



# momentum

wellness

**Employee Counselling Manager's Guide**



## The Rule of Thumb:

The Momentum Wellness counselling programme is geared for

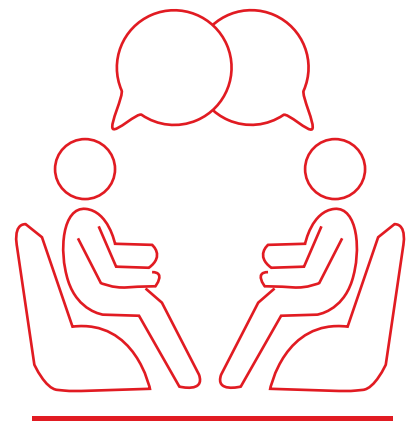
- Non-clinical assessment
- Short term therapy
- Psycho-education and guidance

**You are an integral interface between employees and the access they have to this wellbeing programme.**

**Signs and symptoms to look out for** in your employees that may suggest a need to refer for counselling and coaching:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Withdrawal from interaction with others | <input checked="" type="checkbox"/> Low moods and emotional outbursts          |
| <input checked="" type="checkbox"/> Being oversensitive or defensive        | <input checked="" type="checkbox"/> Lethargic or hyperactive behaviour         |
| <input checked="" type="checkbox"/> Loss of interest and motivation         | <input checked="" type="checkbox"/> Going through a major life change          |
| <input checked="" type="checkbox"/> Deterioration of appearance             | <input checked="" type="checkbox"/> Changes in work performance and attendance |

**If the employee checks a couple of the boxes above:**





## Important points to remember



### Psycho-social Counselling

Open to employees and their immediate family living in their household.



### Trauma Counselling

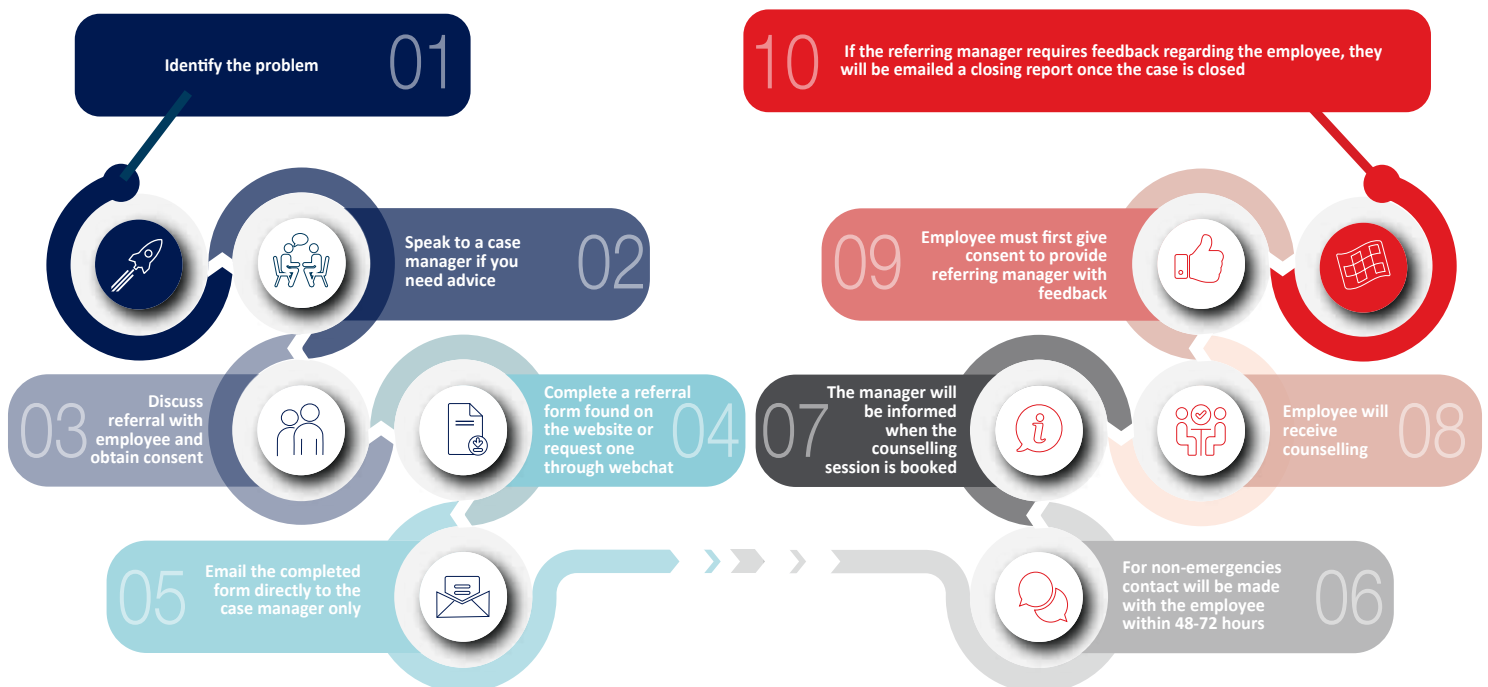
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### Long-term specialist interventions

