



HHS Employee Assistance Program (EAP) On-Site Event/Training Request

Instructions

For a listing of available training/seminars, visit the following website: <http://www.deeroaks.com/admin/index.asp>. The log-in and password are your agency's acronym (HHSC, DADS, DARS, DFPS, or DSHS).

- To view a list of trainings and seminars, access the Deer Oaks member services page and click on Supervisor Training TXHHSS or Employee Training TXHHSS.
- Events and Training Seminars require 10 business days notice and require a minimum of 10 participants.
- Submit a completed request to Deer Oaks and your EAP agency representative by selecting the appropriate button below.
- The Deer Oaks event/training seminar coordinator will make contact within 3 business days of receiving the request.
- The contact person must be the person who can make all of the required decisions when arranging the event or training seminar.
- Should you have any questions, issues, or concerns contact your [EAP agency representative](#).

Coordination Information			
Date of Request:		Agency/Department:	
Name of Contact Person:		Supervisor:	
Contact Phone #:		Supervisor Email Address:	
Contact Email Address:		Agency EAP Representative:	

Events Type			
Employee Orientation	<input type="checkbox"/>	Health Fair	<input type="checkbox"/>
Supervisory Orientation	<input type="checkbox"/>	Mediation	<input type="checkbox"/>
Critical Incident Stress Debriefing	<input type="checkbox"/>		

Training/Seminar Type	
Supervisor Training	<input type="checkbox"/>
Employee Training	<input type="checkbox"/>

Event Information			
Date of the Event:		Address:	
Time of the Event:		City:	
# of employees to attend:		Zip Code:	

Training/Seminar Information			
Training/Seminar Selected Topic:			
Date of the Presentation:		Address:	
Time of the Presentation:		City:	
# of employees to attend:		Zip Code:	

Resources	Yes	No
Can the agency provide a computer/laptop for a PowerPoint presentation?	<input type="checkbox"/>	<input type="checkbox"/>
Can the agency provide an LCD projector for a PowerPoint presentation?	<input type="checkbox"/>	<input type="checkbox"/>

Special Instructions

NOTE:

- Training Seminars are between 60 to 90 minutes in duration.
- Customized programs must be coordinated directly through your agency EAP representative.