

# PacifiCare Behavioral Health Presents 1998 EAP Brown Bag Seminars

**Are behavioral health issues affecting an employee's productivity?**

PacifiCare Behavioral Health (PBH) understands that when employees walk through their employer's door, they may bring some personal issues or crises with them. Their problems, concerns or crises may affect their mental health as well as their productivity on the job. So when an employer offers its employees seminars that address current issues and concerns, the company is assisting them in being better employees.

PBH provides on-site health seminars to companies through its Employee Assistance Program (EAP). These "brown bag" seminars are designed to assist PBH members with issues, problems or concerns they may encounter at work or at home.

Although the term "brown bag" usually connotes a lunch-time gathering, the seminars can be scheduled any time. Brown bag seminars are conducted by PBH-contracted professionals or PBH employees. For more information on our EAP seminars, contact your PBH account manager at (800) 357-5850.



## **PBH Offers Brown Bag Seminars at the Work Site**

- Assertion Training
- Career Burnout, Causes & Cures
- Communications Skills
- Dealing with the Stress of Change
- Downsizing
- Financial Workshop
- Positive Aspects of Change
- Anger Management
- Creating a Drug - Free Workplace
- Co-dependency
- Dealing With Difficult People
- From Stress to Success
- Parenting in the 1990s
- The Balancing Act - Working Parents

**For more on Brown Bag Seminars call  
(800) 357-5850**

# How to Plan Successful Brown Bag Seminars

## What topics should be offered?

Focus on the demographics of your employees. For example, what is the average age of your employees? Do they have families? Do you have mostly men or mostly women? Once you determine employee demographics, consider the needs of these specific groups. You also can survey employees to find out what seminars they would like to have offered.

## How long are the seminars?

Most seminars last one to two hours, but can be adjusted to meet the needs of employers.



## How much notice should I give employees of scheduled seminars?

Three to four weeks is usually sufficient. This time frame gives employees a chance to make time in their schedules. However, employers may want to post a meeting reminder the week before.

## What type of room will we need for seminars?

Each seminar is different, and the needs of each presenter may vary. Some presenters may need an overhead projector for transparencies or VCR for video presentations. Should a presenter need any such equipment, the presenter or your account manager will notify your company's meeting planner.

## Should the company provide food?

Whether or not food is provided is up to the employer. Billing the seminar as a Brown Bag Luncheon, however, implies that attendees should bring their own lunches. In the past, some employers have provided beverages and/or desserts.



## How many seminars can a company host?

This will depend on a company's contract with PBH. Your PBH account executive can confirm the number of seminars provided in your contract.

## What if a company wants to address a topic that is not offered at this time?

PBH is flexible and will try to accommodate individual requests for a specific presentation.

# Supervisory Training Available Through PBH's EAP Service

Supervisors play a pivotal role within any organization. They are responsible for the performances of subordinates and the success of their lines, departments or divisions. They are often the links between their subordinates and other managers and departments such as human resources or security.

With all this responsibility to bear, a supervisor may also believe it is his or her responsibility to counsel troubled employees. While their intentions may be good, supervisors should not play counselor. They should instead refer troubled employees to professional, qualified counselors, therapists or educators – like the professionals offered through their PBH EAP service.

EAP Supervisory Training instructs supervisors on how to best utilize their company's EAP and how to refer employees to their EAP resources. The training also shows managers the best ways to:

- ◆ recognize behavior and performance levels which have fallen below satisfactory standards
- ◆ document unsatisfactory behavior or actions
- ◆ approach the troubled employee
- ◆ plan for a meeting with the employee
- ◆ document the employer's behavior and/or productivity while giving feedback to the employee.

Training can be scheduled during a management meeting or as needed. Training can also be divided between management levels, and takes from one to two hours.



For more details on EAP Supervisory Training or to schedule a training, just contact your PBH account manager at (800) 357-5850.

**PacifiCare**<sup>®</sup>  
Behavioral Health