messages supporting all facets of well-being as well as current events

Materials available in English and Spanish for U.S. and English and French for Canada

The graphic is a calendar for 2023 U.S. Communications. It features a dark blue header with the text 'GuidanceResources*' and 'COMPSYCH' logo. Below the header, the title '2023 U.S. Communications' is prominently displayed. The calendar is organized into six monthly sections, each with a title and a list of topics. The months and their topics are: January (Fresh Start), February (Healthy Heart), March (Personal Finances), April (Work-Life Balance), May (Mental Health Awareness), and June (Family Togetherness). Each section includes specific topics and 'Continuing Communications' for that month. At the bottom, there is a QR code and a note about language availability.

GuidanceResources* **COMPSYCH**
GuidanceResources* Worldwide

2023 U.S. Communications

January Fresh Start
Achieving Resolutions with Resilience
Learning to Accept Change
Are you stressed?
Continuing Communications:
Tax Prep

February Healthy Heart
Are you getting enough exercise?
Heart Smart: How to Lower Your Risk for Heart Disease
Annual EAP Poster
Continuing Communications:
Heart Health Awareness Month
Planning for Summer Camp
Black History Month

March Personal Finances
Budgeting for Financial Success
Setting Financial Goals
Building Your Credit
Continuing Communications:
International Women's Day
Money Matters Toolkit

April Work-Life Balance
Building Exercise into a Busy Schedule
Building Workplace Resilience
Achieving Balance
Continuing Communications:
Autism Awareness Day

May Mental Health Awareness
Self-Care for Stress Relief
Suicide Awareness
Annual EAP Poster
Continuing Communications:
Mental Health Awareness Month
Women's Health Month

June Family Togetherness
Building Relationships
Family Meals
Being Active Together
Continuing Communications:
Pride Month
Juneteenth

Materials available in the following languages: English, Spanish

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■ Awareness All Year with GuidanceResources



Keep engaged with GuidanceResources for important dates and meaningful observances all year long



Materials available in English and Spanish

<i>January</i>	Tax Prep
<i>February</i>	Heart Health Black History Month
<i>March</i>	International Women's Day
<i>April</i>	Autism Awareness Day
<i>May</i>	Suicide Awareness
<i>June</i>	Pride Month Juneteenth
<i>July</i>	National Minority Mental Health Month
<i>August</i>	Immunization Awareness
<i>September</i>	Suicide Prevention Awareness
<i>October</i>	World Mental Health Day Mental Health Awareness Week Breast Cancer Awareness
<i>November</i>	Men's Health
<i>December</i>	Holiday Resource Guide

2023 Core Materials

GuidanceResources®

For Employees: What is the Employee Assistance Program?



The Employee Assistance Program is provided by ComPsych® GuidanceResources® and offers counseling, legal and financial consultation, work-life assistance and crisis intervention services to all our employees and their household family members.

Why provide an EAP?

Because we care about our employees and their dependents. The EAP can be used free of charge as needed when you or your dependents are facing emotional, financial, legal or other concerns.

Are the services confidential?

Yes, the EAP is strictly confidential. No information about your participation in the program is provided to your employer.

Why might my family or I use the services?

There are many reasons to use these services. You may wish to contact the EAP if you:

- Are feeling overwhelmed by the demands of balancing work and family
- Are experiencing stress, anxiety or depression
- Are dealing with grief and loss
- Need assistance with child or elder care concerns
- Have legal or financial questions
- Have concerns about substance abuse for yourself or a dependent

What happens when I call?

When you call, you will speak with a GuidanceConsultant™, a master's- or PhD-level counselor who will collect some general information about you and will talk with you about your needs. The GuidanceConsultant™ will provide the name of a counselor who can assist you. You can then set up an appointment to speak with the counselor over the phone or schedule a face-to-face visit.

What counseling services does the EAP provide?

The EAP provides free short-term counseling with counselors in your area who can help you with your emotional concerns. If the counselor determines that your issues can be resolved with short-term counseling, you will receive counseling through the EAP. However, if it is determined that the problem cannot be resolved in short-term counseling in the EAP and you will need longer-term treatment, you will be referred to a specialist early on and your insurance coverage will be activated.

Can my children use the EAP?

Yes. The EAP is a confidential benefit for employees and their household family members.



