



## Department of the Navy Civilian Employee Assistance Program (DONCEAP)

The competing demands of life at work and at home can take a toll, both emotionally and physically. Family or relationship concerns, conflicts at your job, financial troubles, emotional issues, or life-event stressors—adopting a child, caring for an aging loved one, or even sending a young adult off to college—can severely test your sense of balance and well-being.

Your DONCEAP is available to help. DONCEAP will help you navigate life's challenges so that you can better focus on meeting your responsibilities, at home and at work.

Services are offered as a **FREE** benefit from the Department of the Navy to you and your family members. Services are voluntary and confidential within the limits of the law.

**The quickest and best way to contact DONCEAP is by calling:**

**1-844-DONCEAP**

**(1-844-366-2327)**

**TTY: 1-888-262-7848**

**International: 1-866-829-0270**

**Help is also available online:**

**[DONCEAP.foh.hhs.gov](http://DONCEAP.foh.hhs.gov)**

## Management Coaching

Maximize your personal and professional potential with management coaching services offered by the Department of the Navy Civilian Employee Assistance Program (DONCEAP).

DONCEAP's Management Coaching program focuses on the personal strengths of managers and supervisors, encourages self-awareness, and provides support to enhance their skills.

### **Your DONCEAP is here for all life's challenges – big and small.**

Develop skills to be a better leader in today's workforce. DONCEAP's Management Coaching program will capitalize on your individual strengths while promoting self-awareness and professional growth.

Connecting with a coach and getting started is easy. When you call DONCEAP you will be assigned a coach who will set up an appointment and send you information on coaching. You can meet with a DONCEAP coach in-person, by telephone, or a combination of the two. All coaching appointments are voluntary, personal (one-on-one), and private.

When you meet with a coach, you will identify specific goals, develop a professional growth plan, evaluate progress and make adjustments as needed.

A manager might seek coaching services for topics such as:

- Handling conflict and a difficult employee
- Developing emotional intelligence
- Balancing work and home life
- Improving management techniques or skills
- Developing communication and people skills
- Navigating change both personally and professionally



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### Did you know?

Your DONCEAP provides more than just Management Coaching.

Let us help you with all your daily stressors and life challenges. Call us day or night for counseling, or resources for the following:

- Emotional concerns
- Work
- Relationships
- Child and elder care
- Home repair
- Adoption
- Substance abuse
- Parenting
- Education

- Legal and financial
- Health and wellbeing
- Diet and nutrition
- Just about anything else. If it's causing stress, we can help!

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