



*Helping People Be Better At Work*

**Free training included in your EAP contract...**

<b>Training</b>	<b>Description</b>
<b>Employee Orientations</b>	First Sun staff members or trained affiliates are available to come onsite to do EAP orientations for your workers. We have free DVD and video versions that can be shown at the worksite. These can also be viewed on our website to orient eligible family members about EAP services and how to access them. The goal is to educate them about services available to them through First Sun EAP.
<b>EAP Manager Training</b>	“The EAP as a Management Tool.” Risk Managers or trained affiliates are available to provide onsite management training as to how to use the EAP to address workplace performance and behavioral issues. We have free DVD and video versions that can be shown at the worksite or viewed on our website. We also have a self-paced manager training program on the web that managers can view to increase their knowledge of how to use the EAP to address workplace problems.
<b>Health / Benefits Fairs</b>	First Sun staff members or trained affiliates are available to attend your corporate health / benefits fairs to assist in educating your workers about the benefits that are available to them and their family members. Staff presence at health / benefit fairs is limited to (1) one per contract year. EAP materials are always available for other events.
<b>Regional Manager Trainings</b>	Regional manager trainings are routinely offered throughout the year in South Carolina. This format attracts a diverse population from various industries. It is a unique forum in which to share ideas on using an EAP to enhance job performance. Previous topics have included Generations in the Workplace and Workplace Bullying. HRCI credit hours are available for attendees.
<b>Advisory Conferences</b>	First Sun EAP hosts Advisory Conferences each year. These free conferences provide HRCI approved credit hours and cover topics such as: Workplace Ethics, Employee Retention Practices, Workplace Wellness and Best Practices for the Four Generations in Today’s Workplace. There are also opportunities to discuss tough personnel issues such as drug and alcohol, violence, domestic violence, mental illness, harassment and their impact on the workplace. The Advisory Conferences allow First Sun customers across the state to network with each other, share ideas about challenging issues and to promote the effective uses of the EAP.

For more information please call us at **800-968-8143** or at **803-376-2668** if you are in the Columbia area