

PREPARED FOR

Manas – Center for Mental Wellness & Counselling

# Employee Assistance Programme Overview

Mental Wellness Support for Your Organisation

Presented by Dr. Priya Dubey Sharma

Manas – Center for Mental Wellness & Counselling

UDYAM-MP-10-0120839



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## Programme Overview

Our Employee Assistance Programme (EAP) is a comprehensive, confidential support service designed to help your employees navigate personal and work-related challenges. Investing in mental wellbeing is a strategic business priority, fostering a more engaged, productive, and resilient workforce.

### Learning Objectives

- ✓ Understand the direct impact of mental wellbeing on key business metrics such as productivity, absenteeism, and employee retention, recognizing it as a vital investment.
- ✓ Gain clarity on the diverse range of services offered by Manas EAP, including counselling, assessments, and proactive wellness initiatives, to effectively utilize the programme.
- ✓ Appreciate the stringent confidentiality protocols in place, ensuring employees feel secure and empowered to seek support without fear of repercussions.
- ✓ Learn practical strategies for managers to foster a supportive work environment, identify early signs of distress, and guide employees towards available resources.
- ✓ Explore methods for evaluating the return on investment (ROI) of your organisation's mental health initiatives, demonstrating tangible benefits and continuous improvement.
- ✓ Recognize the role of proactive mental wellness in building a positive and sustainable organisational culture that prioritizes employee health.

#### WHO SHOULD ATTEND

This programme is designed for all employees, managers, and HR professionals seeking to enhance workplace wellbeing and understand the benefits of a robust EAP.

## Programme Content

### 1. The Business Case for Mental Health at Work

Prioritizing mental health is no longer just a welfare measure; it's a strategic imperative. Unaddressed mental wellbeing challenges can lead to increased absenteeism, reduced productivity, and higher employee turnover, impacting your bottom line significantly. Research consistently shows that organisations investing in mental health support experience tangible benefits, including improved focus, better decision-making, and enhanced team cohesion. This section will present compelling data on how a focus on employee wellbeing directly translates into business success.

 **Activity: Small group discussion: Share one challenge you've observed related to wellbeing in your team/department.**

### 2. What Manas EAP Offers Your Organisation

Our EAP provides a holistic suite of services tailored to meet the diverse needs of your workforce. This includes confidential one-on-one counselling sessions with experienced professionals, comprehensive assessments to identify areas of concern, and engaging workshops focused on stress management, resilience, and emotional intelligence. We also offer accessible support through our WhatsApp channel for immediate guidance and resources, ensuring help is always within reach.

 **Activity: Interactive poll: Which EAP service would you find most beneficial?**

### 3. Confidentiality and Accessing Support

We understand that trust is paramount. Manas EAP operates under the strictest confidentiality protocols, ensuring that all interactions and personal information shared by employees remain private. Your employees can access support discreetly through a dedicated helpline or our online portal, with clear instructions provided on how to initiate contact. This commitment to privacy empowers individuals to seek help proactively, knowing their personal matters are handled with utmost respect and discretion.

 **Activity: Q&A session: Address employee concerns regarding confidentiality and access.**

#### 4. The Manager's Role in Employee Wellbeing

Managers play a pivotal role in fostering a supportive work environment. This section equips leaders with the skills to recognize early signs of stress or distress in their team members and to approach conversations with empathy and support. We will explore how to signpost employees to available EAP resources effectively and create a culture where seeking help is normalized and encouraged, thereby strengthening team resilience and overall morale.

 **Activity: Role-playing exercise: Practicing supportive conversations with a team member.**

#### 5. Measuring the Return on Investment (ROI) of Wellbeing

Demonstrating the value of your mental health initiatives is crucial for sustained investment and improvement. This section will guide you through practical methods to track and measure the ROI of your EAP, focusing on key performance indicators such as reduced absenteeism rates, improved productivity scores, and lower employee turnover. Understanding these metrics allows you to showcase the tangible positive impact of your wellbeing programmes on organisational success.

 **Activity: Brainstorming session: Identify potential metrics for tracking EAP impact within your organisation.**

#### 6. Building a Culture of Proactive Mental Wellness

Moving beyond reactive support, this section focuses on cultivating a proactive approach to mental wellness within your organisation. We will discuss strategies for embedding wellbeing into the daily work culture, promoting healthy work habits, and empowering employees with tools to manage their mental health effectively. A proactive culture not only mitigates risks but also fosters an environment where employees can thrive and reach their full potential.

 **Activity: Group activity: Design one initiative to promote proactive wellbeing in your workplace.**

## Action Plan

Concrete steps for implementation.

| Action   | Owner      | Timeline  | Notes  |
|--|------------|-----------|--|
| Communicate EAP launch and benefits to all employees.              | HR/Manager | Week 1    | Ensure clear communication materials are distributed through multiple channels (email, intranet, posters). |
| Conduct dedicated EAP awareness sessions for managers.             | HR         | Month 1   | Focus on manager's role in support and referral, emphasizing confidentiality.                              |
| Integrate EAP information into new employee onboarding.            | Manager    | Week 2    | Make EAP details a standard part of the onboarding checklist and orientation.                              |
| Schedule regular check-ins to review EAP utilization and feedback. | HR         | Month 1   | Establish a feedback loop with Manas to gather insights on programme effectiveness.                        |
| Promote EAP services through internal communications campaigns.    | HR/Manager | Month 2   | Utilize newsletters, team meetings, and internal social platforms to highlight EAP benefits.               |
| Review EAP ROI metrics and impact on business objectives.          | Leadership | Quarter 1 | Analyze absenteeism, productivity, and retention data against EAP utilization.                             |

## About Manas



### Dr. Priya Dubey Sharma

Founder & Consulting Psychologist | Applied, Organizational & Behavioural Psychologist | PhD | 18+ Years

Dr. Priya Dubey Sharma brings 18+ years of applied psychology to corporate wellness. She has worked with SBI, educational institutions, and corporate teams across India. Her evidence-based approach combines CBT, mindfulness, and culturally contextualised psychology for measurable outcomes. She is the creator of the Performance FOMO Index™ and the High-Functioning Distress Framework™.

### Manas – Center for Mental Wellness & Counselling

A MSME-registered organisation dedicated to evidence-based mental wellness.

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Ready to Partner With Us?



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**Disclaimer:** This document has been prepared by Dr. Priya Dubey Sharma – Founder & Consulting Psychologist (Applied, Organizational & Behavioural Psychologist, PhD, 18+ years), Manas – Center for Mental Wellness & Counselling (UDYAM-MP-10-0120839). Content is for programme overview and educational purposes only. Nothing herein constitutes legal advice regarding POSH Act compliance – organisations should consult qualified legal counsel for specific legal guidance. For clinical or psychological support, please reach out to the Manas Team for personalised guidance, or consult a qualified Psychiatrist or licensed mental health professional. © 2026 Manas – Center for Mental Wellness & Counselling. All rights reserved. Confidential – prepared specifically for the named organisation. For queries: [manu@manas365.com](mailto:manu@manas365.com) | +91 99818 13224