



Catalogue of service descriptions for employees

# Plan Smart

## Lifestyle and Specialty Counselling

Life Balance Solutions | Health Smart Coaching Services | Career Smart Counselling Services

**1.800.663.1142**

**TTY: 1.888.384.1152**

**Numéro sans frais - en français : 1.866.398.9505**

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**homewoodhealth.com**



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Health | Santé

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# New Parent Support



**Having a baby is one of the most special times in a person's life. For both moms and dads, looking after that precious miracle of life is incredibly rewarding...and a little daunting. Most of us don't receive any formal training when it comes to parenting a newborn, but with some education and support, you can be confident that you are doing all the right things.**

## **Be assured your baby's needs are being met!**

- **Need practical advice?** Being responsible for a baby's many needs leaves some parents feeling overwhelmed. We can provide answers to ease your concerns.
- **Feeling a little blue?** Many women experience mood swings after giving birth. If you have postpartum blues, talking it over with a professional can be helpful.
- **New to fatherhood?** Because babies don't come into the world with a set of instructions, information and support can help new dads handle their new role with confidence.
- **Transitioning back to work?** Making a successful transition after maternity or parental leave is critical for parents. We can help make it a little easier for everyone.

## **One call is all it takes to get started.**

Plan Smart empowers you with the information and support you need to be the best parent possible. We make it simple to get started and guide you step-by-step. When you call our Client Services Centre, here's what you can expect:

1. We ask a few questions to make sure you receive the customized service that will be most helpful.
2. We arrange for one of our childcare specialists to call you and walk you through the types of support you could benefit from—written materials, internet resources, printed materials, and more.
3. We'll be in touch with you as often as you need while you're using the materials, and help you build the confidence to solve almost any parenting challenge.

**Plan Smart services are offered over the telephone. If you ever feel uncertain or overwhelmed, about any issue, we can also arrange counselling. Counselling services can be offered face-to-face, over the phone, through video, or online.**



**Plan Smart can help you make new parenting more rewarding.**

# Childcare and Parenting



**Being a parent is one of the most important and complex experiences in life. Do you question whether you are doing the right things? Do you occasionally feel overwhelmed? With helpful tools, support, and guidance, you can be the great parent you want to be.**

## **Be the best parent you can be!**

- **Looking for coaching and support?** We can help inform and guide you.
- **Need child-related resources?** We can do the research for you (e.g. daycare, after-school care, school work assistance).
- **Blending families?** We can assist you in creating a harmonious family structure.
- **Nurturing a child with special needs or gifts?** We can provide you with tools and approaches to help your child excel.

## **One call is all it takes to get started.**

Plan Smart empowers you with the information and support you need to be the best parent you can be. We make it simple to get started and guide you step-by-step. When you call our Client Services Centre, here's what you can expect:

1. We ask a few questions to make sure you receive the customized service that will be most helpful.
2. We arrange for one of our childcare specialists to call you and walk you through the types of support that you could benefit from—written materials, internet resources, printed materials, and more.
3. We'll be in touch with you as often as you need while you're using the materials, and help you build the confidence to solve almost any parenting challenge.

**Plan Smart services are offered over the telephone. If you ever feel uncertain or overwhelmed, about any issue, we can also arrange counselling. Counselling services can be offered face-to-face, over the phone, through video, or online.**



**Plan Smart can help you change your life — and your child's.**



# Elder and Family Care



**Balancing career responsibilities with family responsibilities is the reality for most of us, and generally we manage just fine. However, if you take on the extra demands of caring for an elderly or ill relative, or find you are carrying a particularly heavy load, having a professional point you in the right direction may be all that you need to relieve your stress and anxieties.**

## **Be in control of your work-life responsibilities!**

- **Need to resolve an elderly loved one's housing problem?** We can do the research and work with you to develop a suitable plan.
- **Worried about your parents' future?** Our eldercare specialists will work with you to plan for a range of possibilities.
- **Coordinating distant care?** We will find the information you need, whether your loved one lives across the country or across the world.
- **Need palliative or respite care?** We can source appropriate, qualified care to help you out.

## **One call is all it takes to get started.**

Plan Smart empowers you with the information and support you need to help your elderly or ill loved one and help you maintain work-life balance. We make it simple to get started and guide you step-by-step. When you call our Client Services Centre, here's what you can expect:

1. We ask a few questions to make sure you receive the customized service that will be most helpful.
2. We arrange for one of our caregiving specialists to call you and walk you through the types of support that you could benefit from—written materials, internet resources, and printed materials, personalized for you.
3. We'll be in touch with you as often as you need while you're using the materials, and help you build the confidence to solve almost any caregiving challenge.

