



Services SETA Employee Assistance Programme Conference 2004

Productivity and Employability



Defining an Employee Assistance Programme

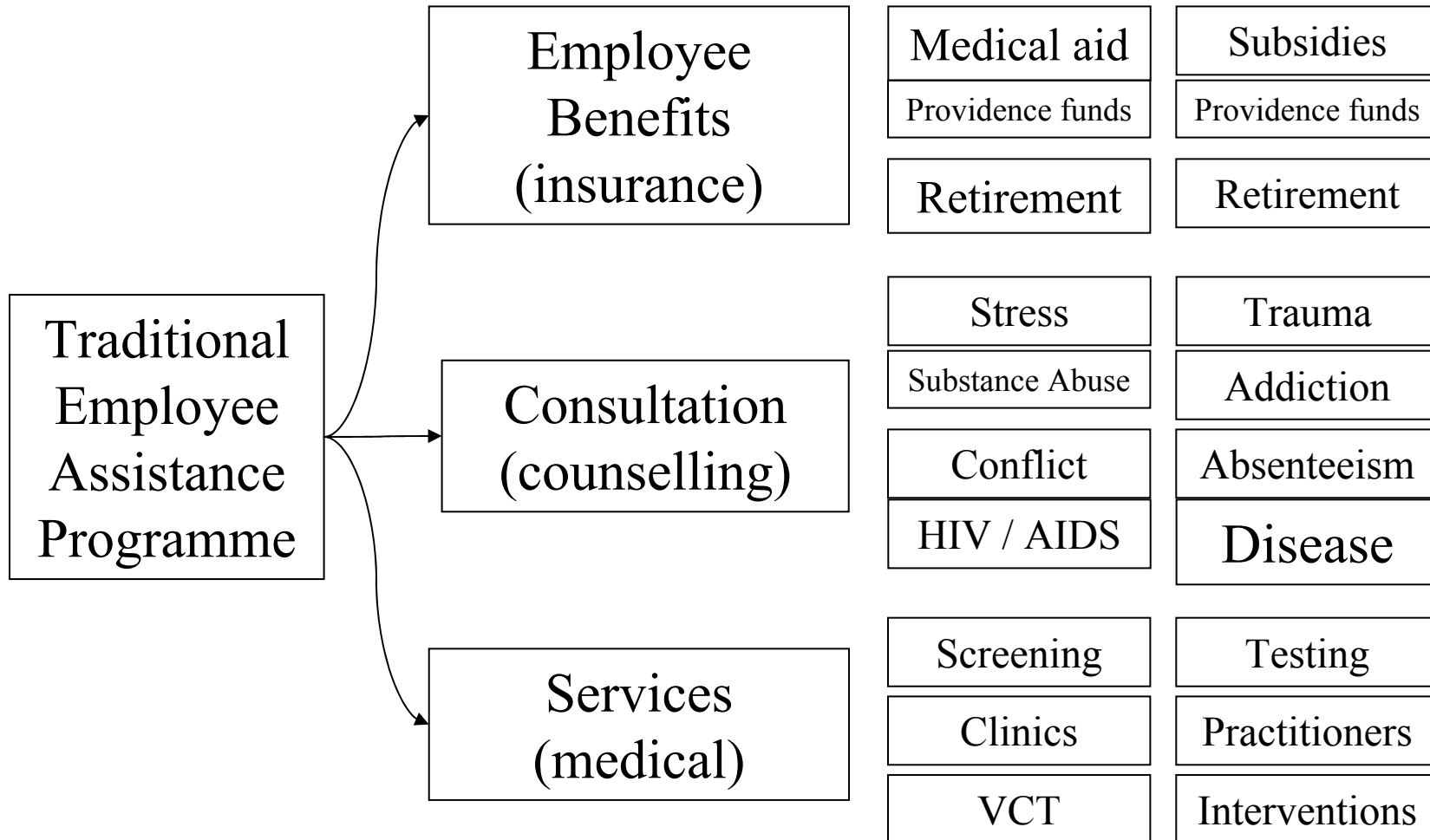
The purpose of an EAP is to promote competitive, viable organisations by

