



The Services SETA (Sector Education & Training Authority)
 P O Box 3322, Houghton, 2041
 Tel: 011 – 276 9600, Fax: 011 – 276 9648
 Customer Service Hotline: 0861 10 11 48
 Email: customercare@serviceseta.org.za
 Website: www.serviceseta.org.za

Dear Stakeholder:

**SURVEY FOR ALL SERVICES SETA MEMBER COMPANIES TO PARTICIPATE IN THE DEVELOPMENT OF
 THEIR EAP WELLNESS OFFICER**

Since the inception, of the Employee Assistance Programme (EAP) at the Services Seta, it has been in the business of promoting good practice by offering different wellness training interventions within its sector. As a business owner and a skills levy-paying member who understands the importance of maintaining a successful, high performance team of employees, it is therefore logical to implement an effective wellness programme.

This is attainable by appointing the best-suited employees who can implement a wellness infrastructure to help your company grow and to make your business a success.

We have the following 11 Focus areas that we could offer training on:

1. HIV/AIDS
2. Abuse
3. Conflict
4. Depression & Anxiety
5. Disability
6. EAP& the Law
7. Loss & Trauma
8. Productivity
9. Stress
10. Substance Abuse
11. Absenteeism

Of these focus areas there are four topics that is NQF aligned which are credit bearing. How exciting is that? All you need to do is to indicate by completing the attached survey document which topic most suits your companies needs and we could be coming to your region to run workshops on that topic.

Many Thanks

Nadine C Dixon
 EAP Co-Ordinator

ISO 9001:2000 QUALITY MANAGEMENT SYSTEM

Services SETA Document Numbering System

DOC REVISION STATUS

1st Issue

NEXT REVIEW DATE

24 Nov '08

ISO DOC Nr.
 MC-F 010

Business Services Chamber, Client Care Services Chamber, Commercial & Industrial Services Chamber, Management Services Chamber

Chairperson: Don Johnston; **Vice Chairperson:** Andy Mathibe; **Chief Executive Officer:** Ivor Blumenthal; **Deputy Chief Executive:** Treaty Moshoeshoe

A. GENERAL INFORMATION

1. Name of Company

2. SDL Number: _____

3. Key economic activity _____

4. Contact details of delegate that would attend:

Name: _____ Designation: _____

Tel: _____ Fax: _____ Cell: _____

E-mail Address: _____ Signature: _____

B. NATURE OF COMPANY / PROFESSIONAL BODY

5. At what level is the organisation operating? (Please tick appropriate box ✓)

National Number of Staff: _____

Provincial

6. If provincial, indicate the regions & number of staff here?

Gauteng _____

Kwazulu Natal _____

Western Cape _____

Eastern Cape East London _____

Eastern Cape Port Elizabeth _____

Orange Free State _____

Mpumalanga _____

Limpopo _____

C. WORKSHOP DETAILS

7. Which Topic or topics would you most like us to offer training on in your region? (Please tick appropriate box ✓)

HIV/AIDS	<input type="checkbox"/>
Abuse	<input type="checkbox"/>
Conflict	<input type="checkbox"/>
Depression & Anxiety	<input type="checkbox"/>
Disability	<input type="checkbox"/>
EAP& the Law	<input type="checkbox"/>
Loss & Trauma	<input type="checkbox"/>
Productivity	<input type="checkbox"/>
Stress	<input type="checkbox"/>
Substance Abuse	<input type="checkbox"/>
Absenteeism	<input type="checkbox"/>

8. Would you be interestd in receiving more or other correpondance with regards to EAP matters: YES / NO _____

Please forward this information to the contact person in your region as per the details below via fax:

REGION	CONTACT	TELEPHONE NUMBER	FAX NUMBER
Gauteng - JHB	Prudence Seletisha	(011) 276-9629	(011)276-9623
Kwazulu Natal - DBN	Nerusha Beecum	(031) 304-0367	(031) 306-1761
Western Cape - CPT	Charlene Liederman	(021) 425-0417	(021) 425-1575
Eastern Cape - E.L.	Siyanda Gwabeni	(043) 743-5410	(043) 722-0587
Eastern Cape – P.E.	Yolandi Williams	(041) 5822033	(041) 582-1678
Orange Free State - Bloem	Amelia Makara	(051) 430-6223	(051) 430-8771
Mpumalanga – Nel.	Riana Blundell	(013) 752-2207	(013) 752-6434
Limpopo -	Riana Blundell	(013) 752-2207	(013) 752-6434

ISO 9001:2000 QUALITY MANAGEMENT SYSTEM

Services SETA Document Numbering System

DOC REVISION STATUS

1st Issue

NEXT REVIEW DATE

24 Nov '08

ISO DOC Nr.
MC-F 010

Business Services Chamber, Client Care Services Chamber, Commercial & Industrial Services Chamber, Management Services Chamber

Chairperson: Don Johnston; **Vice Chairperson:** Andy Mathibe; **Chief Executive Officer:** Ivor Blumenthal; **Deputy Chief Executive:** Treaty Moshoeshoe