



A MINI TRAINING SESSION

Quick Take

Employee Assistance Program for Employees

TRAINING OVERVIEW AND OBJECTIVES

- Overview: Provides details about key features of the Employee Assistance Program provided through MCIT to employees and elected officials
- Purpose: Give employees enough understanding of the program and how to access it so they will use it when a need arises.
- Preparation: Read and become familiar with this Quick Take. *Change as needed to reflect procedures and personnel in your department.*
- Handouts: Employee Assistance Program Employee Information brochure
- Request printed brochures: info@mcit.org or 866.547.6516
 - Download PDF: MCIT.org/resources

WHAT IS THE EMPLOYEE ASSISTANCE PROGRAM?

The Employee Assistance Program, or EAP, provides confidential, short-term counseling for personal concerns that may affect you, your work or home life. The program is provided through your employment with [name of organization], and there is no expense to you to use the services.

The EAP is not an insurance program and is not part of our employer-provided health plan.

The purpose of the EAP is to assist you, your spouse or dependents with personal issues. It connects you with a professional counselor.

Use of the program is voluntary and confidential. Only you know if you use the EAP. Your personal information is not shared with your employer.

The EAP provides you with up to six counseling sessions per identified issue at no cost.

You or your family members can receive support through the EAP for a variety of personal concerns, such as those related to relationships, work, family, stress, depression, anxiety, finances, loss, grief, substance use or misuse, or really anything that is troubling you.

[*Instructor Note: Include this paragraph for an elected official audience*] For elected officials, the EAP can also address unique concerns related to elected office, such as leadership fatigue, stress of public life, peer-to-peer interpersonal conflict, impact of elected life on family, communication, other professional concerns.

If appropriate, the EAP assists in identifying long-term resources or provides long-term care referrals.

WHO CAN USE THE EAP?

All full- and part-time employees and elected officials of [*name of organization*] are eligible to use the EAP.

The EAP is also open to your spouse and dependents. Dependents may include a domestic partner, children, children who live with the other parent, children who attend college or post-secondary school, foster children and anyone for whom you are the legal guardian.

HOW DOES THE EAP WORK?

The program is administered by AllOne Health and is available whenever you or a family member needs support.

It is simple to use. Connect with a counselor by calling **800.550.6248**, or you can complete the online intake form at *MCIT.AllOneHealth.com*. Phones are answered 24 hours a day, every day. For a crisis situation, do not use the online intake form. Call instead.

Based on the information you share, you will be referred to a professional counselor who is experienced in handling your concerns.

[*Instructor Note: Include this paragraph for a law enforcement, dispatch or jail audience*] The EAP's provider network includes counselors with law enforcement backgrounds or who have been highly recommended as specialists who understand your unique circumstances. To access one of these counselors, request this during your initial call.

You have the choice of where and how you would like to receive services. Hundreds of counseling offices are available across Minnesota and over the phone. You decide whether to meet with someone close to home or in a different community. Phone and video chat options are also commonly available.

Everyone needs support at some time. Your EAP can help. I encourage you to connect with this helpful service when the need arises.

DISCUSSION QUESTIONS

- Who can use the EAP?
- What are reasons you can use the EAP?
- How can you connect with the EAP?



Employee Assistance Program for Employees

Session Planning and Review

Trainer

Training
Date

Department(s)

TRAINING GOALS

- Give employees a basic understanding of what the Employee Assistance Program is.
- Provide contact information for the Employee Assistance Program
- Provide information about who can use the Employee Assistance Program and for what reasons

RESOURCES

- Employee Assistance Program Employee Information brochure: Contact MCIT at info@mcit.org or 1.866.547.6516
- Employee Assistance Program: Employer Promotion Guide, MCIT.org/resources
- Employee Assistance Program promotional materials, MCIT.org/services-programs/employee-assistance-program/

REVIEW

Did the training meet the stated goals?

How can the training be improved?

TRAINER COMMENTS

