

## Workplace Support Services

We are comprehensive staff support service and nationwide employee assistance provider offering a wide range of professional support for your workplace.

With our range of support specialists, Workplace Support offers the following professional services:

- EAP Counselling
- Alcohol & Other Drug Brief Intervention
- Professional & Clinical Supervision
- Leadership & Management Coaching
- Wellbeing Workshops
- Training, Development & Facilitation
- On-site Staff Support
- Critical Incident Support
- Career Direction
- Financial Mentoring



## Workplace Support

Level 1, 575 Princes Street  
PO Box 1534  
Dunedin

**Freephone 0800 333 200**

**Phone:** 03 477 8065

**Email:** office@workplacesouth.co.nz

**Website:** www.workplacesupport.co.nz



# Employee Assistance Programme Counselling



**Independent EAP Provider**  
**PH 0800 333 200**

Enhancing Workplace Wellbeing

[www.workplacesupport.co.nz](http://www.workplacesupport.co.nz)

Your Organisation is proud to provide **Employee Assistance Counselling** to all employees.

## What is employee assistance counselling?

Your organisation recognises that sometimes personal life issues can create stress which maybe disruptive to your work and personal life. Your organisation wishes to provide professional, confidential support so you can find solutions and strategies that will enable you to experience enhanced wellbeing in both your work and personal life.

## When would I consider using counselling?

The counselling service can be utilised at a time when you or your family are faced with a challenging situation. Seeking counselling early in the challenge allows support to be accessed quicker. Challenges may include:

- Work challenges
- Relationship concerns
- Work or personal stress
- Grief, loss or trauma
- Mental health, such as low mood or anxiety
- Work or personal conflict
- Coping with change
- Wellbeing concerns
- Family challenges

For alcohol and other drug use concerns, specialist AOD counselling is available.

## What happens in counselling?

During counselling you will have the opportunity to discuss your challenges and concerns with your counsellor and together look at ways of resolving them. Each session can be up to 1 hour.

## How do I make an appointment?

Workplace Support provides nationwide coverage, so you can access our services wherever you are.

All you need to do is:

- Call our free phone **0800 333 200**
- If you need to leave a message, supply your name, contact phone number and the name of your organisation, and Workplace Support will phone you back to arrange an appointment time.
- You are welcome to bring a support person along with you to counselling.

## How many counselling sessions are available to you?

Your organisation offers you up to 3 free sessions you can access per year.

## Is the service confidential?

Yes, this service is completely confidential and all information is treated as such. Your organisation would only receive information about you from Workplace Support with your permission.

## Who will know if I am seeing a counsellor?

Your organisation will only know you are seeing a counsellor if you choose to tell them, ask for time off to attend or if the referral came from your manager. In that instance, Workplace Support may be required to provide the following information:

- Whether you kept the appointment
- If there is a need for you to have time away from work

However, this will be discussed with you by your counsellor before any information would be released.

## How much will it cost?

There is NO cost to you personally for the 3 allocated sessions. Your organisation generously covers the expense of these sessions. Should longer term counselling be required, this cost may be your responsibility.



## Other things you need to know

Workplace Support guarantees that you will have an appointment with a Qualified Counsellor, as soon as possible. Urgent appointments are given priority.

Workplace Support reserves the right to charge for missed appointments, unless 24 hours notice is provided.