# EMPLOYEE ASSISTANCE PROGRAM

Your resource for help with daily challenges and difficult situations.

# CAREER ASSISTANCE AND STUDENT RESOURCES

Everyone faces challenges – from school-age children to working professionals. Whether it's homework struggles, time-management, preparing for a new school year, job enhancement, or career advancement, everyone needs support and guidance to be successful. From informational articles and guides, to live webinars and interactive quizzes, the Employee Assistance Program can provide useful tips for students and professionals.

## **Early education**

- Preschool readiness guide.
- Understanding kindergarten options.

#### **Elementary and secondary school**

- Effective homework and study habits.
- Preparing for a new school.
- Parental roles in elementary and secondary education.

#### College

- Preparing and applying for college.
- Tips for applying to college.
- Minimize college sticker shock.

## Organization and time management

- · Get organized.
- · Performing the balancing act.
- · Basic time management tips.

#### **Communication skills**

- Overcoming communication barriers.
- Learning to listen.
- Creative problem solving.

#### On-the-job success

- Creating a positive work environment.
- Forget perfection.
- · Coping with job loss.

#### Staying healthy at work

- Eat healthy on the job.
- Workday workouts.
- Importance of good posture.







