

## Employer Assistant Programme, Training and Pre-Awareness Programmes

Date as postmark

Dear Employer

Thank you for showing interest in our EAP provision, as well as our suite of short courses for employers and employees. Enclosed with this pack and letter are: an example referral form (if needed), example contractual agreement between counsellor and client, a price list for all our services available and a client notes disclaimer form for your perusal.

Firstly, JMC Counselling & Training is a local counselling and training provider, has been in existence from 1998, and we will be celebrating 20 years in the industry this year. We can assure employers and employees, that you will receive the highest possible provision of service. We require professional body accreditation from our practitioners to give employers and employees added piece of mind whilst seeking our services. Some of our counsellors (such as myself) are also accredited with the UK's largest, and probably best known professional body, the British Association for Counselling & Psychotherapy (BACP), and hold dual professional body membership. Because our counsellors are accredited, what this means is counsellors will automatically gain entry on to the Accredited Register (AR), as reputable and professional therapists who abide by, and meet specific ethical and professional standards regarding provision of service. The Accredited Register is the result of the programme set up by the Department of Health (DoH), and administered by the Professional Standards Authority (PSA) who are an independent body, accountable to Parliament.

- **Employment Assistant Programme: Benefits**

Employing organisations that seek our services can do so without any of the following, which larger EAP require: **A)** you will not be tied into lengthy contracts, we operate a pay-as-you-go system; and **B)** there are no high retainer fees depending on the number of employees you may have. JMC charge the same rate for one to one counselling whether you have 10 employees or 1000 employees. We believe that because your organisation is not tied into lengthy contracts, and because there are no retainer fees, your organisation will receive excellent value for money, and with the knowledge you can exit from this service at any time. We are confident though that you will see major benefits by referring your employees and management to JMC almost immediately, and will therefore remain with us. JMC Counselling & Training will also guarantee from first contact with your employees, that the first counselling appointment will be set up within **three working days**.

- **What we ask from employee organisations**

We normally request that the employer inform all employees that firstly the counselling service is available, it is free to the employee, the number of sessions available, and that the employer is not aware that the employee is attending for counselling. There are of course 'exceptional circumstances' to this, and these circumstances will be laid out in the counsellor/client contract enclosed with this pack. We also request that the employing organisation displays our materials in prominent areas around the building where employees are likely to see our materials.

- **Training and Pre-Awareness Programmes**

We now live in a very fast paced world when it comes to employment and management, where stress and stress related illnesses can kill, or seriously impair the mental capacity of almost anyone. The most common of all of our pre-awareness programmes, is our programme on **stress management**. These programmes are short, and

packed full of information and strategies that will not only assist in taking care of self, but will also contribute to the quality of your work. But all of our programmes also have the same positive affects depending on employer or employee needs. We can also provide your organisation with bespoke training around any aspect of mental health you so desire.

- **Some of the programmes we currently are as follows,**

1. One to one counselling or CBT (1 hour)
2. Pre- awareness management information sessions (2 hours)
3. Pre- awareness management seminars (1/2 day, 4 hours)
4. Pre- awareness stress management workshops (Full Day 7 Hours)
5. Bespoke training from 2 -7 hours
6. Getting employees back to work (1-hour sessions)
7. Critical Incident Stress Debriefing (2 days)
8. Critical Incident Stress Defusing (4 hours)

Please see pricelist and a description of each short course we provide enclosed with this pack.

- **Some of the main issues we work with at present**

JMC Counselling & Training work with quite a number of issues presented to our counsellors over the last 20 years, some of which include: Employer and Employee Stress, Depression, Post-Traumatic Stress Disorder (PTSD), Trauma, Bereavement, Suicidal Awareness, Bereaved by Suicide, Anxiety, Relationship issues and much more. So, if it's a single session for one employee, or a series of more intense training your organisation requires, we would be obliged if you gave a local Counselling and Training provider the opportunity to work with you. We are absolutely confident that employees and management will not only benefit personally from our service, but overall, inappropriate timekeeping and absenteeism will reduce, and quality of work and morale will increase, saving thousands in lost revenue. At the same time, your organisation will be caring for, and contributing to, the mental health and well-being of every single member of staff employees and management.

Thank you for taking the time to read this short introduction to the services we provide, and should you wish to progress with employing any of our services, simply let us know. We will then send the appropriate literature (posters and leaflets) as mentioned earlier, you can then display them in a prominent place where all employees and management can view them, and we will simply invoice your organisation at the end of each calendar month for the work we carry out on your behalf.

We look forward to perhaps working with you for the foreseeable future, and please contact me personally should you have any further questions or should you need additional clarity on any aspect of the work we provide.

Warm Regards



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MBACP (Sen Acc Sup), Registered on the BACP and NCS AR.

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