



# Employee Assistance Program

## HELP SHEET – FOR EMPLOYEES

An Employee Assistance Program (EAP) is a free and **confidential** counselling service offered by your Company to **YOU**, to support your well-being in the workplace and at home.

### When should I get HELP!?

#### Workplace issues

We spend more of our everyday life with the people we work with than our own families. Naturally, sometimes conflicts can arise with a colleague or a manager. This is ok! Until it starts affecting your performance at work or your personal life. Or, maybe you have a really demanding or stressful job? This is a good time to seek help to learn how to deal with difficult people and learn new strategies or, perhaps it's a matter of working on yourself.

#### Problems at home

Sometimes it's the people we love the most that we have the most problems with. Whether it be a relationship issue, the kids are...well! Being kids!! And you feel like it's impacting you as a person and at work, it's a good idea to get help. It'll be time out for yourself, to open up and get help with things that have been on your mind. You can work together with a qualified registered Psychologist to be the best version of yourself in your personal and professional life.

#### When something just doesn't feel right????

Recognising when to get help, is not always as easy. Have you noticed changes in your behaviour – if you haven't been feeling like yourself lately, having negative thoughts, constantly tired and run down or even having sleep issues or changes in appetite.

### How do I get HELP!?

1. Recognise that it's ok to get help when things aren't going right. But at the same time, it's ok to get help when you're looking for some self-improvement.
1. Call our friendly Client Service Centre on **1300 668 256**. They work really hard Monday to Friday 8am – 8pm and on Saturdays 9am – 5:30pm.
2. Tell the Client Services team member that you would like to use your EAP sessions and let them know who you work for.
3. Feel at ease knowing that you will be booked with an experienced professional, conveniently located near you, who will help you on the road to better mental and emotional health.
4. Know that you are the most important part of helping create a harmonious and healthy working environment.

**TIP:** Remember to support your colleagues but most importantly look after your own emotional well-being.