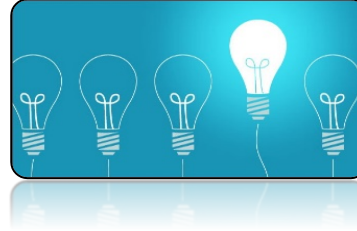


**Q. I encourage employees to use the program, of course. However, what two or three things should supervisors generally say about the EAP to encourage its use?**



A. Emphasizing the confidential nature of an EAP is the most important thing supervisors can say. Don't get bogged down in the nuances of confidentiality laws or try to offer explanations about the few extraordinary legal exceptions all confidentiality laws share. The EAP's brochure, a required statement of informed consent, and/or the EA professional can address these issues as and when needed. Employees worry about coworkers and managers discovering the nature of their personal problem or about effects on their job security, reputation, or promotional opportunities if they use the program. Offer reassurance and say the EAP will not be phoning you to ever share the nature of an employee's personal problems or concerns. Also emphasize that no problem is off-limits. EAPs have no "problem exclusions." Sometimes, an employee will dismiss the EAP as a resource because they believe their unique problem is not appropriate to bring to the EAP.

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**Q. What is "purposeful leadership" and is it something that can help me in my job?**

A. "Purposeful leadership" is a model of supervisor/management behavior that has recently gained traction in literature and research. Its focus is on manager behaviors that best help lower turnover, create happier employees, permit more job satisfaction, and produce a more engaged workforce. Research shows that supervisors personally grow to influence these outcomes by becoming leaders who employees want to follow. This goal is accomplished by examining personal ethics, being a role model, communicating well, being dedicated to self-growth, and learning to genuinely inspire employees with a unifying goal for the work unit that they can't help but covet. The EAP can help you get there. Grab a copy of the book *Purposeful Leadership for a Total Engagement Culture: Master the Six Most Important Leadership Habits in Six Months*, by Michael J Pearsall. Do an honest self-assessment and work with the EAP to see how you can elevate and improve upon skills you'll discover in this landmark contribution to management science.

**Q. Is there a limit to the number of times a supervisor can refer an employee to the EAP for the same performance problems that may be affected by the employee's personal problems? And at what point would repeatedly sending an employee to the EAP be considered enabling?**

A. EAPs do not place a limit on the number of times a supervisor can refer an employee to the program either for the same reason or an entirely different one. Ultimately, the manager or the manager in consultation with his or her advisors must determine what value is forthcoming from referring an employee to the EAP. If referring to the EAP reestablishes the productivity of the worker, make your decision based upon this outcome. If inconvenience, loss of productivity, and sacrifice of management time are judged to be too burdensome, then repeatedly referring the same employee to the EAP as a way of managing performance problems needs to be examined. By one definition, sacrificing the well-being of the organization for the sake of the worker without seeing change would be a form of enabling.