



NEW! JUST RELEASED!

ReproEditableTM Fact Sheets #3!

Hot off the press! 15 more fact sheets that you have always wanted but couldn't find! Only \$17 each! Buy them all and save \$56. You get MS Publisher, MS Word, AND a PDF--all on a CD with the hard copy! Add your expertise, imprint your name and phone number. They have twice the content of other reproducibles and they last forever. Copy, distribute, email, use text in in-house applications and brochures.



E016

What to Do about a Negative Performance Review

WHAT: Helps clients focus on the positive and what they can change after a bad review; staying

focused, energized, and determined for next time.

WHERE TO USE: Client sessions, health fairs, EAP waiting areas, assessments.



E017

Sticking to Your Recovery Program from Addictive Disease

WHAT: Essentials that every recovering person needs to know but often takes years to discover in recovery.

This handout doesn't short-cut sobriety and recovery, just some of the essential information that make them possible.

WHEN TO USE: Clients in addiction recovery.



E018

Caught in the Web: Internet Addiction

WHAT: Awareness about the high risk of Internet addiction, with warning signs and more. Internet abuse is causing companies mil-

lions. Helping employees before they destroy themselves or the company is critical

WHEN TO USE: Health fairs, client counseling sessions, EAP waiting areas.



E019

Workplace Injuries: Stress and Recovery

WHAT: After injury comes the risk of depression, conflict at home and with coworkers, and risk of further injury.

WHEN TO USE: Mail to clients, follow-up counseling sessions after injuries to help reduce workers' compensation costs.



E020

When There's Talk of Suicide

WHAT: Understanding suicide facts, risk, and prevention. Warning signs. Dos and don'ts, taking action, helping a friend. Myths and misconceptions. Resources.

WHEN TO USE: Counseling sessions, health fairs, waiting rooms.

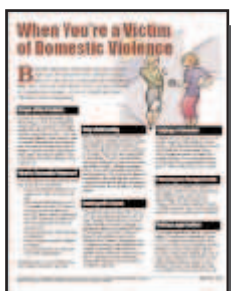


E021

Living Life as a Shift Worker

WHAT: Shift workers are important people with special needs. Stress management, family stressors, circadian rhythm issues, sleep issues, health habits, dangers on the job, and more.

WHEN TO USE: Health fairs, counseling, waiting rooms, presentations to shift workers.



E022

When You're a Victim of Domestic Violence

WHAT: Victims of domestic violence come to work, but they don't say who they are. Defines domestic abuse, increases awareness,

what to do, encourages seeking help.

WHERE TO USE: Clients sessions, health fairs, waiting rooms.



E023

Facing and Stopping Compulsive Eating

WHAT: Another silent, and stigmatizing health care problem and killer. Misconceptions, symptoms, how treatment works, and hope for

change.

WHERE TO USE: Health fairs, client sessions, post-treatment follow-up.



E024

Manage Stress Right Now!

WHAT: No time for complicated stress management strategies! Here's ten practical tips anyone can use to manage stress and feel rejuvenated fast.

WHERE TO USE: Client counseling, health fairs, waiting rooms.



Order on back or go to
EAPTOOLS.COM



E025

Making Holidays More Positive

WHAT: A handout for those who suffer in silence. Issues, ten tips, getting positive, and coping effectively with the holiday experience.

WHEN TO USE: Presentations, waiting rooms, clients sessions.



E026

Dealing with Workplace Negativity

WHAT: One of the most requested subjects. Sources of negativity and how to head it off at the pass. Some rules, some tips, and a few tricks on reducing negativity and contagion.

WHEN TO USE: Brown-bag seminars, health fairs, group conflict intervention.



E027

When Organizational Change Affects You

WHAT: Understanding organizational change, preparing for downsizing, action steps, and planning ahead.

WHEN TO USE: Presentations, waiting rooms, client sessions.



E028

Preventing and Stopping Sexual Harassment

WHAT: Sexual harassment defined, prevention steps, the importance of stopping inappropriate behavior, that "no" means "no," and don't do it again; what to do, internal help.

WHEN TO USE: Presentations, client sessions, waiting rooms.



E029

Improving the Relationship with Your Boss

WHAT: Your relationship with your supervisors is the most important one you have at work. Here's how to improve the likelihood of making it the best one possible.

WHEN TO USE: Client counseling sessions, presentations and seminars.



E030

Military Deployment Stress

WHAT: Fight for the home front! Ten things to do and consider to reduce the burden of deployment stress on the whole family. Stress tips on coping, remaining positive, and making reunions the best.

WHEN TO USE: Family counseling, young persons, waiting rooms, presentations.

Order Form

Make checks payable to
DFA Publishing & Consulting
and mail with order form to:

DFA Publishing & Consulting, LLC
P.O. Box 2006
Mount Pleasant, SC 29465-2006

Call: 1-800-626-4327

Fax (843) 884-0442

METHOD OF PAYMENT

☐ Check ☐ Purchase Order # _____ (Attach P.O. form)

☐ VISA ☐ MasterCard ☐ American Express ☐ BILL ME

Card Number: _____ Exp. Date: ____/____/____

Name on Card: _____ 3-digit code: _____ (on back)

SHIP TO:

Name _____

Title _____

Organization: _____

Address: _____

City _____ State _____ ZIP _____

Phone (____) _____ Fax (____) _____

E-mail _____

ITEM NO.	QUANTITY	PRICE	TOTAL PRICE
E300	All 15	Save \$56!!	\$199
E016		\$17	
E017		\$17	
E018		\$17	
E019		\$17	
E020		\$17	
E021		\$17	
E022		\$17	
E023		\$17	
E024		\$17	
E025		\$17	
E026		\$17	
E027		\$17	
E028		\$17	
E029		\$17	
E030		\$17	
Shipping/Handling			\$15.00
SC residents only add 7.5% Sales Tax			
(Pay in U.S. funds) Order Total			

Handouts
Plus.com
Reproducible ■ Editable ■ Fact Sheets and More

DFA Publishing & Consulting
EAPTOOLS.COM