COMPSYCH
GuidanceResources®



24/7 Live Assistance:
Call: 800.570.9315
TRS: Dial 711



Online: [guidanceresources.com](https://www.guidanceresources.com)
App: GuidanceNow™
Web ID: Trusteap71



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GuidanceResources®

For Managers: Your Employee Assistance Program



What is the Employee Assistance Program?

The EAP is provided by ComPsych® GuidanceResources® and offers counseling, legal and financial consultation, work-life assistance and crisis intervention services to employees and their dependents free of charge.

Why provide an EAP?

The EAP offers counseling, guidance and tools for emotional, financial, legal and other issues. Helping employees and their dependents ensures that these issues don't spill over into the workplace and harm productivity or morale.

Is the service confidential?

Yes, the EAP is strictly confidential. No information about participation in the program is provided to the employer.

Why should managers use the EAP?

The EAP is a referral resource when an employee expresses concerns over or suffers performance problems due to a personal issue. As a manager, it is not your job to be a professional counselor or best friend. The EAP can handle that for you.

Why might an employee or his/her dependents use the services of the EAP?

There are many reasons for employees to take advantage of these services, including when they:

- Are feeling overwhelmed by balancing work and family
- Are experiencing stress, anxiety or depression
- Are dealing with grief and loss
- Need assistance with child or elder care
- Have legal or financial questions
- Have concerns about substance abuse for themselves or a dependent

Under what circumstances might a manager refer an employee to the EAP?

All employees can experience personal difficulties that can impact their performance at work. As a manager, you can suggest the EAP to an employee as a confidential resource provided at no charge.

What happens when employees call the EAP?

When employees call, they will speak with a GuidanceConsultant™, a master's- or PhD-level counselor who will collect some general information and will talk with them about their needs. The GuidanceConsultant™ will provide the name of a counselor who can assist them.

Can employees' children use the EAP?

Yes. The EAP is a confidential benefit for employees and their household family members.

COMPSYCH
GuidanceResources®



24/7 Live Assistance:
Call: 800.570.9315
TRS: Dial 711



Online: [guidanceresources.com](https://www.guidanceresources.com)
App: GuidanceNow™
Web ID: Trusteap71



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Engagement Strategies and Tools

GuidanceResources® **2023 Communications**

January Fresh Start
Achieving Resolutions with Resilience
Learning to Accept Change
Are you stressed?
Continuing Communications:
Tax Prep

February Healthy Heart
Are you getting enough exercise?
Heart Smart: How to Lower Your Risk for Heart Disease
Annual EAP Poster
Continuing Communications:
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Planning for Summer Camp
Black History Month

March Personal Finances
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May Mental Health Awareness
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Suicide Awareness
Annual EAP Poster
Continuing Communications:
Mental Health Awareness Month
Women's Health Month

June Family Togetherness
Building Relationships
Family Meals
Being Active Together
Continuing Communications:
Pride Month
Juneteenth

Materials available in the following languages: English, Spanish

Monthly communications calendar coordinated with **GuidanceResources® Online** (courses, topic newsletters, tips and posters)

Achieving Resolutions With Resilience

Are you stressed?

8 Tips for Beating Stress

24/7 Live Assistance: Call 800.233.2333 TTS (Deaf 711)

Digital Toolkits
Training modules to help you build practical skills to deal with real-life challenges

GuidanceResources®
Mindfulness and Relaxation

Whether preparing our taxes, planning for retirement or just covering the monthly bills, many of us worry about our financial fitness. While none of us can control the economy, there are steps we all can take to boost our financial security. The following tools can help.

Resource Guide: Financial Resilience

Staying on track financially can be challenging. This guide offers insights into a common financial pitfall.

Download

Small Steps to See Your Financial Future

Sometimes, starting small can plan when it comes to money, can show you how.

Download

Experiential Relaxation
Interactive feature offers a step-by-step journey to calm the mind and the body.

Watch

GuidanceResources®
Mental Health Awareness Toolkit

Featured:
Do I have good work-life balance?
If there never seems to be enough time between work and family to accomplish everything on our to-do lists, we may need to assess our work-life balance. This interactive feature can teach you how.

Begin

Mental Health Awareness
Our mental health is among our most valuable assets. This flyer explains how to nurture it.

Download

On-Demand Trainings: Using Kindness
Learn how kindness can help you achieve personal success and happiness.

