# **HOW TO IMPLEMENT AN**

# **EMPLOYEE ASSISTANCE PROGRAM?**

To successfully implement an employee assistance program, you need to follow the steps -



## Create a Budget Estimate

You need to decide the amount you can spend on employee assistance programs. For this, you can calculate the fee per employee.



# Choose the Services Type

You need to decide the amount you can spend on employee assistance programs. For this, you can calculate the fee per employee.



### Select the EAP Provider

Once you have decided the employee assistance services type, you need to choose an EAP service provider that matches your budget and requirement.



## Conduct Internal Training

After the successful signing of the agreement, you need to train your internal team on the EAP program before launching it.



## Launch the Program

Lastly, after the training, the program is launched successfully to address employees' issues and providing solutions to resolve them.

## **Employee Abistance Law Answer**

**Chao Zhang** 

**Employee Abistance Law Answer:** 

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