



EMPLOYEE ASSISTANCE PROGRAM

MANAGEMENT SKILLS CONSULTATIONS

FOR **MANAGERS AND SUPERVISORS**

Confidential Management Consultation and Guidance

- Improving productivity and performance
- Navigating change for yourself
- Managing your stress
- Handling difficult conversations and defusing conflict
- Increasing assertiveness
- Improving communication skills
- Managing time more effectively
- Balancing work and other responsibilities

Available to all managers and supervisors to help develop skills to **be a better leader** in today's workforce.

Employee Assistance Program
24 HOURS A DAY

1-800-222-0364

(TTY: 1-888-262-7848)

FOH4You.com

Enhance your personal and professional potential by cultivating your capabilities and achieving your goals with the Federal Occupational Health Employee Assistance Program (EAP) management skills consultations.

Management skills consultations help managers and supervisors clarify personal strengths, improve existing skills or acquire new ones. The EAP's supportive guidance encourages self-awareness and discovery to unveil opportunities for individual and leadership growth.

Connecting with a consultant and getting started is easy

Just call to be assigned a management consultant who will then set up an appointment and send additional information. Appointments can be in-person, by phone, or a combination of the two. Consultation can range from one to appointment to several. Appointments with your consultant are voluntary, one-on-one, and private.

When you meet with your consultant, both of you will be active collaborators in identifying specific goals and developing an action plan to achieve those goals. Together, you will explore what success looks like, evaluate progress, and adjust course if necessary.



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