



# CORPORATE COUNSELING PROGRAM

YOUR HEALTH AND WELL-BEING MATTERS

## ONBOARDING

1. Sign contract
2. Invoice sent for recommended investment level
3. List of employee names sent to [info@crosswinds.org](mailto:info@crosswinds.org)
4. Company branding sent to Crosswinds for marketing materials

## SOFT LAUNCH & OFFICIAL LAUNCH

5. Employer emails counseling benefit with content provided by Crosswinds. (Soft Launch)
6. Establish date for official launch
7. Official launch presentation and material distributed of how to access benefit.

## EMPLOYEE PROCESS FOR COUNSELING

8. Call Crosswinds at 877.594.9204, or email [info@crosswinds.org](mailto:info@crosswinds.org) and give your name and the name of your organization
9. Complete the online intake form that your receive
10. Schedule an appointment with your crosswinds counselor
11. Employee has five sessions available at no charge to employee (when needed, additional appointments may be approved by employer)
12. Everything is confidential — no names are used!

## ONGOING

13. Monthly statement is emailed to your organization showing usage and available funds
14. Monthly Counseling newsletter sent to you to share with your employees
15. Schedule a seminar to provide positive tools to employees
16. Quarterly updated employee list sent to [info@crosswinds.org](mailto:info@crosswinds.org)
17. Schedule a yearly refresher visit to review benefits
18. Yearly usage report at end of contracted year

