

Warning Signs Of The Troubled Employee

1. PERFORMANCE

- Lowered productivity
- Poor concentration
- Signs of fatigue
- Increased mistakes
- Sporadic work pace
- Inconsistent work quality

2. ATTENDANCE/ABSENTEEISM

- Increased lateness
- Increased absenteeism
- Vague complaints of illness
- Stomach/Intestinal distress
flu, headaches, sore throat, sweating
- Extended lunch periods
- Complaints of personal and family problems
- Unexplained disappearances from the work
place

3. ATTITUDE/APPEARANCE/BEHAVIOR

- Mood swings
- Borrowing money from friends
- Isolation
- Radical loss or gain of weight
- Deterioration of morale
- Deterioration of personal appearance
- Loss of interest in promotions
- Apathy
- Irritability

4. HEALTH/SAFETY

- High accident rate
- Carelessness evident
- Needless risks taken
- Safety of colleagues neglected
- Loss of driving license

Employee Assistance Program

"The EAP Specialists"

Professional Counseling and
Biofeedback Center

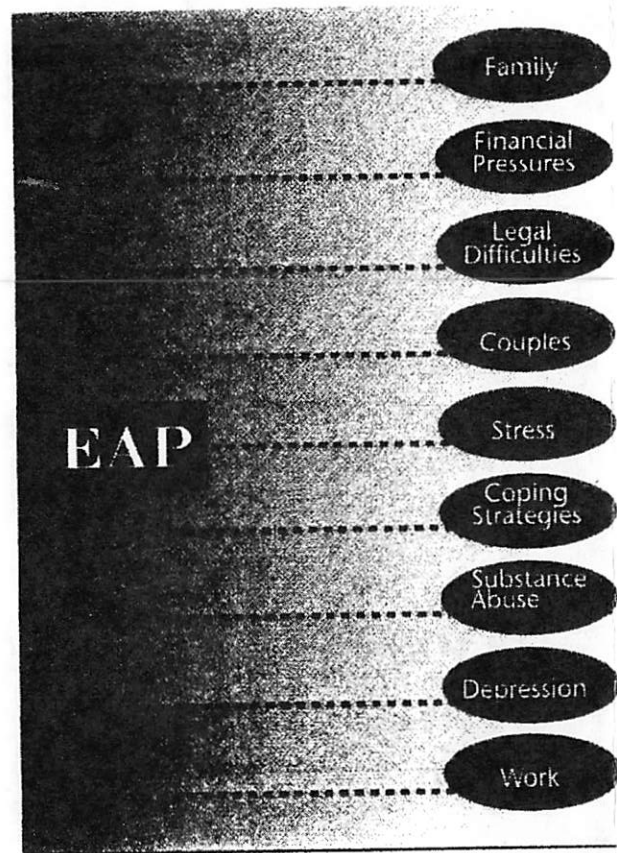
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Professional Counseling and
Biofeedback Center

Guidance and confidential counseling for you and your family.

We handle life's stresses in a number of ways, and usually we cope quite well. Sometimes, however, relationships, family problems and personal problems can get out of hand and may disrupt our work, our lives and the lives of those around us.

The Employee Assistance Program (EAP) is designed to confidentially help you deal with life's stresses and the variety of personal problems that can develop from them. Assistance is available in many areas including:



Relationship Problems

One of the most common problems we can face is difficult communication with those close to us. This can be a break-down in the relationship between parents and children, partners or any other family members. Stress in a relationship can be one of the most emotional problems we ever face. Anytime you feel "stuck" or otherwise need help, your EAP Specialist can provide confidential, professional help to rebuild a loving relationship.

Depression or Anxiety

When stress builds to the point that our emotions get out of hand and the problem continues without resolution, we may become fearful or depressed - sometimes both. When this happens, we usually need professional help to get back on track. Your EAP Specialist is available to help reduce the pressures and tensions that arise on and off the job. Your call is free and confidential.

Child Care

Whether you are a single parent or both of you work, child care can be an issue when you are trying to juggle career and family. You may need help locating quality care if you have recently relocated, or you may have a problem with your current child care provider. Perhaps you need some advice about a stage of development that your child is facing. Your EAP Specialist can provide help with all of these issues.

Legal Difficulties

Legal problems involving yourself or family members are a source of personal stress. Your EAP Specialist can provide helpful assistance about legal resources to address problems ranging from divorce or DWI, to a dispute over a lease or mortgage. Your call is free and confidential.

Financial Issues

Financial problems are often a cause of distress in our lives. Your EAP Specialist can provide short-term counseling and referrals to financial experts within your community. These community resources can help with debt, credit rating, and budgeting problems, as well as many other types of financial difficulties.

Alcohol and other Drug Problems

The ongoing abuse of alcohol or other drugs often results in relationship, legal, financial, career and spiritual problems. Some of the signs of addiction are compulsive, out-of-control, continued use despite negative consequences. If you suspect that you or someone you love has a problem with alcohol or any other drug, ask yourself one question - "Does this addiction cause problems for me or those around me?" If the answer is "yes" confidential, professional help for you and your family is as close as a call to your EAP Specialist. You don't have to continue to suffer.

Other Problems

Professional help is available for many other types of problems through your Employee Assistance Program. Give us a call at 888-356-0404 or 806-356-0404 with any questions.

"The EAP Specialists"