

EAP 101 - The Essentials of EAP Training Course

Friday 15 April 2016

Letchworth Garden City, England



A comprehensive, 1-day training course designed for anyone who wants to develop their knowledge and skills related to Employee Assistance Programmes (EAP). Presented by Tony Buon ^{CEAP}, a global expert in EAPs.

book now to ensure your registration
phone 07762709377

buonconsultancy
solving problems

Professional and affordable Employee Assistance Programme (EAP) training - Only £150_{+VAT}

Introduction

Employee Assistance Programmes (EAPs) are a strategic and cost-effective workplace programme that is designed to assist productivity and attendance issues within the workplace and support employees to identify and resolve personal concerns that may affect job performance. These issues might include health, marital, family, financial, alcohol, drug, legal, emotional, stress, or other personal issues.

This programme allows delegates to critically analyse their understanding of EAPs and learn about the 'core technology' of these programmes. This course is suitable for anyone interested in or working with EAPs..

Your trainer

The trainer is Tony Buon, the Managing Partner of Buon Consultancy. He is a well known EAP Professional with over 30 years experience in the field. Tony is also a qualified workplace psychologist, speaker, mediator and author. Tony is a Certified Employee Assistance Professional (CEAP).

Tony holds Diplomas in Mediation, Conflict Resolution, Counselling and Teaching. Degrees in Psychology and Behavioural Sciences and Post-Graduate Qualifications in Education and Organisational Psychology. He is also an Accredited Mediator (MII).

Tony has previously owned and run one of the world's largest global EAP businesses and has consulted with EAP Providers and Buyers on a global basis since 1985.

Comments from previous participants:

"...one of the best value courses I have ever attended!"

"I can't believe how much I learnt. This course truly expanded my thinking and knowledge about EAPs"

"...the trainer was excellent and the content was great"

"I loved that the course focused on the practical skills of EAPs and how they can deliver added value to people"

"every EAP professional, consultant and counsellor should be required to do this course"

Who is this for?

This course is suited for a wide range of people, but would most benefit:

1. Those new to the field who need a comprehensive overview of the area
2. EAP Account Managers
3. Internal EAP Coordinators
4. EAP Professionals without formal training in EAPs working in any external EAP role
5. HR, OH&S or Counselling Professionals with a special interest in EAPs
6. Those EAP Professionals who need a refresher training on the 'core technology' of EAPs
7. Anyone considering the CEAP Credential

How will it be taught?

Participants to this seminar will receive a thorough training on EAPs with the trainer utilising a variety of proven adult learning teaching and facilitation techniques. Mini-presentations, group work and exercises will be used to facilitate learning and provide a fun and energising learning environment.

Why you should book?

- ◆ You will be taught by a 'world expert' in EAPs and gain extensive knowledge of EAPs and how they can deliver real value to any workplace
- ◆ Gain valuable insights that will inform and greatly improve your work in the EAP field
- ◆ The course will give you valuable knowledge about the potential for EAPs by 'tapping into' the global knowledge base of EAP intelligence
- ◆ This programme allows you to critically analyse your understanding of EAPs and learn about the 'core technology' of EAPs in a one-day affordable training course

EAP 101 - Essentials of EAP Course Outline

1-day (7 hours total for PDHs)

The day starts at 9:00 and finishes at 5:00.



April 15 2016

Course Aim

To provide participants with knowledge of employee assistance (EAP) theory, techniques and methods

Course Objectives

At the completion of this course participants should be able to:

1. Appreciate the history and development of Employee Assistance Programmes (EAPs)
2. Understand EAP Manager and Supervisor Referral Methodology
3. Explain the 'Core Technology' of EAPs
4. Discuss the appropriate steps in implementing an EAP
5. Demonstrate an appreciation for Dual-Client Relationship in EAPs

Course Content

- ◆ History of EAPs
- ◆ The EAP Core Technology
- ◆ EAP Models
- ◆ The importance of Supervisor and Manager Referrals in EAPs
- ◆ Substance Abuse and EAPs
- ◆ Establishing an EAP
- ◆ EAP Marketing and Account Management Essentials
- ◆ Dual-Client Relationship in EAPs
- ◆ What customers want from an EAP
- ◆ Promotion of EAPs
- ◆ Global EAPs
- ◆ The Future of EAPs

NB: The above programme is subject to change

Please note this course can also be conducted on-site for your whole team (up to 15 people)

for only £850.00 (+ vat)

per course.

Contact us for more details

Affordability: We realise that professional training is a significant investment for many people. We have worked hard to keep the course fees at a very reasonable rate. To achieve this we moved the course from central London, to the delightful town of Letchworth Garden City and a lower cost venue and made lunch optional. Letchworth is a 35 minute train ride from Kings Cross Station. Our previous training groups rated the venue as 'excellent'.

Venue



The Broadway Hotel
Broadway, Letchworth Garden City
Hertfordshire SG6 3NZ
Hotel Phone: 01462 480111

Registration Form

EAP101 Course 2016

Please phone or email to confirm place and then copy, complete and post (or email) this form to:

Buon Consultancy, 20-22 Wenlock Road, London, N1 7GU

Enquiries to: Tony Buon 07762709377 (mob) Email: info@buon.net



Name:

Job Title:

Organisation:

Address:

Phone:

Email:

Signature (required):

Method of Payment (please tick) Please invoice (purchase order attached) Full payment enclosed (cheque)
 Pay by credit card (call us) Please reserve a place and I'll pay on the day (purchase order required)

The full fee for this 1-day course is £150.00 + vat Total £180. Places are very limited and will be allocated on a first come basis. The fee includes a comprehensive training manual and coffee breaks.

An *optional* carvery lunch is available for £5.95 at the venue (other food outlets are nearby).

Reasonable priced B&B accommodation is available at the venue if overnight accommodation is required. Please book directly with the hotel and tell them you are attending the course to secure the special negotiated rate. There is free parking at the venue & the railway station is 2 minute walk.

NB Cancellations: Substitutions available at any time before course commences. Cancellations will incur a 50% a cancellation fee if done within two weeks of the course, after that a 100% fee applies. Contact us for any clarifications before booking.