
Supervisor Toolkit

MIIA Employee Assistance Program (EAP)

A Confidential Counseling and Referral Service

Leadership involves many things including addressing employee performance. We'd like to support you in your role as supervisor with these options.



Management Consultation

When you are challenged with a supervisory issue, call one of our EAP consultants to problem solve. You may want to talk about a relationship with one of your employees, or discuss how to get a work group back on track. Some of the options available are listed below:

- **Informal Referral:** Refer an employee when you are concerned about him/her but disciplinary action is not being considered.
- **Formal Referral:** Call the EAP when you are concerned about on-going job performance problems, or suspect personal problems are contributing to poor performance.
- **Substance Abuse Professional (SAP) Services:** When an employee has tested positive from an alcohol or drug screen test, the EAP will evaluate the employee and manage the protocol required by the Department of Transportation (DOT).

Workplace Trauma Response

When a work group experiences a traumatic event such as the sudden death of an employee, or an accident, we can help. We will facilitate meetings to discuss the impact of the incident and strategize ways to cope with the loss.

Seminars and Trainings

We will come to your worksite and offer customized educational programs. We offer a variety of trainings (1-2 hours in length) including: Preventing Workplace Harassment; Conflict Negotiation; Enhancing Resiliency; and Time Management. See our catalog for a full listing.

800.451.1834

