

# Specialized Organizational Services (SOS)



**Strengthening Employee Wellness, Workplace Health & Team Effectiveness**

## EMPLOYEE ASSISTANCE SERVICES

**info-sos@hc-sc.gc.ca  
1-888-366-8213**

### WORKPLACE WELLNESS & MENTAL HEALTH

- Workplace Health Review (Assessment, Recommendations, Facilitation & Support)
- Group Intervention
- Stay at Work, Disability Management & Workplace Reintegration
- Implementation of the National Standard for Psychological Health and Safety in the Workplace
- Mental Health Workshops for Executives, Managers and Employees
- Mental Health First Aid™
- Mental Health in the Workplace
- Working Mind™

### MANAGEMENT COACHING

- Addressing Productivity, Absenteeism, Presenteeism & Workplace Morale
- Individual Skills Building
- Project Planning, Implementation, Support & Evaluation
- Coaching for Executives

### CAREER \*

- Developing a Career Plan
- Resume & Interview Preparation
- Career Assessment & Coaching
- Planning for Retirement

**\*A detailed brochure on this specific topic is available upon request. Ask your SOS Coordinator or call 1-888-366-8213.**

### CHANGE MANAGEMENT \*

- Breaking Bad News
- Support and Change Management
- Custom Workshops for Senior Management, Management, HR & LR personnel and Employees

### INFORMAL CONFLICT MANAGEMENT \*

- Facilitated Discussion
- Mediation
- Conflict Resolution
- Anger Management
- Understanding the Causes & Coping with Conflict
- Dealing with Difficult Situations
- Harassment Awareness
- Violence Prevention

### TRAUMA MANAGEMENT SERVICES, EMERGENCY PREPAREDNESS & RESPONSE

- Organizational & Individual Consultation
- Pre-incident Protocols & Training (for Managers & Employees)
- Post-incident Group or Individual Intervention; Crisis Management interventions
- Follow-up Services & Referrals

**Services offered in different formats ie. Lunch & Learn, Workshops, One-on-One etc.**

### GRIEF & LOSS

- Death of a Colleague
- Impending Job Loss
- Suicide Intervention
- Announcements

### OTHER TOPICS

- Stress Management
- Developing Resiliency
- Emotional Intelligence
- Health and Nutrition
- Team Building
- Time Management
- Burnout Prevention
- Boundary Setting
- Work-Life Balance
- Respect in the Workplace
- Humour in the Workplace
- Intergenerational Issues
- Building Morale
- Interpersonal Communication (Personality Dimensions)
- Customized Workshops

**The opinions expressed during SOS sessions are informational and are not meant to represent the customer, host organization or EAS.**

# SOS MANAGEMENT

## EXPERTISE AND RELIABILITY



### WHO ARE WE?

The professionals at Specialized Organizational Services (SOS) answer to various workplace wellness related needs of senior managers, managers and employees of the public service of Canada.

SOS is a service line of the largest Employee Assistance Program (EAP) in the Federal public sector : EAS (Employee Assistance Services).

Housed within Health Canada, we operate as a shared service and under a cost recovery model. Our qualified service providers are available to all ministries. There is no bidding or external competition required!

### AFFORDABLE FEES & FLEXIBLE SCHEDULING

The costs reflect the level of expertise, experience, urgency and special needs required (if applicable).

### CALL TOLL FREE

Simply call **1-888-366-8213** to make arrangements with one of our Coordinators and we will take care of the paperwork.