



Workplace Advisor

Manage employee issues, help reduce absenteeism and foster productivity

Manulife's **Workplace Advisor** is a full-service Employee and Family Assistance Program (EFAP), delivered by our exclusive service provider **Homewood Health™**, designed to support the specific needs of small businesses.

For Employees:

Employees and their eligible dependants will have access to short-term counselling that can help them work through a full range of life's challenges: marital/family/separation, stress, psychological disorders, alcohol and drug abuse, bereavement and lifestyle problems. Flexible and convenient, counselling can be provided by telephone, online or in person.

Additional services available to employees:

Online self-help courses – available for all employees, these comprehensive courses cover a range of topics that include but are not limited to:

- Embracing Workplace Change
- Taking Control of Stress
- Taking Control of Job Loss
- Taking Control of Your Mood
- Taking Control of Your Money
- The Fundamentals of Effective Supervision

Online eldercare/childcare search

For Plan Administrators:

Plan Administrators have access to a professional support service designed to provide manager coaching and mentoring. They can receive support on employee issues ranging from: employee conflict, unusual employee behaviour and assisted referral strategies. Confidential and expert driven, consultations are available by calling the toll-free number.

Plan Administrators also have access to:

Online Human Resources Library

- Templates and forms
- Job descriptions
- Employee handbooks
- Interviews
- Performance management
- Federal and Provincial legislation

Online courses

- Workplace Solutions for Mental Health – Manager Training
- Leading the Human side of Change
- Value-based Leadership
- The Fundamentals of Effective Supervision

Crisis Management Service

In the event of an unexpected workplace trauma, counsellors will help your organization through the recovery process.

To further support employees, Manulife's **Health for Life®** program offers Health eLinks® – an online health resource that works in conjunction with **Workplace Advisor**.

Health eLinks – powered by MediResource, Inc., provides credible health information that features a custom-built health risk assessment and a comprehensive health library with searchable databases for medications, conditions and tests, and procedures.

Encourage health and embrace the benefits

Workplace Advisor is available through your small business Group Benefits plan as part of Manulife's **Health for Life** program. Online services are available through our Plan Member and Plan Administrator Secure Sites at manulife.ca/groupbenefits.

Workplace Advisor access number is 1-866-644-0326 toll-free, available 24/7.

Pour des services en français, composez le 1 888 361-4853.



About Homewood Health™

Homewood Health™ is a recognized leader in the field of Employee Assistance, Workplace Support and Employee Health Management Services. The firm provides EFAP/EAP, Crisis Management, e-Learning, health coaching, leadership development, psychological assessments, and other services in Canada and around the globe.

The **Homewood Health™** mission is to provide behavioural health, productivity and performance solutions to ensure greater employee and organizational effectiveness.

About MediResource, Inc. A pioneer in interactive health, building websites and educational health programs for physicians and pharmacists since 1996; MediResource is a leading provider of health information, decision support tools and online health technologies. They are also one of the country's leading operators of consumer health portals.



Please contact your Manulife representative for more information about Workplace Advisor.

