

Proposal to provide Employee Assistance Program (EAP) services



Assisting small business with tailor made programs to give support and confidence to management and staff.

Proposal prepared by:

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1. About Mary Mackenzie Counselling and Coaching EAP Services



Mary Mackenzie
Founder

Mary Mackenzie Counselling and Coaching provides an opportunity for workplaces to champion mental health care by supporting their staff through crisis and personal growth on an as needed basis.

We will design a program that will enhance the emotional and psychological well-being of your employees and support the resolution of workplace and personal problems that may adversely impact upon work performance and general well-being.

Mary and her team are registered counsellors through the Psychotherapists and Counselling Federation of Australia (PACFA) or the Australian Counselling Association (ACA). We use client lead, evidence-based therapies such as Cognitive Behavioural Therapy (CBT), Solution Focused Therapy and Positive Psychology.

Locations



Graceville

101 Verney Road, Graceville Qld 4075



Ipswich

City Cave
5/260 Brisbane Street, West Ipswich Qld 4305



Online

Appointments also available via Zoom from anywhere in Australia



2. Benefits to your organisation

The benefits of providing an EAP service, tailored to your business's needs, include:

- increased work performance and productivity
- reduced absenteeism, conflict and occupational stress
- improved staff morale, employee retention and recruitment
- reduced worker's compensation
- improved employee satisfaction
- enhanced employer-employee relationships.

Our program also supports your management team by alleviating the burden of responsibility for employee mental wellbeing. In most instances, managers are not aware of their employees' personal stresses and life events, which may impact their ability to perform their job.

For employees, the interventions provide for the early detection, identification and resolution of workplace and personal problems that are often the cause of reduced productivity in the workplace, including:

- anxiety
- workplace and personal relationships
- depression
- workplace harassment and bullying
- confidence and self-esteem
- illness and bereavement.

3. Services

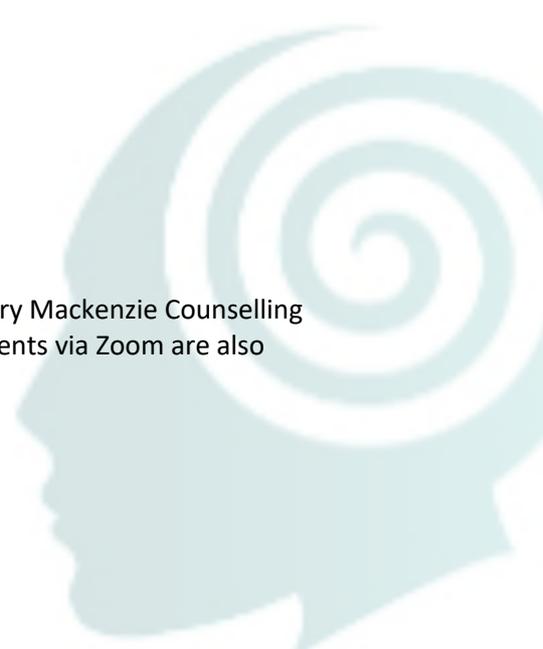
Mary Mackenzie Counselling and Coaching can develop an EAP package to support your organization's particular needs. Services can be made available to:

- Employees only
- Employees and their immediate family members.

Counselling services offered include:

- Crisis support
- Personal counselling
- Relationship counselling
- Executive coaching
- Tailored workshops.

All services can be conducted at the employee's place of work, or at Mary Mackenzie Counselling and Coaching premises at either Ipswich or Graceville. Online appointments via Zoom are also available upon request.



4. How does it work?

One-on-one counselling and coaching are available to employees on an as needed basis, so your business only pays per session booked. There are **no** retainers or subscription fees.

Employees are offered blocks of three to six one-hour sessions per 12-month period. Sessions can be booked voluntarily by employees or mandated by the business as part of a performance improvement strategy.

All voluntary counselling is anonymous, and all information provided to the counsellor is confidential.

Sessions can be conducted at the workplace, or at Mary Mackenzie Counselling and Coaching premises at either Ipswich or Graceville.

Mary Mackenzie Counselling and Coaching will deliver an employee onboarding and information session at a convenient time at commencement of the contract and annually thereafter.

5. Pricing

Fees are dependent on the agreed package and will be provided with the Services Agreement. In general, the fee structure will be based on:

- a block of three sessions - \$540
- a block of six sessions - \$1,080
- up to three further sessions may be arranged, with management approval, at \$180 per session.

You will only pay per session booked. There are **no** retainers or subscription fees.

All prices quoted include GST.

6. Next steps

Let's chat!

Mary Mackenzie will be in contact to arrange a time to learn about the specific needs of your business and to discuss a tailored package. A Services Agreement will then be provided for your consideration.

7. Contacts

Should you have any questions, don't hesitate to get in touch with us. Your contact is:

Mary Mackenzie

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Email: info@marymackenzie.com.au