



BASIC

Employee Assistance Program

24 Hour Accessibility at 888-275-3683 (888-ASK-DOVE)

Consultation and Referral for Work/Life Concerns including:

- Legal
- Financial
- Medical
- Insurance
- Childcare
- Eldercare
- Healthy Lifestyle

In-Person Assessment and Referral by Licensed Professional for Mental Health & Substance Abuse Concerns including:

- Stress
- Depression
- Anxiety
- Grief
- Drug Abuse
- Alcohol Abuse
- Family Problems

Program Information & Employee Wellness Tips at <http://www.askdove.com/BASIC>

Organizational Assistance Program

Annual Supervisor Training: progressive discipline and motivating positive work performance

Annual Employee Wellness Education Seminar - Topics Include:

Identifying & Managing Stress	Time Management
Parenting Skills	Communication Skills
Anger Management	Coping with Grief
Childcare & Eldercare Choices	Balancing Career & Family

...plus over 30 other topics available

Critical Incident Debriefing

Dovetail, Inc., was founded to improve and enhance the organizational wellness of our employer groups. We believe the holistic approach of our employee assistance programs, management consultation, strategic planning, wellness education and training results in immediate and sustained cost-savings as well as improved employee morale, job satisfaction, and productivity.

**FOR MORE INFORMATION CALL 888-275-3683 (888-ASK-DOVE)
or go to <http://www.askdove.com/BASIC>**



BASIC

Dovetail BASIC Provides Access To Other Services Provided By Dovetail At A Discount:

Organizational Assistance

Fitness For Duty Assessments and Employee Monitoring
Formal Referral of Employees With Work Performance Problems
Quarterly Management Newsletter: Making It Fit
Policy Consulting and Harassment Investigations, EEOC Compliance
Customized Benefits Web Page at www.askdove.com
DOT Compliance Package for Employers with CDL Driver Employees

Management Training and Consulting

Drug Free Workplace Program	Cultural Sensitivity
Americans with Disabilities Act	Stress Management
Preventing Sexual Harassment	Conflict Resolution
Preventing Workplace Violence	Managing Difficult Employees
Managing Workplace Change	Customer Service

...plus over 40 other topics available

Managed Behavioral Healthcare

Benefit Plan Design Consultation
Client Assessment and Provider Referral
Precertification and Case Management for Self Insured Employers

Risk Management Programs

Assessment and Counseling for Employees with Significant Illness or Injury, Including Those on FMLA, Seeking Accommodation, Filing Workers Compensation & Disability Claims

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or go to <http://www.askdove.com/> and select "about us"**