



Your Concern Connection

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Taking Care of Yourself at Work



Combat workplace stress throughout the day with regular interventions. Whittle away at stress rather than doing something about it only when you hit the wall at day's end. Think "preventive maintenance." The goal: leaving work feeling less exhausted. Target four areas: 1) **The Body** – Create means of stretching, moving, and exercising during the day. 2) **The Mind** – Practice mindfulness, meditation, or breathing exercises that produce calm. 3) **Diet** – Consume energy-giving foods. See a list at "bit.ly/hi-foods". 4) **Shift Focus** – Practice focusing on enjoyable pursuits or distractions unrelated to work. These self-care interventions will increase productivity and your resilience.

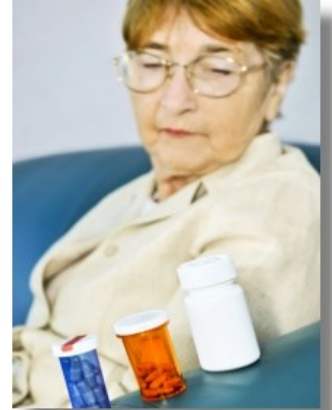
Helping Kids Avoid Peer Pressure



Help your child explore what it takes to be successful at thwarting peer pressure. With the start of school again, there's no time like the present for this information. Try some fun role plays and skill builders. Circumventing peer pressure has five key components: 1) **Saying "No"** – Learning how and meaning it. 2) **Situation Avoidance** – Taking action to steer clear of events likely to include peer pressure. 3) **Understanding Consequences** – Accepting that giving in to peer pressure has consequences and effects. 4) **Valuing Self-worth** – Having confidence and valuing self-worth over peer approval. 5) **Resilience** – Learning to recover from disapproval by peers (including bullying, which often accompanies peer pressure) for making the right choice.

Discover: www.yourlifecounts.org/blog/20-ways-avoid-peer-pressure.

Benzodiazepine Addiction: It's Still Here



Addiction to benzodiazepines (benzos) could become a national crisis because anxiety disorders, often treated with benzos, are also increasing. Klonopin, Valium, and Xanax are examples of benzos. Sleep problems and panic attacks are also treated with benzos. One in 20 people are prescribed benzos in the U.S., and addiction is possible, even when they are used as prescribed. Withdrawal reactions make benzos the most dangerous drugs to quit unsupervised. If you are using benzos and experience sleep problems, diarrhea, vomiting, nausea, goose bumps, uncontrollable leg movements, and muscle pains, see your doctor and follow his or her instructions.

Wellness and Prevention for Isolated Jobs

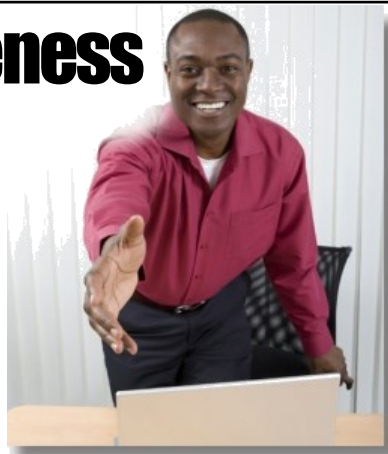


Whether you are a seafaring mariner on a cargo ship or a telecommuter who enjoys a job with less structure, lots of alone time, and little contact with others, take an inventory of your health habits. Isolated workers are at risk for sitting longer, skipping meals, suffering from substance abuse, eating more junk food, and having irregular sleep patterns. Greater incidences of heart disease, periodontal problems, alcoholism, kidney stones, and cancer are all potential consequences. You may love the minimal structure of your position, but structure is good for people. Establish a routine so you not only are productive, but also remain healthy.

Source: [www. http://www.teleworkrecruiting.com](http://www.teleworkrecruiting.com).

What Assertiveness Can Do for You

Here are eight benefits to motivate you to be more assertive: 1) Deciding to be assertive can raise self-esteem because you pat yourself on the back for speaking up or taking action. 2) Assertiveness increases self-awareness by helping you identify your feelings and clarify your needs more quickly. 3) Assertiveness is a proactive behavior. Rather than wait for something to affect you, you act to effect change. As a result, you get more of what you want out of life instead of waiting for it to come to you. 4) Assertiveness allows others to learn more about you and understand your needs. 5) Assertiveness allows you to take more risks, be more creative, and have less fear of failure. 6) Assertiveness is self-reinforcing. When you are assertive, you empower yourself. You reduce the natural desire to hold back, postpone a project, not take credit, or fail to test your ideas. Rather than err on the side of caution, you act, knowing that it is better to fail as a step toward success. 7) All decisions are rooted in assertiveness. Making faster and more effective decisions is a by-product of an assertive person. 8) At work, knowing what your needs are and acting to get them met improves job satisfaction. This affects your desire and willingness to engage, and this behavior is something employers value because it raises productivity.



Empathize Without Becoming a Counselor

Empathizing is how we form meaningful relationships. With empathy, we don't just recognize a person's feelings and experiences—we move closer to them by causing them to feel as though they are deeply heard. This creates bonding. Do you have a knack for being a good listener and empathizer? If so, remember to quickly refer a friend or coworker to the next step, such as the EAP or another helpful community resource. Spending time engaging with the problems of others is generous and may offer relief, but too much involvement can often cause delay or decrease the motivation to take the next step necessary to finding a lasting solution. All of us should try to help others, but professional counseling is an applied sciences occupation. You may not mind lending personal time to offer support as a good listener, but taking on this role for too long could facilitate a crisis if the problem requires specialized help and help is not acquired soon enough.