- a) providing cost-contained health strategies and
- b) performance management systems

that are integrated into business practice



Modelling an Employee Assistance Programme





An Employee Assistance Programme

Must have

- ◆ Participation
- ◆ Penetration
- ◆ Sustainability



An Employee Assistance Programme

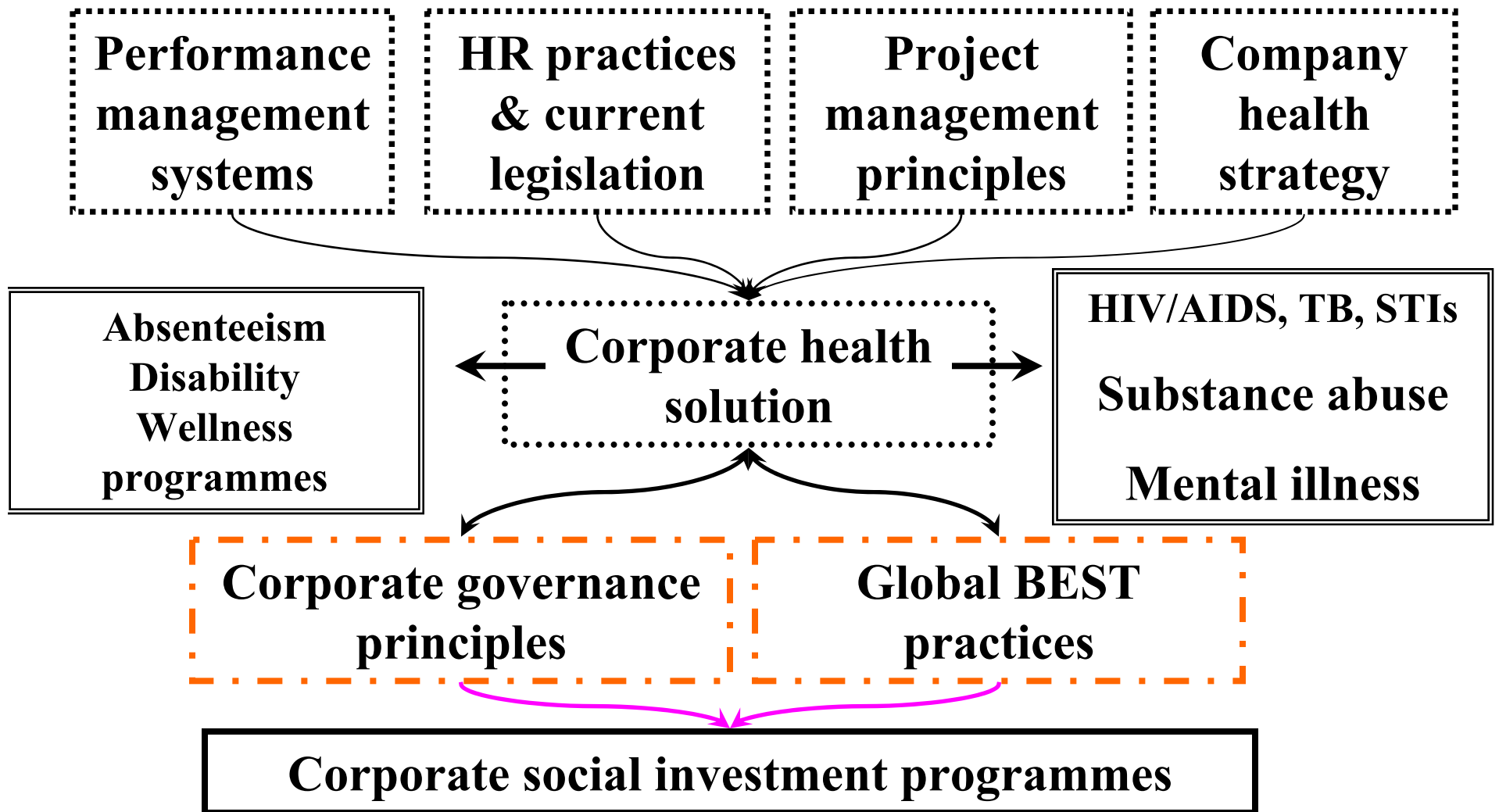
Must integrate

- ◆ performance management systems
- ◆ HR practices and current legislation
- ◆ project management principles
- ◆ corporate strategy

