



## Handy tips to promote and get the most out of your EAP service

- Integrating the EAP as part of the Employee Appraisal Process
- Integrating the EAP as part of the Return-to-Work Interview
- Integrating the EAP as part of the Grievance Procedure
- Integrating the EAP as part of the Disciplinary Procedure
- Recorded within the Company Official Staff Handbook
- Placement of Information Posters to all Staff Notice Boards
- Regular circulation of e-materials to all Staff
- Electronic distribution of the Monthly Employee Support Bulletins
- Incorporating the EAP into the Company Intranet including the EAP support portal (password protected)
- Incorporating the EAP Media Presentation: [www.lifeandprogress.co.uk/assistance-programme](http://www.lifeandprogress.co.uk/assistance-programme)
- Providing the EAP Manager Handbook to all Line-Managers / Team-Leaders / Supervisors
- Briefing Sessions to Line-Managers and Key Staff (optional fee-for-service)
- Ongoing account management from Life & Progress including periodic meetings if required to discuss service usage and promotion

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