



# Life, in Balance

## First Year Recommended Sequence

### Orientation

This free, 15-minute session is intended for all staff to review what their EAP benefit entails and explain how to access it. This training (and an audio version) is available on our website.

### Identifying the Troubled Employee

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.

### Prevention of Harassment

In this one-hour training, all staff will learn about the laws prohibiting harassment, including sexual harassment, and how it can be detected, confronted, and eliminated. They will learn how certain behavior can create a climate of liability or can prevent potential legal consequences for themselves and the company. A review of the company policies pertaining to harassment will also be conducted.