



Life, in Balance

Management Trainings

Identifying the Troubled Employee and Using the EAP Process

This one-hour course is designed for all supervisors and managers to outline how to identify the troubled employee by common signs and symptoms and when and how to use the mandatory referral process to the EAP if warranted.

New Supervisor Skills

This one-hour training is designed to help new managers navigate the potentially rocky transition into a leadership role. Particular attention is paid to how managers can handle the change from co-worker to boss, the importance of setting boundaries, and recognizing supervisory enabling

Performance Evaluations

Part of a supervisor's new responsibilities will often include measuring their staff's performance. During this one-hour training, we will review the components of a good appraisal, the importance of documentation and how to do it, what to say during a review, some common mistakes when doing reviews, and how to handle a review that is less than stellar.

Management Peer Support Group

Monthly, one-hour guided sessions for up to 15 managers/supervisors focusing on a variety of managerial topics at your location. *(Call the EAP office at 215.257.6556 for cost details.)*