

How to Use Your EAP — Management

Your Employee Assistance Program (EAP) provides you with management tools. These tools help you address a variety of workplace issues including working with underperforming employees. Using the EAP helps create a more productive atmosphere and makes your job easier.

What Tools Are Available?

- **FREE, CONFIDENTIAL CONSULTATIONS**—Discuss job performance issues including absenteeism, productivity, co-worker conflict and other workplace behavioral problems with our risk managers who are Certified Employee Assistance Professionals.
- **ASSISTANCE WITH UNDERPERFORMING WORKERS**—Our consultants provide assessment, case management referral and coordination of communications regarding troubled workers.
- **WORKPLACE RISK MANAGEMENT**—Our consultants assist in managing risk regarding termination, ADA, disability, workers' compensation, harassment and behavioral concerns.
- **EAP MANAGER TRAINING**—We provide training on how to use the EAP to address workplace performance and behavioral issues. We have free DVDs that can be shown at the work site 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.
- **FREE REGIONAL MANAGER TRAININGS**—These 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 topics relevant to workplace issues.
- **PROMOTIONAL MATERIALS TO SHARE WITH EMPLOYEES**—We provide brochures, DVDs, posters, newsletters and a website to educate workers about the benefits available to them.

We Are Here for You

Our dedicated consultants are available 24 hours a day, 7 days a week to address your needs. Crisis calls are handled immediately and all appointments will be scheduled in a timely manner. Use of your EAP is confidential and is not reported to your employer.



FIRST SUN
EAP

We Help People Be Better at Work

3 EASY STEPS TO USING YOUR EAP

1

Call 800-968-8143 or review online resources at www.firstsuneap.com.

2

Speak confidentially with a consultant to receive guidance and support on ways to address workplace issues, to request promotional materials or to get information about training.

3

Receive continued support from our consultants who will assist you and your employees in resolving workplace issues.

All counseling services are confidential in compliance with the law.

Call us 24/7/365 at 800-968-8143 or visit www.firstsuneap.com