Your Employee and Family Assistance Program is a support service that can help you take the first step toward change.

Support and resources - just for you

Every day you juggle priorities, deal with deadlines and make decisions for your team. Along with these



demands on your time and energy, managers and supervisors are also responsible for providing a healthy and productive workplace for their employees; you are the key to promoting and maintaining a healthy workplace culture.

We're here to help! Here, you will find support designed just for you – the people leader. Helpful resources and manager- specific support services are available in the Manager Area anytime, anywhere.

Use the Manager Area securely and confidentially to:

- Learn more about health and wellness, in the workplace and your personal life.
- Understand how the Employee and Family Assistance Program (EFAP) can help you to support your employees.
- Find support for yourself in your role as a leader.
- Enhance your skills needed to succeed as a people leader.

Key Manager Area features and functionality

- Access Manager Consultations 24/7/365 for professional assistance with sensitive employee and workplace situations.
- **Book services** that have been designed for managers and your workplace such as Workplace Learning Solutions.
- Manager Orientation video series available to view anytime.
- Toggle between the Manager Area and your employee view for full access to all site capabilities, support and services that are available to you in both roles.
- Frequently Asked Questions (FAQ) in site footer.

Important information

- Manager Area will only be accessible once you have identified yourself as a manager during site registration.
- When you have team members promoted to people leader roles, please advise them to update their role to manager under My Profile on workhealthlife.com. By doing so, the Manager Area will become accessible each time they log in.
- You may see some information and/or support services in the Manager Area that are fee for service and reside outside of your organization's EFAP contract. For more information, please contact us or ask your organization's HR contact.

Explore the site, join the community and share helpful resources with your workplace team and colleagues.

We strive to continuously improve our site. Should you experience an issue, the <u>Technical Support</u> <u>form</u> is available for your use. We will address all concerns as soon as we can.

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