

Promoting your Sentara EAP Benefit to Employees



✓ Place EAP promotional materials where they are easily accessible to employees. The EAP contact number and website can be found on the following materials:

- brochures – available in English and Spanish
- posters – available in English and Spanish
- leaflets
- wallet cards

✓ Schedule EAP Employee Orientation presentations

✓ Distribute or post electronic communications from EAP, including:

- Thoughts of the Week
- bulletins
- webinar invitations
- other topical flyers provided by EAP

✓ Place EAP information and a link to sentaraEAP.com on your organization's intranet

✓ Inform employees about the content available on the EAP website, including:

- on-demand virtual trainings
- expansive library of articles, videos, and other resources

✓ Share the EAP informational video with employees

✓ Include EAP in any benefit or health fairs and Open Enrollment sessions

✓ Include EAP information in company newsletters

✓ Schedule EAP employee trainings (per your benefit)



Call us at
1-800-899-8174 or
visit sentaraEAP.com
for more resources.





Promoting your Sentara EAP Benefit to Leaders

✓ **Provide supplies of EAP promotional materials to leaders so they may distribute them to employees. The following materials contain the EAP contact number and website:**

- brochures – available in English and Spanish
- posters – available in English and Spanish
- leaflets
- wallet cards

✓ **Schedule an EAP overview presentation to high-level management**

✓ **Schedule an EAP Leadership Orientation. Leaders will receive:**

- an EAP Guide for Leaders
- formal referral forms

✓ **Distribute or post electronic communications from EAP, including:**

- leadership bulletins
- other topical flyers for leaders

✓ **Inform leaders about EAP website content including:**

- a manager's toolkit
- on-demand virtual trainings

✓ **Share the EAP informational video with employees**

✓ **Include EAP in any benefit or health fairs and Open Enrollment sessions**

✓ **Include EAP information in department newsletters**

✓ **Schedule EAP leadership trainings (per your benefit)**



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