



Training Seminars & Conferences

An Intensive 3-Day Training Seminar On

# Certified Employee Assistance Professional (CEAP®) Exam Preparatory Course

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29 - 31 Aug 2021, Dubai



 View Details

[www.euromatech.com](http://www.euromatech.com)

An ISO 9001:2015 and ISO 29993:2017 Certified Company

# Certified Employee Assistance Professional (CEAP®) Exam Preparatory Course

## INTRODUCTION

Employee Assistance Professional Association (EAPA) is the world's largest, oldest and most respected organization for Employee Assistance professionals. Employee Assistance Programs (EAP) serve organizations and their employees in multiple ways, ranging from consultation at the strategic level about issues with organization-wide implications to individual assistance to employees and family members experiencing personal difficulties. As workplace programs, the structure and operation of each EAP vary with the structure, functioning, and needs of the organization(s) it serves.

The Certified Employee Assistance Professional (CEAP®) is the world's only professional credential denoting expertise in the EAP body of knowledge and behavioural health in the workplace. The CEAP® demonstrates that you have experience and expertise in all three Employee Assistance domains of knowledge, and it is recognized worldwide.

This highly practical Certified Employee Assistance Professional training course presents a comprehensive coverage of all the domains required for anyone wishing to undertake the CEAP® Exam or just develop an in-depth understanding of key areas of Employee Assistance Programming.

This EuroMaTech training course will highlight:

- CEAP® Exam Preparation
- The history and development of EAPs
- Best practices in all three performance domains
- The global application of EAP methods and practices

## WHO SHOULD ATTEND?

This EuroMaTech training course is an excellent introduction to EAPs and the CEAP®. This training course is suitable for a broad range of professionals but will greatly benefit:

- HR Staff at all levels
- Talent Management Specialists
- HR Business Partners
- Anyone involved in Staff Welfare or Support
- Occupational Health and Safety Staff
- Managers who need to develop their skills and expertise in the areas covered

## PROGRAMME OBJECTIVES

- Define an Employee Assistance Program (EAP)
- Understand the three domains covered by the CEAP® exam
- Analyse the global appropriateness of EAP 'Core Technology'
- Learn how to support organizations and their employees in multiple ways



*This activity has been pre-approved by the Human Resources Certification Institute (HRCI). Participants attending this training session are entitled to receive:*  
**25 General Recertification Credit Hours**

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



*Employee Assistance Certification Commission (EACC), an autonomous credentialing body established by EAPA to maintain and administer all aspects of the CEAP® program, has approved this course for 25 professional Development Hours (PDHs).*

The use of this logo is not an endorsement by EAPA of the quality of the course. It means that this course has met the EAPA's criteria to be pre-approved for CEAP® certification or recertification PDHs.

# PROGRAM OUTLINE



## TRAINING METHODOLOGY

This Certified Employee Assistance Professional training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes stimulating presentations supporting each of the topics together with interactive trainer lead sessions of discussion.

There will also be practical sessions where participants have the opportunity to practice and experience course related activities. Realistic and fun exercises, short video presentations, small group work, role play, case studies, exercises, and feedback, will be used to facilitate learning.

## PROGRAMME SUMMARY

This three-day training course is an excellent introduction to the 'core technology' of Employee Assistance Programming (EAP) and all the domains required for anyone wishing to undertake the CEAP® Exam. It is also suitable for anyone who wants to develop a thorough understanding of EAPs or establish an EAP in their organisation.

## IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on [inhouse@euromatech.ae](mailto:inhouse@euromatech.ae) for further information and/or to receive a comprehensive proposal.

## DAY 01

### EA Program Design, Administration and Management (Domain I)

- Introduction to EAPs and CEAP®
- EAP Core Technology
- Regulatory and legal requirements – global differences
- Promotion and marketing
- Program effectiveness and research
- Staffing, contract management and quality assurance
- Current EA trends and technologies
- Ethical standards

## DAY 02

### EA Services to the Organization (Domain II)

- Critical incident preparation and response
- Behavioral risk management
- Manager, supervisor and union training
- Work performance – manager referral
- Organizational consultation
- Stress leadership
- Change management
- Workplace mediation

## DAY 03

### EA Services to Employees and Family Members (Domain III)

- Assessment
- Motivational interviewing
- Short-term problem resolution
- Referral and follow-up
- Crisis intervention
- Employee education
- Personal and psychological issues
- Addiction concerns

## QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



*The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.*

# Certified Employee Assistance Professional (CEAP®) Exam Preparatory Course

✓	Date	Venue	Fee(\$)
	29 - 31 Aug 2021	Dubai	US\$3,750

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).\**

## Your Details

Name (Mr/Ms):.....  
 Position:..... Organisation:.....  
 Address:.....  
 .....  
 City / Country: .....  
 Telephone / Fax: .....

## Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech  
 Please invoice me  
 Please invoice my company as follows:

Contact Name: .....  
 Company Name: .....  
 Address:.....

### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

### Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

### Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

### Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

### Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

### Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

### Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

**\*VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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