

# Career Coaching

An opportunity to explore your career and your future

## Skilled career coaching provides guidance with:

- Assessing your work skills
- Exploring your life and work values
- Setting career goals
- Improving networking skills
- Developing and refining your resume
- Preparing for interviews

*Career Coaching Services are provided through your Employee Assistance Program*

**Your Resource for Life's Questions**



**Free & Confidential**

**800.356.0845**

**[www.paseap.com](http://www.paseap.com)**

# Counseling Services



Personal Assistance Services (PAS) is a life event service that helps you and your dependent family members with virtually any life need. Every one of us experiences demands for our time and energy, both on and off the job. And at times, a caring EAP counselor can provide just the right support needed to resolve challenges, manage life stressors, solve personal or relational concerns, achieve goals and strengthen well-being. All services are confidential\*.

- Marital/relationship strengthening
- Thriving as a parent or grandparent
- Depression
- Anxiety
- Work and life transitions
- Life balance and revitalization
- Addiction
- Anger
- Trauma
- Domestic safety
- Grief & loss
- Job stress management
- Resilience building & emotional fitness
- Overcoming loneliness
- Achieving well-being

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*\*except as required by law*

# Child Care Consultation



## Finding quality child care can be time-consuming and stressful

PAS child care specialists will provide assistance in locating care to fit your unique needs by verifying vacancies, fee structures, meal options, operating hours, staff qualifications. They will provide you with educational materials to assist you in making an informed decision.

### PAS can help you find

- Licensed day care centers and family day care homes
- Nursery, preschool, and part-day program
- Care for mildly ill and special needs children
- Nanny/Au Pair services
- Emergency and back up care
- Summer camps
- Before/after school programs
- Adoption resources
- Special needs programs

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# Employee Assistance Program



Each of us experiences demands for our time and energy, both on and off the job. In addition to our responsibilities at work, we also seek to fulfill our family responsibilities, meet our financial obligations, enjoy personal interests, and maintain a healthy family and social life. The key to balancing it all is having access to the right tools, resources and support.

Personal Assistance Services (PAS) provides you with a wealth of confidential, professional services that can help you address challenges and strengthen your work and home life.

*This is a pre-paid benefit funded completely by your employer and free to you and your dependents. The EAP is confidential - PAS does not disclose information to anyone about your participation unless you give your consent to do so (except as required by law).*

## PAS providers include:

- Certified financial counselors
- Attorneys
- Elder care managers
- Child care specialists
- Certified child development and parenting professional
- Organization and time management specialists
- Retirement coaches
- Career coaches
- Tobacco cessation coaches
- Master's level licensed counselors
- Registered and licensed dietitians
- Life coaches
- Health coaches
- and more!

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## Simplifying life for the caregiver

Online tools, information and resources to help families coordinate care

- **Care Coordination Tool** - a secure online organizer to help you schedule and coordinate appointments, medication dosages and frequencies, legal documents, and care scheduling needs. Share your Care Diary with others in your care circle to provide the same up-to-the minute access to vital information.
- **Content** - a wide range of expert content such as articles, Expert Q&A, podcasts, webinars and videos.
- **Message Board** - ask a question, start a discussion or share a story in the Message Board, a supportive online community where you can chat online with others who may share a similar experience.
- **Legal Documents** - learn about advanced directives, healthcare proxies and living wills. Downloadable forms by state are available.
- **Condition Information** - Up to date information on the most common aging diseases such as Alzheimer's, Parkinson's and other medical conditions, available treatments and outcomes.
- **Finding Care** - a search engine to help you find care providers within your local zip code.



*eCareDiary is provided through  
your Employee Assistance Program*

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# Education Planning

It's never too early or too late  
to further your education

PAS' Education Planning Services cover the full spectrum of the lifecycle from early learning options to college planning and continuing education

An education Specialist will carefully assess your needs and goals, and provide you with a personalized planning packet.

- Early learning programs/preschools
- Tutors
- Special needs
- 2 and 4 year colleges
- Graduate schools
- Community colleges
- Continuing education
- Vocational/technical schools
- Distance learning

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# Elder Care Management

## Locating and arranging for quality care for aging loved ones is important but can be time-consuming and overwhelming

PAS' affiliated geriatric care managers and caregiver consultants assist callers in coordinating services and finding payment options for the care of their aging loved ones.

### Care Coordination:

- Assistance in nursing home, retirement community or residential placement
- Needs assessment and development of a care plan
- Referral to community resources
- Support for long distance caregivers
- Crisis intervention and prevention

### Financial Consultation:

- Medicaid/Medicare eligibility assessment
- Advice and assistance with Medicare Supplemental insurance plans
- Assessment of Veteran's benefit eligibility
- Medicaid planning and asset protection

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# Financial Consultation

Everyone has financial concerns  
from time to time

PAS financial coaches provide consultation on a wide variety of matters that  
can help you assess your financial situation,  
develop a plan and find the best course of action

PAS financial coaches help you  
with financial matters including:

- Cash flow and budget planning
- Debt reduction and credit management
- Mortgage financing and foreclosure prevention
- Financial planning priorities  
(savings, retirement, eldercare, education)
- Bankruptcy prevention
- Changes in finances due to death, disability or divorce
- Insurance
- Estate planning and asset protection

*Financial Consultation Services are  
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# Fitness Coaching



## Taking care of YOU just got easier

Work with certified fitness, lifestyle, and health coaches who can provide personalized guidance to:

- assess your fitness status, health considerations and fitness goals
- assist you in designing a structured exercise program
- consult with you to develop and achieve goals related to fitness, health and wellness
- teach correct exercise methods through demonstration, explanation and cueing (when video is possible)
- overcome challenges and obstacles preventing you from achieving your goals
- consult with you on nutritional requirements to support a healthy lifestyle

*Fitness Coaching services are provided through your Employee Assistance Program*

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# Health Coaching



## Health Coaching - Improving the quality of life

When you or a loved one have a health concern, caring health coaches offer education and support

- Making lifestyle changes to adapt to health concerns or improve your health
- Use nutrition and exercise to improve your overall wellness
- Learn ways to effectively communicate with health care providers
- Know what questions to ask when going to the doctor
- Find answers to questions regarding diagnosis, testing, medications and procedures
- Learn ways to live well with illness and slow its progression

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*This service does not provide medical advice, nor does it replace medical services provided by a medical professional.*

# Legal Consultation

## Almost every major life event can involve a legal question or problem

PAS attorney consultants answer legal questions and provide general information about a wide variety of legal matters.