into a unique **Health services solution**



Integrated EAP Structure





An Employee Assistance Programme

- ◆ Links current people management legislation
- ◆ Provides foundations for performance management
- ◆ Displays empirical and emotive data
- ◆ Identifies areas of cost exposure
- ◆ Promotes drivers for employee buy-in



The Employee Assistance Programme

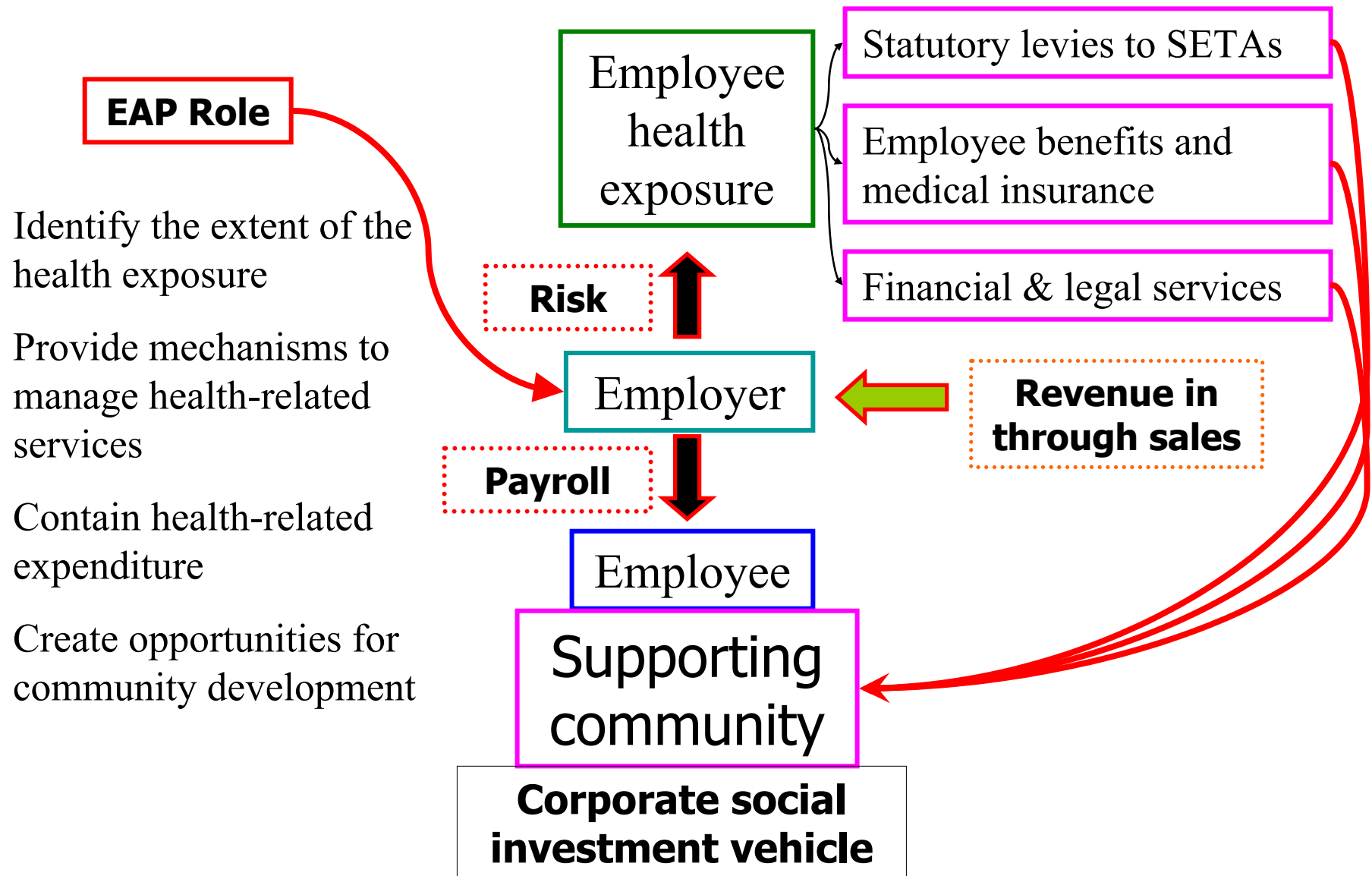
should provide skills training to assist organisations to construct or refine

