



KGA RECENT GRAD OUTREACH PROGRAMSM

Is this your first job since leaving school? Are you a hiring manager with new graduates? Many young people, when they take on their first job, do not know much about business. They may have grown up in a non-business household or were enrolled in a non-business program at school. They may not know the nuances of appropriate professional behavior and may be under tremendous stress while making this life transition.

The EAP has a lot to offer to employees who are in their first jobs as they transition to the workforce. We can also provide support to managers as they mentor new graduates.

Here are some of the ways we can help...

Counseling

- Telephone or face-to-face counseling on work life balance and stress management
- Coaching on appropriate work behavior and preparing for a development discussion
- Discussion with a counselor about life management issues adjusting to change
- Coaching on communication skills at work and how to handle reviews

Education

- Tip sheets on managing change, networking, and communication skills
- Information on training programs and development options
- Information on avoiding counterproductive behavior

Financial and Legal Consultation

- Telephone meetings with our financial planners
- Debt management advice for school loan issues

Resources

- Free copy of "Workplace Survival Skills"
- Referrals to presentation and communication skills training
- Materials on how to build your unique professional network
- Information about Asperger's Syndrome and adult ADD or ADHD

On-site Services

- Focus groups to determine the needs of the young workforce
- Discussion groups for recent graduates

And more!

Contact the EAP at any time at 800-648-9557 or email us at info@kgreer.com

KGA, INC.

IMPROVING EMPLOYEE AND MANAGER PERFORMANCE

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