**PAS attorney consultants can assist you with questions regarding:**

- Family law
- Housing and real estate matters
- Consumer and financial matters
- Wills and probate
- Vehicle-related matters
- Veteran benefits
- Social security
- IRS audits

*Receive a 25% discount on all in-network attorney fees for legal representation and document preparation.*

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# Life Coaching

## Live your best life

Certified coaches provide personalized guidance and support

- Help you identify and achieve goals
- Make changes that improve your overall well-being
- Consider options when making a significant decision or life transition
- Offer a listening ear and objective perspective about events that are challenging, frustrating or of concern
- Sort through challenges, resolve questions, prioritize
- Stay focused on your core values and passions

*Life Coaching services are provided through your Employee Assistance Program*

**Your Resource for Life's Questions**



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# PAS Discount Center

powered by  
LifeMart®

## Life is expensive

The PAS Discount Center makes everyday life a little more affordable, and a lot more fun.

LifeMart is a members only discount shopping platform that offers exclusive deals from world class partners across thousands of product and service categories.

As a member you now have access to national and local discounts from brands you know and love, all in one convenient location.

And, access is free!

You can access the PAS Discount Center anywhere, anytime, on any internet-enabled device.

### Save money on:

- Childcare
- Fitness & Nutrition
- Home & Auto
- Car Rentals
- Hotels & Resorts
- Electronics
- Theme Park Tickets
- Movie Tickets
- Flowers & Gifts
- Restaurants
- Groceries
- Plus Much More!

To access services go to  
**[www.paseap.com](http://www.paseap.com)**  
and sign up for free!

### Your Resource for Life's Questions



**Discount Center**  
powered by LifeMart.

**Free & Confidential**

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**[www.paseap.com](http://www.paseap.com)**

# Organizing + Productivity Coaching

Would your home or work life be more balanced if you could just get organized?

## PAS Organizing Coaches help you simplify and create order

- Office + workspace
- Email + digital files
- Home living spaces
- Storage spaces
- Space planning

*Organizing + Productivity Coaching services are provided through your Employee Assistance Program*

## PAS Productivity Coaches help you work smarter

- Time management
- Prioritizing + goal setting
- Task + to do systems
- Calendar setup + management
- Email processing
- Household management

Your Resource for Life's Questions



**Free & Confidential**

**800.356.0845**

**[www.paseap.com](http://www.paseap.com)**



# Parenting Consultation

## Consultation with professionals in childhood development, speech, language and education

### PAS' allied health professionals provide

- Simple, positive parenting strategies that really work
- Information on discipline, sleep issues, reinforcement strategies, potty training and temper tantrums
- Assistance in identifying the potential causes of behavior patterns
- Guidance and resources to determine when school age children may need an Individualized Education Plan
- Assistance in advocating for special services for children in daycare and school settings
- Guidance in determining if overall behavior is typical for child's age and environment
- Information on developmental milestones such as language development, motor skills, sensory perception and feeding skills

*Parenting Consultation services are provided through your Employee Assistance Program*

**Your Resource for Life's Questions**

  
**Personal Assistance Services**

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# Retirement Coaching



## Thinking about retirement?

**PAS retirement coaches help you explore and prepare for the many aspects of retirement**

- Examining personal values and setting goals in retirement
- Utilize skills in volunteer settings and part time work
- Identifying and engaging in pleasurable leisure activities
- Nourishing spiritual needs
- Maintaining personal and family relationships while developing new connections
- Sustaining physical and emotional health

*Retirement Coaching Services  
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# Tobacco Cessation

## Want to quit?

## Let PAS help!

Trained tobacco cessation coaches provide telephonic coaching to help you through the quitting process

### Tobacco Cessation Coaches guide you in addressing

- Reasons to quit
- Fears about quitting
- Triggers
- Methods to address triggers and cravings
- Anticipated challenges
- Alternative replacement behaviors
- Quit date
- Benefits of quitting
- Methods for coping with stress
- How to stay quit

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**PAS**  
*Personal Assistance Services*

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# Weight & Nutrition Coaching

## What are your weight and nutrition goals?

Let PAS help you achieve them.

**PAS' team of caring dietitians provides education, support and customized plans for your unique goals**

- Managing weight
- Meal planning and cooking healthy foods for you and your family
- Developing nutritional strategies to prevent or control health conditions such as diabetes, osteoporosis, high cholesterol, high blood pressure and food intolerances
- Healthy eating for athletes

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# Will Preparation



When should you start thinking about creating a will?

**NOW!**

PAS' Will Prep includes:

- Online simple individual and spousal will documents
- Last Will and Testament forms and instructions
- Living Will/Advance Health Directives with online forms and instructions

To access, simply **log into your account** (or create a new account) on the PAS website and select “**Legal Resource Center**” from PAS LifeTools.

Once completed and downloaded, the documents are ready to be witnessed, notarized and then stored in a safe place. Participants may also access the PAS Legal Consultation service to answer questions about completion of will documents.

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