- ◆ **legislatively compliant**
- ◆ **cost-contained**
- ◆ **progressive and sustainable**

strategic health system for employees and supporting communities



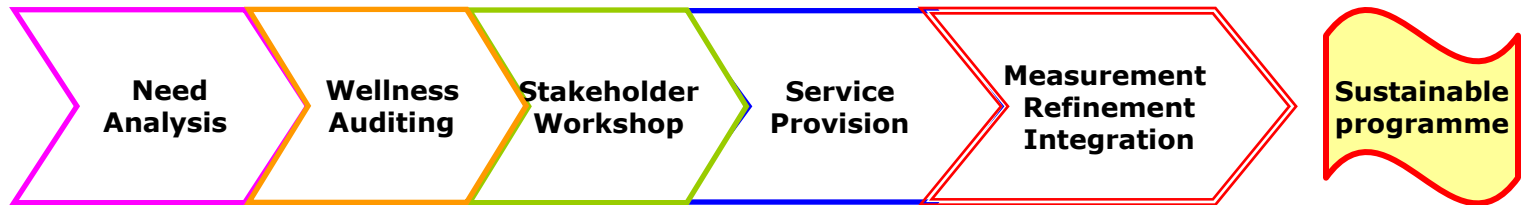
The Employee Assistance Programme Overview





An Employee Assistance Programme sequence

Inputs



Outcome

Key activities:

Identification of populations groups and specific needs

Skills transfer though specific mediated facilitation

Continued development and refinement of service provision

Outcome: Integrated corporate health solution

Slide 10

S1 Should these not be physical outputs only??

AlanE, 11/11/2002

S2 Who would this be?

AlanE, 11/11/2002



Employee Assistance Programme

Integration strategy

- ◆ Stakeholder workshop
- ◆ Monthly wellness audits
- ◆ Integration of audited information
- ◆ Selection and monitoring of services and service providers



Employee Assistance Programme Stakeholders

- ◆ Senior management
- ◆ Human resources representatives
- ◆ Project managers
- ◆ Skills development & training persons
- ◆ Community representatives
 - Workforce leaders
 - Industrial relations & union persons



Employee Assistance Programme Workshop

- ◆ Wellness auditing protocol
- ◆ Factors for sustainability
- ◆ Cost-containment strategies
- ◆ Legislative frameworks
 - O.S.H. & E, Basic Conditions of Employment, Labour Relations, Employment Equity, Skills Development



Benefits of an Employee Assistance Programme

- ◆ Managed health-related expenditure
- ◆ Optimisation of existing programmes
- ◆ Decreased cost exposure
- ◆ Improved employee relations
- ◆ Elevated productivity
- ◆ Integrated compliance with business practices