**Plan Smart services are offered over the telephone. If you ever feel uncertain or overwhelmed, about any issue, we can also arrange counselling. Counselling services can be offered face-to-face, over the phone, through video, or online.**



**Plan Smart can help you achieve work-life balance.**

# Relationship Solutions



**Finding the time to care for, and nurture, our intimate relationships with others can be challenging. Relationship Solutions will help you take a proactive approach to enhancing your relationships. Coaching and a Relationship Solutions resource kit are included in this service.**

## Enhance your relationship!

- **Need help communicating with your loved one?** We can help you learn the importance of communication, honesty, and forgiveness.
- **Want to get the spark back?** We can help couples relate to each other so they can keep the relationship fresh.
- **Juggling kids, work, and your love life?** Today's couples are busy. We can provide tips to help you learn how to make time for each other.
- **Need help resolving a conflict?** Learn how to work out differences constructively, and how to communicate and appreciate each other's point of view.

## The Relationship Solutions resource kit includes:

- A two-part educational workbook with information on how to enhance communication, and a series of exercises designed to encourage you, and your partner, to re-engage with each other.
- A recognized and respected relationship self-help book, focused on improving relationship communication and resolving conflict.
- Additional tools to support behaviour change in a fun and meaningful way.

**Plan Smart services are offered over the telephone. If you ever feel uncertain or overwhelmed, about any issue, we can also arrange counselling. Counselling services can be offered face-to-face, over the phone, through video, or online.**



**Plan Smart can help you enhance your relationship.**

# Financial Consultation



**Achieving financial peace of mind is possible. By taking the right steps you can maintain a positive cash flow, get out of financial trouble, and be financially prepared should difficulties or a crisis arise. Working with a financial expert can help you gain control of your money.**

## Ensure your financial house is in order!

- **Want to be in control of your money?** We can help you assess your situation, develop a budget, and create strategies to improve your financial health.
- **In over your head?** We'll explore debt resolution options with you and establish an orderly payment of debts program.
- **Not sure what a FICO score is?** We can work with you to improve your credit rating and ensure your credit file is accurate and working for you.
- **Coping with a life transition?** If you're struggling with an illness or disability, job loss or job transition, separation or divorce, or imminent retirement, we can help.

## One call is all it takes to get started.

Plan Smart empowers you with the information and support you need to help you achieve financial peace of mind. We make it simple to get started and guide you step-by-step. When you call our Client Services Centre, here's what you can expect:

1. We ask a few questions to make sure you receive the customized service that will be most helpful.
2. We arrange for one of our financial experts to call you to discuss your financial situation.
3. We provide ongoing coaching to help you build the confidence to solve your financial challenge.

**Plan Smart services are offered over the telephone. If you ever feel uncertain or overwhelmed, about any issue, we can also arrange counselling. Counselling services can be offered face-to-face, over the phone, through video, or online.**



**Plan Smart can help you achieve financial peace of mind.**

# Legal Advisory



**Are you feeling a little bewildered and overwhelmed when it comes to sorting out legal matters, or finding an affordable and helpful lawyer? Our Legal Advisory service provides easy and convenient access to a network of experienced lawyers.**

## **Manage your legal affairs with confidence!**

- **Going through a separation?** We can help you work out child custody and visitation rights.
- **Want to take someone to small claims court?** We can help you receive legal advice first.
- **Avoiding writing your will?** We can help you so you can relax knowing your affairs are in order should the unexpected happen.
- **Wondering what your rights are in a landlord-tenant dispute?** Whether you are the tenant or the landlord, a legal opinion can be very helpful.

## **One call is all it takes to get started.**

Plan Smart empowers you with the information and support you need to help you deal with your legal affairs. We make it simple to get started and guide you step-by-step. When you call our Client Services Centre, here's what you can expect:

1. We ask a few specific questions to make sure you receive the customized service that will be most helpful.
2. We arrange for a lawyer to call you to discuss your legal situation.
3. A lawyer will provide advice over the phone, and will ensure your specific needs are met.
4. This service does not include legal representation or the preparation of legal documents. If you require an attorney to represent you, a referral can be made to someone in your area. Legal Advisory provides a preferential rate on most services of up to 25% off the quoted legal fees.

**Plan Smart services are offered over the telephone. If you ever feel uncertain or overwhelmed, about any issue, we can also arrange counselling. Counselling services can be offered face-to-face, over the phone, through video, or online.**



**Plan Smart can help answer all your legal questions.**



# 12 Weeks to Wellness



**Ready to take your health and well-being to the next level? Our *12 Weeks to Wellness Program* may be what you are looking for. Our program uses a comprehensive, self-directed approach to support behaviour change. You will have access to life coaching, nutritional counselling, and health risk assessment over a 12-week period.**

## **Be fit, healthy, and feel great!**

- **Not sure where to begin?** You can start with a health risk assessment to identify any health issues, and from there our experts work with you to develop a personalized plan.
- **Can't stick with 'get-fit' resolutions?** Our program includes a workbook and a stress assessment, all geared to develop new habits you can stick with.
- **Want to focus on specific areas of need?** Our experts can help you take a holistic approach to address your needs and improve your overall health and well-being.
- **Need to support other lifestyle changes?** Maybe you've just quit smoking or drinking, or made some other major change. Committing to a 12 week comprehensive program can be the boost you need to succeed.

