

EAP EMPLOYEE

A worksite newsletter for employees provided by your Employee Assistance Program.

Soft Skills to Know: Demonstrating Confidence

Demonstrating confidence communicates the certainty of your positions, decisions, and the reliability of outcomes you say will appear. Confidence is a leadership quality and a soft skill that can help you achieve goals.

Showing confidence is not a sign of arrogance or the inability to accept feedback. The power of confidence means other key traits likely exist. These include high self-esteem, the willingness to take risks, the ability to achieve goals, resilience, and knowing how to meet challenges with a “can do” attitude. To build your confidence, seek to remove negative influences in your life that undermine it. These influences can be subtle like negative self-talk, unsupportive people, or even your immediate work environment (e.g., desk clutter, disorganization).

Inspiring Young Entrepreneurs

Spark your child’s interest in entrepreneurship with exposure to small self-employment ideas like a lemonade stand, small e-commerce website, or other retail concept. When your child wanders into your home office, don’t shoo them off, but instead provide an easy task with a pleasing result so they make the connection between effort and outcome. Model positivity and excitement about self-employment, and you’ll generate stickiness for entrepreneurship. To learn more, take a look at Emmanuel Modu’s “The Lemonade Stand.” You find similar books online.

Spotting Symptoms of Postpartum Depression

Postpartum mood disorders are not uncommon after having a baby, affecting one in eight women. They generally fall into three groups: the blues, postpartum depression, and postpartum psychosis (which is rare). Know the symptoms and talk to your health care provider if you notice any of the following: crying more than usual, feelings of anger, feeling overwhelmed, sleep problems, wanting to isolate yourself from loved ones, feeling disconnected from your baby, worry that you will hurt your baby, feeling guilty, or doubting your ability to be a good mother. Learn more: Best list of symptoms at www.americanpregnancy.org

Holiday Stress: Trim the Trimmings This Year

Are there chores, events, or activities that you can remove from your holiday checklist this year, thereby reducing your stress? If expectations from family and friends pin the success of the season on you every year, it may be time to take care yourself by reducing the level of magnificence you are accustomed to delivering. Eliminating even one event or simplifying gifts for distant relationships can reduce the sensation of feeling overwhelmed. Examine the checklist that is beginning to form, and give yourself the gift of less. Move some of your “must haves” to the “nice to have” column, and discover whether trimming the trimmings has you enjoying the season more.

Helping an Alcoholic Family Member

Alcoholism has existed for thousands of years, as has advice for family members seeking help for an alcoholic in the home. This help has come from friends, coworkers, next-door neighbors, professionals, clergy, self-help groups, and books. Although much advice is misguided, there is a common dynamic for successful intervention—insisting the alcoholic accept responsibility for getting help, and not making him or her feel guilty for having the disease. The better approach emphasizes using every crisis as an opportunity to motivate the addict to accept help. In contrast, the “guilt or shame” approach concerns itself with controlling the addict, dispensing blame, and monitoring the time, amount, and place of drinking. The idea is to shame the alcoholic into exercising more willpower. The American Medical Association proclaimed alcoholism a chronic disease nearly 60 years ago. So did the World Health Organization. If you struggle with accepting the chronic disease model, you likewise will struggle to make this revolutionary shift from guilt to insistence on treatment. The guilt approach makes you a watcher, controller, and enabler. The accountability for treatment makes getting help non-negotiable. Helping an alcoholic requires the right mind-set—the one derived from understanding alcoholism as a disease without reservation.



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Eight Keys to De-stressing

De-stressing is taking action to reduce the impact of stress following a period of continual tension, typically associated with being at work. There are many ways to de-stress, but combining different de-stressing goals together or in sequence may have a beneficial and compounding effect.

See how many of these eight “de-stress dimensions” you can experience at the end of your day. 1) Get physical—participate in aerobic exercise. 2) Socialize with others who share the same stress. 3) Journal—write down your thoughts/successes for the day in a journal. 4) Enjoy humor—rent a funny movie. 5) Get fresh air. 6) Practice affirmations—stress is often accompanied by negative self-talk. Identify what these messages are and overpower them with the positive. 7) Meditate—mediation is a skill that promotes relaxation and builds internal energy. 8) Create physical change—rearrange a room, complete a chore, fix a doorknob, or make a small improvement in your immediate surroundings.

Helping Victims of Domestic Violence

Productivity suffers when conflicts drag on. This is why using conflict resolution skills makes you a valuable employee. Easy tips: (1) Communicate often, and check differences quickly with coworkers. You'll zap most conflicts this way. (2) When differences linger, carve out time for focused discussion. Share your concerns by describing what you experience—what, where, and when. (“Tom, you are not coming to Monday meetings prepared.”) And share the impact: (“This makes meetings take longer.”). (3) Omit theories about motives (e.g., “I think you don't want to be part of this team.”) (4) Ask, “Am I doing something or not doing something that contributes to this issue?” (5) Join the solution. (“How can we solve this problem and create a better situation?”) (6) Agree to follow up, and you will reinforce changes and the better relationship you both now possess.

Valuing Special-Needs Employees

“Disability inclusiveness” is a workplace responding fully to the needs of disabled workers, allowing them to maximize their capabilities like other employees. This includes removing employee attitude barriers associated with bias. Thinking a disabled worker won't work as hard and will experience more absenteeism are examples of biases rooted in myths. To overcome bias: 1) Increase personal education and



awareness about disabilities. YouTube has many videos on overcoming bias, with some highly impactful. 2) Avoid defining a coworker by the disability—see the person, not the disability. 3) Learn disability etiquette. Download a pdf on disability etiquette at the link below. It discusses a dozen or so disabilities. Reading it will help you become a disability inclusiveness pro. Source: www.unitedspinal.org/pdf/DisabilityEtiquette.pdf.

IBH's College Corner: The 6 P's of Success



The key to an affordable and successful college experience is an age-old statement that you are sure to recognize and, if not, be sure to use...proper prior planning prevents poor performance – the six P's of success.

As this relates to college, early planning is better than late planning. As with most big ticket items, a counselor or coach is a necessary component of early proper prior planning. A good coach has dealt with these issues with hundreds, possibly thousands of families, and has the knowledge to help your family succeed in its higher education goals.

Success is measured in three areas, and they are: **academic, social, and financial fit**. The college selection process, or as we call it, “student positioning”, is the key to the three fits. What does “early” mean? In the world of *College Planning*, that means sophomore to junior year. Still, help can of course, be provided in senior year. But with all things, the more time you have to plan, the better that plan should be. To arrange your free 30 minute consultation to review your situation with our college planning specialist, call us at (800)386-7055.



Webinar

Ready, Set, Relax! Relaxation Techniques to Maintain Wellbeing
Tuesday, November 15th at 12pm Eastern

We are all living in a near-constant state of stress, running a mile a minute, and forgetting to pause to breathe. The cost of this stress on your health, finances, relationships and work are extraordinary. During this session we will learn a number of simple mental and physical relaxation techniques that will help you gain perspective and maintain your mental, physical and financial health and well-being. To register, please click here.

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