Take Your First Step Toward Financial Wellness

Are you “financially well”? Financial wellness means having control over day-to-day and monthly finances; having the ability to absorb a financial shock or major expense; enjoying life without living beyond your means; and being on track to meet your financial goals (e.g., retirement.). Unfortunately, a majority of people can't say they are financially well in one or more of these areas, and many struggle with all of them. Do you need to take the first step toward financial wellness? You may be procrastinating, using denial, and practicing a bit of fantasy in thinking to postpone this decision. Start with an appointment to see your organization's EAP, or search for free financial counseling assistance in your community. Once you take even the smallest step on your journey to financial wellness, you will experience relief because you will know you are steering this process rather than allowing the problem to steer you toward a larger crisis.



Mental Health at College

Responsibilities faced by college students can be exciting but also stressful. Even well-adjusted students can feel overwhelmed. When fear, depression, or anxiety hits, smart students seek help from college mental health counseling services. Seeking help does not mean a student is unable to handle the rigors of college life. Discuss college resources with your student, including where to seek help. Be positive, upbeat, and optimistic, and de-stigmatize the idea of seeking help. Depression and suicide-related issues are serious ones for young people, and are part of why counseling resources exist. Federal privacy laws may prevent colleges from notifying you that your student has sought help, so if it is important to you, inquire about arranging permission in advance. This does not make you an overbearing “helicopter parent.” Do what makes sense for your family.





General Health and Wellness

These courses are designed to address general life-skills and promote overall well-being.

Anxiety Disorders
Assertiveness
Building Healthy Relationships
Caregiver Concerns
Conquering Fear and Anxiety
Depression
Financial Wellness
Five Buckets Principle
Goal Setting
Green Tips for the Home
Grief
Happiness
Healthy Aging
Healthy Boundaries
Healthy Habits
Holiday Survival Guide
Holiday Wellness
How to Speak with Your Physician
Learning About Headaches
Lightening Your Life with Laughter
New Year's Resolutions
Play & Leisure
Power of Positive Thinking
Relationships 101
Relaxation 101
Retirement Transitions
Sleep 101
Self-Care
Stress Management
Suicide Concerns
Time Management
Women and Depression
Work-Life Balance

Family issues

These courses are designed to address some of the more common issues that families deal with on a regular basis.

Advance Directives



Blended Family Challenges
Bullying of all kinds
Care Giving
Children and Divorce
Children and Stress
Creating Work-Life Balance
Dealing with Death and Loss
Elder Care 101
Fallout from Divorce or Separation
Handling a Family Crisis
Internet Information for Parents
Parenting 101
Parenting Strategies
Single Parenting
Surviving Financial Stress
Surviving and Thriving Through Divorce
The Sandwich Generation

Enhancing engagement at work and home

These courses are designed to address issues that can improve your overall life at home and at work.

Dealing with the Elephant in the Room
From Negative Being to Positive You
Maximizing Your Day
Overcoming Burnout
Staying Strong and Resilient

EAP risk management

These courses are designed to address issues that need to be addressed on a regular basis in the workplace to promote a safe and healthy work environment.

Addressing Substance Abuse at Work
Domestic Violence Awareness for Individuals
Domestic Violence Awareness for Managers
Diversity in the Workplace – Employee Workshop
Diversity in the Workplace – Manager/Supervisor Workshop
Drug-Free Workplace – Employee Workshop
Drug-Free Workplace – Manager/Supervisor Workshop
Opioid Awareness
Respectful Workplace – Employee Workshop
Respectful Workplace – Manager/Supervisor Workshop
Workplace Violence Prevention – Employee Workshop



Workplace Violence Prevention – Manager/Supervisor Workshop
Workplace Harassment Prevention – Employee Workshop
Workplace Harassment Prevention – Manager/Supervisor Workshop

In the workplace

These courses are designed to address workplace issues that will improve work relations, customer service and the overall work experience and the culture of the company.

Bullying and Violence in the Workplace
Business Etiquette
Collaborative Customer Service
Communication 101
Communication Skills for the Workplace
Conflict Management for Employees
Conflict Management for Managers
Dealing with Difficult People
Diversity in the Workplace
Dynamics of Change Management
Effective Interviewing Skills
Effective Presentation and Public Speaking Skills
Effectively Managing Problem Employees
The Role of Empathy in Customer Service
Emotional Intelligence
Ethical Decision Making
Ethics and Values in the Workplace
Fostering Inclusion in the Workplace
Health and Well-Being in the Workplace
How to Take the Edge Off Giving Feedback
Interacting with Ill Employees
Interacting with Ill Co-Workers
Leadership 101
Making a Marriage Work
Making Meetings Effective
Making the Most of a Multi-Generational Workforce
Managing Multiple Priorities at Work
Managing Teleworkers – for Managers
Motivate, Recognize and Energize Employees
Motivation for Innovation
Patience, Knowledge and Empathy: A few keys to good service
Performance Management
Shifting Priorities – Being Your Best on a



Shift Schedule: Family and Social Life Challenges
Stress Management for Managers
Successful Teleworking – for Employees
Survivor’s Guide to Downsizing
Surviving Mergers and Acquisitions
Team Building
The Science of Goal Setting
Thriving in a Changing Workplace
Toxic Co-workers
Visioning
Working with Difficult People: Why can’t everyone just be like me?

Employee Development

These courses are designed to build fundamental skills and encourage positive behaviors in the workplace.

Change Management
Communication
Competing Demands
Conflict Management
Customer Service
Downsizing Impacts
Difficult Behaviors
Diversity & Inclusion
Peer Coaching
Performance Strategies
Team Dynamics
Time Management
Workplace Values & Ethics
Workplace Etiquette
Workplace Humor
Workplace Stress