## **One call is all it takes to get started.**

Plan Smart empowers you with the information and support you need to take a comprehensive approach to behaviour change. We make it simple to get started and guide you step-by-step. When you call our Client Services Centre, here's what you can expect:

1. We ask a few questions to make sure you receive the customized service that will be most helpful.
2. We arrange for a 12 Weeks to Wellness expert to set you up with a health risk assessment, coaching, counselling, and personal training.
3. You also receive a 12 Weeks to Wellness Workbook, nutritional counselling (optional), and a self-assessment stress management tool.

**Plan Smart services are offered over the telephone. If you ever feel uncertain or overwhelmed, about any issue, we can also arrange counselling. Counselling services can be offered face-to-face, over the phone, through video, or online.**



**Plan Smart can help you take a holistic approach to health and wellness.**

# Nutritional Counselling



**Eating is one of life's greatest pleasures. It's also an area in life where we can get into trouble if we aren't careful. Working with a nutritional counsellor can help you sort through the conflicting information that's out there and develop a dietary plan that works for you.**

## **Eat right and feel great!**

- **Struggling with your weight?** Losing weight and keeping it off may mean changing what you eat. Our registered dietitians provide up-to-date, evidence-informed nutrition information to help maintain a consistent approach to weight loss.
- **Need to eat a more heart-healthy diet?** We work with you to develop a personalized food plan.
- **Want to boost your energy levels?** Making simple changes to your diet can increase your energy and help you feel better. We can help you develop a nutrition plan that can be easily integrated into your lifestyle.
- **Have special dietary needs?** Sometimes we need to develop specialized diets to avoid problems (e.g. high cholesterol, Type 2 diabetes, lactose intolerance, irritable bowel). Working with a dietitian makes planning the right diet easier.

## **One call is all it takes to get started.**

Plan Smart empowers you with information and support to ensure nutritional plans are easily integrated into your lifestyle. We make it simple to get started and guide you step-by-step. When you call our Client Services Centre, here's what you can expect:

1. We ask a few questions to make sure you receive the customized service that will be most helpful.
2. We arrange for a Registered Dietitian to conduct an assessment of your dietary needs and work with you to develop personalized food plans, provide nutritional information, and offer 'how to' advice and coaching, all by phone.
3. A dietitian will provide one-on-one coaching as needed.

**Plan Smart services are offered over the telephone. If you ever feel uncertain or overwhelmed, about any issue, we can also arrange counselling. Counselling services can be offered face-to-face, over the phone, through video, or online.**



**Plan Smart can help you eat healthy, lose weight, and build your energy and disease resistance.**

# Smoking Cessation Program



If you are a smoker who has tried quitting, you know how difficult it can be. Smoking is very addictive and quitting requires considerable planning, determination, and courage. Our program addresses the psychological and physical dependence and creates a foundation for successful behaviour change.

## Be a healthy, happy ex-smoker!

- **Need a personal coach?** We can help you decide to quit, figure out when to start, what method or combination of methods to use, and we will be there to support you if you are tempted to pick up a cigarette again.
- **Dealing with withdrawal?** If you are feeling depressed, have trouble sleeping or concentrating, or have developed an increased appetite, we can help with suggestions and support.
- **Need to 'unlink' from your triggers?** If smoking has become linked with everything you do—from drinking coffee to watching the evening news—we can help you overcome the mental challenges of quitting.
- **Ready to make lifestyle changes?** If you want to make other changes such as starting an exercise program, eating healthy, or taking up meditation in order to feel better, we can make recommendations that will support you moving forward.

## One call is all it takes to get started.

Plan Smart empowers you with the information and support you need to help you quit smoking and remain smoke-free. We make it simple to start and guide you step-by-step. When you call our Client Services Centre, here's what you can expect:

1. We ask a few specific questions to make sure you receive the customized service that will be most helpful.
2. We arrange for one of our counsellors to call you and walk you through the types of support that you could benefit from—an online smoking cessation e-Course, printed materials, and more.
3. We'll be there to provide one-on-one coaching as needed.

Plan Smart services are offered over the telephone. If you ever feel uncertain or overwhelmed, about any issue, we can also arrange counselling. Counselling services can be offered face-to-face, over the phone, through video, or online.



