

Maximizing Program Utilization

As the leader of your team, you're charged with ensuring each employee is able to effectively contribute to the mission of your organization. While your team may function like a well-oiled machine most of the time—there will be times when an employee's personal issues may impact their work performance. That's when it's important to remind them about the Employee Assistance Program (EAP). By reminding your team members about their program, they'll be able to manage personal and family issues confidentially and you can maintain a healthy workplace.

Some steps you can take to encourage employees to use their program:

1. Let employees know that services are confidential, available 24/7, and provided at no cost.
2. Display posters. Run reminders about the program along with the web address and phone number in your newsletters.
3. Introduce workers to the program in employee meetings.
4. Make sure family members also are aware of the services.
5. Tap into the power of word of mouth. Employees will tell each other about the good experience they've had with the program.

Now That's an Idea!

Make Sure Employees Know About the EAP. It's Just Good Business!

Studies show that when organizations offer a health and wellness program:

- Accident and sick pay can be reduced by as much as 60 percent. (EAPA Facts)
- Work absence can be lowered. Almost half of employees cite stress and personal issues as the most common reason for work absence. (HR Magazine)
- Employees feel more loyal to their employers as they believe that their employer cares about them and their well-being. (EASNA)

Your agency's investment in a health and wellness program underscores the importance your agency places on the mental and physical well-being of each employee. Make sure your team knows about it!

Go Online Today Log on to www.FOH4YOU.com and enter our program's toll-free number 800-222-0364 or 888-262-7848 (TTY) to access *Maximizing Program Utilization* and other helpful resources in the Spotlight section.