



# Employee Assistance Program

Employee Assistance Services Australia Pty Ltd

ABN 53 099 691 666

PO Box 2077

GREENHILLS NSW 2323

Tel: 0407 918 998

Fax: (02) 4934 8060

Date: to

CATEGORY/SESSIONS	COUNSELLING (LEGEND: HOURS/SESSION)				
	ENTRIES COUNT	OFFSITE	PHONE	ONSITE	TOTAL (HRS)
<b>WORKED RELATED</b>					
Job Performance/Disciplinary (201)	-	-	-	-	-
Career Direction/Retirement/Redundancy (202)	-	-	-	-	-
Training & Development (203)	-	-	-	-	-
Workplace/Job Changes (204)	-	-	-	-	-
Job Pressures/Stress (205)	-	-	-	-	-
Relationship Issues (206)	-	-	-	-	-
Harassment/Conflict (207)	-	-	-	-	-
Mentoring/Coaching Supervision/Facilitation (208)	-	-	-	-	-
Employment Conditions/Morale (209)	-	-	-	-	-
Management (210)	-	-	-	-	-
<b>HEALTH &amp; SAFETY</b>					
Alcohol & Drugs (301)	-	-	-	-	-
Workplace Safety Concerns (302)	-	-	-	-	-
Critical Incident/Accident/Injury (303)	-	-	-	-	-
Stress (304)	-	-	-	-	-
Assault or Trauma (305)	-	-	-	-	-
<b>FINANCIAL/LIFE SKILLS</b>					
Budgeting/Family (401)	-	-	-	-	-
Gambling (402)	-	-	-	-	-
Legal/Financial (403)	-	-	-	-	-

CATEGORY/SESSIONS	COUNSELLING (LEGEND: HOURS/SESSION)				
PERSONAL ISSUES	ENTRIES COUNT	OFFSITE	PHONE	ONSITE	TOTAL (HRS)
Emotional/Psychological (501)	1	-	1.00 1	-	1
Grief/Loss (502)	-	-	-	-	-
Health/Injury (503)	-	-	-	-	-
Life Transition (504)	-	-	-	-	-
Suicide Ideation/Attempt/Suicide (505)	-	-	-	-	-
COVID-19 (506)	-	-	-	-	-
RELATIONSHIP & FAMILY					
Relationships/Separation/Divorce (601)	-	-	-	-	-
Work/Home Balance (602)	-	-	-	-	-
Family/Relatives (603)	-	-	-	-	-
<b>Totals</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>

**TOTAL CLIENT SESSIONS**

IN WHOLE NUMBERS	FEMALE	MALE	TOTAL
Employee	1		1
Family			-
<b>Total</b>			<b>1</b>

**ACTUAL AND INVOICED/SESSIONS**

COUNSELLING	ENTRIES COUNT	HOURS/MINS
Offsite Counselling	0.00	0.00
Site Time (Includes OnSite Counselling)	0.00	0.00 (0.00 )
Phone Counselling	1.00	1.00
Travel	0.00	0.00
<b>Grand Total</b>	<b>1.00</b>	<b>1.00</b>

**DEMOGRAPHICS  
AGES TO BE ESTIMATED**

	EMPLOYEE		FAMILY	
	Male	Female	Male	Female
Not Provided	-	-	-	-
Under 25	-	1	-	-
26 - 35	-	-	-	-
36-45	-	-	-	-
46-55	-	-	-	-
Over 55	-	-	-	-
<b>Total</b>	-	1	-	-