Members will be referred to their Medical Aid or public sector services.

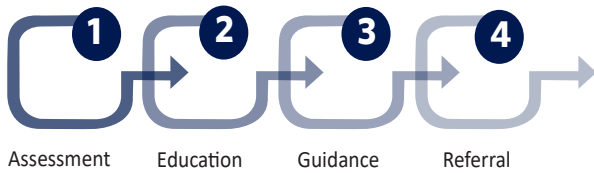
## Management referral for counselling services





## What does your counselling service provide?

### ➔ Support through Counselling



### ➔ Telephonic Assistance



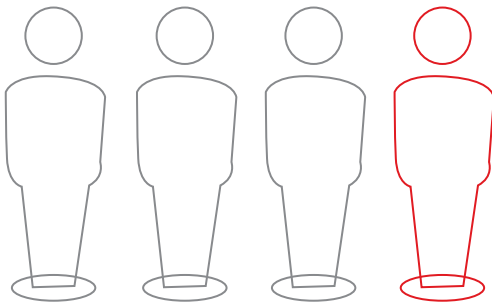
- Counselling on personal problems
- Trauma counselling
- Stress management
- Guidance on how and where to seek professional consultation with specialists privately for long term issues
- Counselling on work related concerns
- Performance management assessments
- Disciplinary hearing assessments
- Management guidance
- Supportive counselling for suspension / retrenchment / retirement / termination of employment
- Conflict resolution and relationship management with specific employees
- Team intervention and mediation

### How does referring your employee benefit you as a manager?

- ➔ Early detection (can reduce long-term effects)
- ➔ Immediate intervention
- ➔ Having access to feedback
- ➔ Receiving input on how to manage your employee if required
- ➔ Reduced time spent mentoring/supporting employee
- ➔ Communicates a sense of empathy, support and care to your employee
- ➔ Establishes boundaries between your employee and you



**Early detection and referral to a professional counsellor can reduce the risk of:**

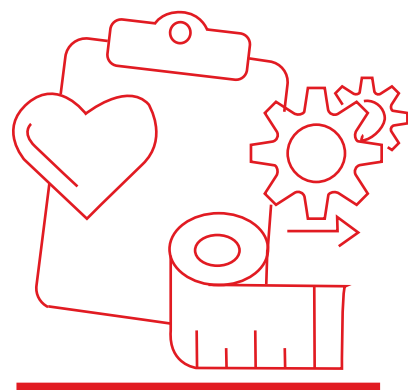


<b>BURN OUT</b>	<b>STRESS RELATED ILLNESSES</b>	<b>DEPRESSION, ANXIETY, SUICIDALITY</b>
<b>EMPLOYEE TURNOVER</b>	<b>EXTENDED LEAVE</b>	<b>MEDICAL BOARDING</b>
<b>LOSS OF PRODUCTIVITY</b>	<b>ABSENCE</b>	<b>LOW TEAM MORALE</b>

## **Wellbeing and beyond...**

Momentum Wellness offers your employees loads of supportive services to enhance their transformational journey through telephonic and online programmes. These include:

- ➔ **Monthly Newsletter with tips and advice**
- ➔ **Wellness Café with resources and tools**
- ➔ **Lifestyle wellness programmes**
- ➔ **Further recommendations for long-term interventions**
- ➔ **Mobile App for easier access**



Our highly intuitive counsellors will encourage employees to integrate any of the above tools into their process to power up their experience and offer them longer term support as well as boost self-management skills.