



# ReproEditable™ Fact Sheets #4

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E031

## Alcoholism Is a Family Disease

**WHAT:** Alcoholism and its impact on the family. What's wrong, guilt and enabling, myths, misconceptions, what to do, and "right thinking" about the disease. Add

your input to create your ideal fact sheet for clients.

**WHERE TO USE:** Client sessions, health fairs, EAP waiting areas, assessments.



E032

## Be a Star Performer at Work

**WHAT:** Most employees want to do their best work. What are the commonalities among outstanding employees? Knowing these can inspire

employees to achieve more, help them spot their shortcomings, and motivate them to improve.

**WHEN TO USE:** Client sessions, promotion.



E033

## Coping with a Mentally Ill Family Member

**WHAT:** Guilt, confusion, and worry face family members of the mentally ill. This fact sheet gives them hope, support, and determination to accept the

chronicity of mental illness and become empowered through knowledge, while seeking support.

**WHERE TO USE:** Client counseling sessions. EAP waiting areas.



E034

## Could Group Therapy Be for You?

**WHAT:** Many clients resist the idea of group therapy, despite its power and effectiveness. It's also cheaper, than individual therapy.

Tackles myths and motivates clients to say, "Yes, I will give group therapy a try."

**WHERE TO USE:** Counseling, waiting areas.



E035

## Facing a Bully at Work

**WHAT:** What is a bully? Why they do it? What should the victim do? About getting proactive to help employees and to help employers who may face legal claims if

bullying doesn't stop.

**WHERE TO USE:** Counseling sessions, health fairs, waiting rooms.



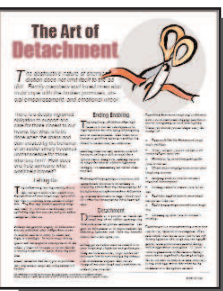
E036

## Dealing with Customer Service Stress

**WHAT:** Customers are the lifeblood of business, but when they're treated badly by stressed employees, they walk away with

their wallets. How to cope, what to do, "right thinking" about customers.

**WHEN TO USE:** Training on stress



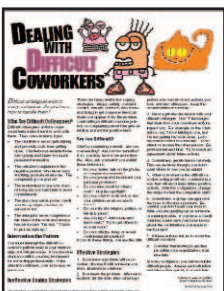
E037

## The Art of Detachment

**WHAT:** One of the most important life skills. Letting go, ending enabling, getting past guilt, love versus control, why detachment just might be "the

ticket" the employee's been searching for.

**WHERE TO USE:** Clients sessions, waiting rooms, health fairs.



E038

## Dealing with Difficult Coworkers

**WHAT:** Who is a difficult coworker? Types of approaches to difficult coworkers. Are you one of them? Effective strategies for a more harmonious workplace.

**WHERE TO USE:** Health fairs, client sessions, conflict resolution counseling (also for fun and a few laughs).



E039

## Coworkers Facing Grief Together

**WHAT:** "What do we do?" "What do we say?" These common coworker questions have commonsense answers. Provides support, clarifies, helps

prevent the pain of loss from becoming panic over the process.

**WHERE TO USE:** Grief counseling, group work.



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E040

### Helping Someone Who Doesn't Want Help

**WHAT:** What to say, how to say it, what to expect. Is it your role or someone else's? Do it now, or say it later?

When to use a push strategy or a pull strategy, and when to "let nature take its course."

**WHEN TO USE:** Client sessions, counseling.



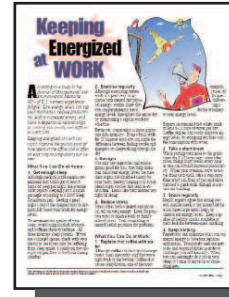
E041

### Communication Tips for a Happier Workplace

**WHAT:** Stop poor workplace communication that can create bad attitudes and thwart productivity. It's not what you say, it's how you

say it -- and a lot more.

**WHEN TO USE:** Brown-bag seminars, OD projects, group conflict intervention.



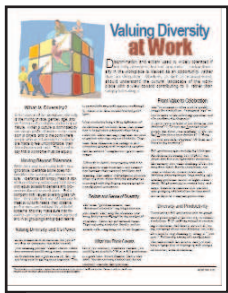
E042

### Keeping Energized at Work

**WHAT:** After lunch, it doesn't have to be all downhill. Here's how to stay perky for improving productivity, managing stress, and knowing what zaps your energy,

plus other tips for fighting fatigue.

**WHERE TO USE:** Waiting rooms, health fairs, client sessions.



E043

### Valuing Diversity at Work

**WHAT:** What is diversity in the workplace? Why is it important? What is the difference between tolerating, valuing, and celebrating diversity? How does

valuing diversity contribute to the bottom line?

**WHEN TO USE:** Presentations, group work, OD projects.



E044

### Functional Alcoholism (Isn't!)

**WHAT:** His (her) drinking doesn't affect me--he's a "functional alcoholic"! All about the world's most enabling phrase. What it means and how this misnomer

takes its toll on everyone, including the addict.

**WHEN TO USE:** Presentations, A/D education.



E045

### It's Not to Late! Making 2008 Happy, Healthy, and Productive

**WHAT:** It's not January, but that's the point. This fact sheet is for any month or year. It goes the next step to keep

employees fired up. (And all fact sheets are editable!) **WHEN TO USE:** After January!

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