

**LOYOLA FACULTY AND STAFF**

***Save the Dates!***

***Perspectives- EAP (Employee Assistance Program)***

**Free Educational and Wellness - Webinars and Presentations**

**RSVP on Loyola's Website at: *LUC.edu/hr/events***

**Managers Training: How to use EAP as a Tool**

~Encouraging all LUC Managers to Participate ~

Training sessions for Loyola Faculty and Staff who supervises or manages employees

**1<sup>st</sup> Managers Training Session:**

*April 28, 2009 (Tuesday)*  
**2:00 p.m. – 3:00 p.m.**  
**Beane Hall, Lewis Towers**  
**13<sup>th</sup> Floor**  
**Water Tower Campus**

**2<sup>nd</sup> Managers Training Session:**

*October 20, 2009 (Tuesday)*  
**2:00 p.m. – 3:00 p.m.**  
**25 E. Pearson, Development**  
**Conference Room #1255**  
**Water Tower Campus**

1. Managers/Supervisors will learn how to use the EAP as a tool when dealing with difficult employees.
2. The EAP is another resource to assist supervisors and managers with their work. This presentation will discuss the following topics:
  - Evaluating job performance without becoming side tracked by personal issues
  - Constructive confrontation of deteriorating performance
  - Giving the employee a referral to the EAP
  - How to use the EAP Management Consultation in a variety of situations

To have access to *Perspectives* – EAP go to <http://www.luc.edu/hr/eap.shtml>

**Sponsored by Loyola University Chicago**  
**Human Resources – Benefits**  
**Lewis Towers – 8<sup>th</sup> Floor – Water Tower Campus**  
**(312) 915-6175**  
[www.luc.edu/hr](http://www.luc.edu/hr)

**Perspectives - EAP (Employee Assistance Program)**  
**Free Educational and Wellness Webinars and Presentations**

**LOYOLA FACULTY AND STAFF**  
***Save the Dates!***

***It's convenient to join Perspectives Webinar Sessions: 11:30 a.m. until 12:30 p.m.***

- |                           |   |                            |
|---------------------------|---|----------------------------|
| ▪ April 28 (Tuesday)      | - | Avoid Professional Burnout |
| ▪ May 19 (Tuesday)        | - | Civility In the Workplace  |
| ▪ June 25 (Thursday)      | - | Conflict Resolution        |
| ▪ September 22 (Tuesday)  | - | Stress Management          |
| ▪ October 7 (Wednesday)   | - | Time Management            |
| ▪ November 11 (Wednesday) | - | Effective Budgeting        |

**To join the Webinar, please follow the directions below:**  
**(You must join both Webinar and Teleconference)**

1. Go to <https://perspectivesltd.webex.com/perspectivesltd/k2/j.php?ED=112284177&UID=1030349947>
2. Enter your name and email address.
3. Enter the session password: Loyola
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

Join the teleconference by dialing **1(800) 483-6698**. Follow prompts to enter pass code **476031**

***Perspectives Webinars are sponsored by Loyola University Chicago, Human Resources – Benefits. If you have any questions, please contact the Benefits Office at (312) 915-7922.***

***Perspectives – EAP Presents***

**Stress Management Sessions: RSVP on Loyola's Website at: [LUC.edu/hr/events](http://www.luc.edu/hr/events)**

To have access to *Perspectives – EAP* go to <http://www.luc.edu/hr/eap.shtml>

<b>Lake Shore Campus</b>	<b>Water Tower Campus</b>
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***Continental Breakfast Session***

**Friday, March 6, 2009**

8:00 a.m. – 9:00 a.m.

Quinlan – Life Sciences Bldg., Rm. 312

***Continental Breakfast Session***

**Thursday, March 19, 2009**

8:00 a.m. – 9:00 a.m.

Kasbeer Room, 25 E. Pearson

***Brown Bag Session***

**Wednesday, March 11, 2009**

12:00 p.m. – 1:00 p.m.

Quinlan – Life Sciences Bldg., Rm. 312

***Brown Bag Session***

**Friday, March 20, 2009**

12:00 p.m. – 1:00 p.m.

Beane Hall, Lewis Towers – 13<sup>th</sup> Floor

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**Lewis Towers – 8<sup>th</sup> Floor – Water Tower Campus ~ Phone (312) 915-6175/ [www.luc.edu/hr](http://www.luc.edu/hr)**