

Tips and tools to educate your team about the EFAP

Managers play an integral role in helping employees understand the support resources available to them when they face work, health or life challenges. While it is not a manager's responsibility to act as a counsellor or therapist, you can educate your team about the Employee and Family Assistance Program (EFAP) – a confidential and accessible way of getting help for any concern. There are many ways to access EFAP support and tools, and it's important to remind employees that they can take advantage of this complimentary program anytime, anywhere.

We've put together a few ideas to help you educate your employees about the EFAP, but feel free to also get creative; you know what your team will respond to best!

- Keep a supply of EFAP brochures and wallet cards in your office so that you can easily give one to a team member in need
- Make EFAP brochures and wallets cards available in office common areas and/or washrooms
- Download the EFAP app, [My EAP](#), on your smartphone and tablet. Demonstrate how the app works, and ensure employees know it's free to download and available to them and their family members on all of their mobile devices
- Use ten minutes at your next team meeting to show the Employee Orientation and/or [My EAP app](#) videos. Share the Manager Orientation videos with your fellow managers too!
- Print your own posters! Choose a poster (or two!) from the list below, print on 11x17 paper, and hang them in your own office, workplace common areas and/or washrooms:
 - [My EAP app](#)
 - [Life happens, let us help](#)
 - [Workhealthlife.com](#)
 - [Bullying](#)
- Speak with your Program Manager for other ideas and materials available for your workplace. They can help you discover what other opportunities exist within our organization, and can share what upcoming promotions we're working on!

The EFAP is completely confidential

It is essential to ensure employees understand that the EFAP is completely confidential. As a manager, you can provide education about this important resource available, but you – or anyone else – will ever know if an employee or family members have used the EFAP, unless the employee or family member chooses to disclose this.

We hope you find the above ideas helpful on your journey promote and maintain a healthy workplace and team!



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