Plan Smart will help you quit smoking.

# Career Counselling



**Ready to take your career to the next level...but not sure what that might look like? Working with a career specialist can help you identify and articulate your skills, aptitudes, values, personality traits, and interests as they relate to career choice. We help you with career planning that matches your goals.**

## **Be in the right job for you!**

- **Dealing with career-related problems or conflicts?** If you have a conflict with a co-worker or supervisor, getting professional advice on what to do can help.
- **Concerned about starting a new job?** Stepping into a new role or taking on a new responsibility at work? Our career counsellors can help you make a successful transition.
- **Struggling to manage your time effectively?** If you feel you are being pulled in all different directions and not accomplishing much, we can help you develop an effective time management system.
- **Want to advance your career?** We can help assess your skills and interests, determine good options for you, and put together an action plan.

## **One call is all it takes to get started.**

Plan Smart empowers you with the information and support you need to help you make your career more rewarding and successful. We make it simple to get started and guide you step-by-step. When you call our Client Services Centre, here's what you can expect:

1. We ask a few questions to make sure you receive the customized service that will be most helpful.
2. We arrange for one of our counsellors to call you and walk you through the types of support you could benefit from—online assessment tools, internet resources, printed materials, and more.
3. We'll be there to provide one-on-one coaching as needed.

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**Plan Smart can help you overcome job hurdles and take your career to the next level.**



# Pre-Retirement Planning



**Are you excited or apprehensive about retiring? Fortunately, with a little advanced planning, your retirement years can be everything you hoped for and more. We can help you get mentally, emotionally, and financially prepared.**

## Be prepared for your retirement years!

- **Is your retirement plan in place?** We can help you figure out what's important to you, set goals, and take action steps well in advance, so you can enjoy a satisfying and productive retirement.
- **Will your relationship remain strong in retirement?** We can help you prepare psychologically to make sure you'll have relationship security in retirement.
- **Can't decide whether or not to keep working?** We can help you sort through your options if you're thinking about launching a second career.
- **Want good physical and mental health in later years?** If you want to maintain good health, making changes now can make a big difference later on.

## One call is all it takes to get started.

Plan Smart empowers you with the information and support to help you prepare so you can enjoy your retirement years. We make it simple to get started and guide you step-by-step. When you call our Client Services Centre, here's what you can expect:

1. We ask a few questions to make sure you receive the customized service that will be most helpful.
2. We arrange for one of our retirement counsellors to call and walk you through the types of support you could benefit from—written materials, internet resources, financial software, printed materials, and more.
3. We'll be in touch with you as often as you need while you're using the materials, and help you build the confidence to solve your pre-retirement planning challenges.

**Plan Smart services are offered over the telephone. If you ever feel uncertain or overwhelmed, about any issue, we can also arrange counselling. Counselling services can be offered face-to-face, over the phone, through video, or online.**



**Plan Smart can help you make the most of your golden years.**

# Shift Worker Support



If you work at times outside of 7:00 a.m.-6:00 p.m., then you know first-hand the challenge of fighting the body's natural wake-sleep pattern, and the strain shift work can put on your health, well-being, family, and social life. We can help you find solutions to your unique challenges.

## Stay healthy and safe while working shifts!

- **Not getting enough sleep?** We can help guide you through small changes to make a big difference.
- **Stressed out trying to manage family and social life?** We can help you develop strategies to manage your responsibilities and your health.
- **Frustrated family members?** If you are looking for ways to keep your family relationships harmonious, we can offer helpful tips and tools.
- **Are you a woman working shifts and caring for a family?** Female shift workers have almost three times the number of accidents as male shift workers. We can help you stay safe.

## One call is all it takes to get started.

Plan Smart empowers you with the information and support you need to help you make shift work a part of a healthy and rewarding personal and work life. We make it simple to get started and guide you step-by-step. When you call our Client Services Centre, here's what you can expect:

1. We ask a few specific questions to make sure you receive the customized service that will be most helpful.
2. We arrange for one of our counsellors to call you and walk you step-by-step through all the types of support that you could benefit from—internet resources, printed materials, and more.
3. We'll be in touch with you as often as you need while you're using the materials, and help you build the confidence to solve your work-life challenges.

**Plan Smart services are offered over the telephone. If you ever feel uncertain or overwhelmed, about any issue, we can also arrange counselling. Counselling services can be offered face-to-face, over the phone, through video, or online.**



**Plan Smart can help you make shift work happier and safer.**



## About Homewood Health

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Homewood Health offers the highest quality clinical support and intervention available within the EFAP industry, and an unmatched continuum of services — spanning health promotion, mental health and addictions support, and prevention-focused work-life balance services.

## Contact Us

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