



## Learning Series

# A Message to Business Owners

TRAINING FOR:  Employers    Supervisors    Employees

**American Counseling & Training, Inc.**  
**EMPLOYEE ASSISTANCE PROGRAMS**

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## TOPIC: **A Message to Business Owners**

### **The Value of an Employee Assistance Plan**

EAPs are recognized as the mechanism of choice to protect you and your bottom line from legal concerns as well as safeguarding your personnel when addictions, mental health and employee relation concerns arise.

Employee Assistance Programs protect company assets by:

- Containing health benefit costs.
- Completing required federal and state training.
- Erecting legal fire walls through the development of policies and procedures.
- Supporting and refocusing your valuable personnel who would otherwise be lost to turnover

Employee Assistance Programs support company personnel by:

- Providing 1-4 free visits with a therapist or specialist.
- Supporting supervisors with training and information.
- Providing company wide training for all personnel.
- Supporting personnel and immediate family members with local and community resources.

### **Cost savings**

National statistics demonstrate that EAPs generate an investment return of **\$7 to \$14** for each \$1 invested.

We invite you and your senior management to call me at any time concerning the policies and procedures you want to establish, the effectiveness of training that is available to you and the many services and skills that we at American Counseling & Training will provide to you and your personnel.

## Informing Company Personnel

Alerting personnel to the addition of Employee Assistance Programs and the services, training and information they provide may be accomplished through web or on site presentations, health benefit flyers, newsletters, bulletin board announcements and pay check stuffers.

When personnel request EAP information either through a E-Mail or phone message, web site or FAX they will be able to evaluate resources for professional and personal support, select administrative forms for specific needs and training topics for company wide information.

National studies illustrate that the work place is the best location for personnel to receive information and training.

As an example, web site links and “learning series” training titles assists management and personnel in their understanding of a number of issues including mental health, discrimination including sexual harassment and work place violence.

Formal training also satisfies federal OSHA requirement's concerning business owners and their supervisors who must provide violence prevention and an immediate response in the form of training and mental health support when company personnel have either participated directly in violent events or have witnessed them.

Management tools include forms and training for supervisors, while articles and workbooks provide information concerning stress management, parenting, drug and alcohol, mental health and adolescent drug usage.

Supervisors are instructed on how to identify, document, confront and then refer dangerous or difficult personnel to the EAP.

Personnel who are requesting information and do not have access to a computer may contact us at any time at: 1-866-774-9971.