Watch

Coping With Stress
This slide show from GuidanceResources Online offers 10 simple tips for managing stress.

Access

Connecting Mind and Body
This training explains how our mental health and physical health are intertwined and interrelated.

Watch

Mental Health Myth vs. Fact

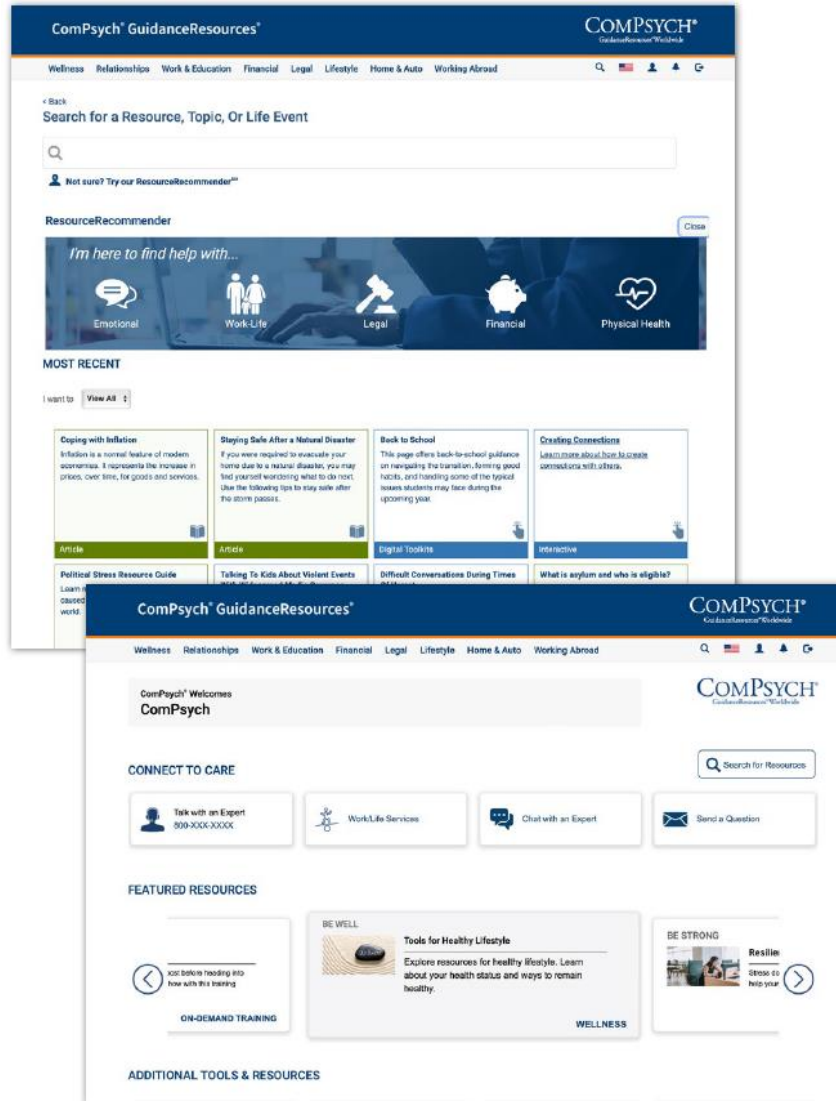
GuidanceResources®
Insights Guide: Disabilities in the Workplace

GuidanceResources®
Insights Guide: The Multinational Workforce

GuidanceResources®
Resource Guide: Financial Wellness

GuidanceResources®
Resource Guide: Desigmatizing Mental Health

Navigating Our Resources: GRO



Located here:

<https://www.guidanceresources.com/>



Ways to leverage the EAP in your wellness program...

4-1 Information Campaigns & 5-2 Communication Plan

Share EAP resources & services through wellness program newsletters, emails, flyers, etc.

- ⑩ Digital toolkits
- ⑩ Upcoming employee wellbeing webinar schedule
- ⑩ Timely topic articles, videos, etc.

4-2 Presentations and Events

Host a live or pre-recorded training topic

- ⑩ Personal development
- ⑩ Resilience
- ⑩ Legal & financial
- ⑩ & More!

★ Must be scheduled at least 30 days in advance

Questions?

Thank you!

Vida health coaching now available in Health Central!

Promotional materials available in the Vida toolkit on the website

