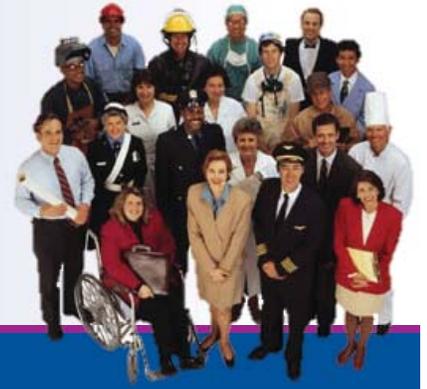


EAPworks

A newsletter to promote employee health in the workplace.



 UnityPoint Health
Allen Hospital

2nd Quarter 2015

What does Allen EAP offer?

Allen Employee Assistance Program (EAP) services are a **free benefit** provided by your employer to help you and your family deal with life's problems and the stress caused by these problems.

You can talk to an EAP counselor about:

- Job stress
- Depression or anxiety
- Family or marital conflicts
- Alcohol or drug abuse
- Relationship difficulties
- Grief & loss issues
- Parenting issues
- Financial problems

When should I call Allen EAP?

Does a problem occupy a lot of your time? Does it interfere with your normal activities at work or at home? Have symptoms persisted for more than two weeks? If the answer to any of these questions is yes, it's time to get help.

How do I make an appointment with Allen EAP?

To schedule a confidential appointment, call (319) 235-3550 or toll-free at 1-800-303-9996, Monday - Thursday, 8:00 am to 8:00 pm and 8:00 am to 3:00 pm on Friday. Identify yourself as part of your company's Employee Assistance Program. We'll schedule an appointment to meet your needs. **Evening appointments are available.**

What if it's an Emergency?

If a personal crisis occurs when our office is closed, call (319) 235-HELP or toll-free at 1-800-303-9996. An EAP counselor will contact you within one hour of your call to help you stabilize the situation.

April is Alcoholism Awareness Month: Self-Diagnosis and Referral

It is a myth that alcoholics do not seek help on their own. Like other illnesses, a sense of urgency usually drives the decision. It happens every day by accurate information about the illness arriving in combination with some adverse incident related to alcohol. If you're thinking, "that sounds like me," your next step is an assessment by an experienced professional.



Stating Opinions Diplomatically

Whenever you volunteer your opinions or concerns, are you speaking respectfully and tactfully to your coworkers or teammates? Do so and others are more likely to appreciate your tone and heed your views. If you sound preachy or tell people what they should do, your ideas, even if they are stellar, will face a harder sell.

To state your opinions diplomatically and improve receptivity to your ideas, establish a give-and-take conversational style when you speak with your team. Rather than spout your ideas, ask questions so that others do most of the talking. Listen attentively and show interest in how others arrived at their conclusions. Try it. These are powerful engagement skills, and your peers are likely to ask what you think or believe. And along with this approach comes more attentiveness to what you say. Add a quick overview of your evidence to support your opinions when offering your input. Example: "Based on three instances in which we lost a potential customer, I'm concerned that our sales pitch isn't working very well."

The study of how to be effective and productive in business group discussions is called "group discussion dynamics." It is a highly researched and studied topic. Lessons learned are available to help you improve your productivity and achieve more for your employer. Learn more about it to advance your career.



Instilling a Desire in Children to Exercise



Obesity, type 2 diabetes, and even heart disease are growing problems among youth, making it crucial to instill a desire to participate in regular exercise. Of course, physical benefits of exercise are just the beginning. Improved mental health and managing future stress are important too. Rule #1: Don't put exercise on par with household chores. Don't link it to pain or drudgery. Instead ask, "How can I make exercise something that is associated in my child's mind with enthusiasm, excitement, fun, and a feeling of accomplishment?" Part of the answer is modeling these emotional states yourself, both before and after exercise. Start young and begin this link-building early. Down the road, you'll be amazed by the results of your positive parenting.

Nightshift Workers: Know Your Numbers

Nightshift workers are employees with unique health stressors that most workers don't face. If that's you, be sure to get a physical and talk to your doctor annually. Pay attention to lab values from blood work associated with increased risk of diabetes or heart disease. Plenty of research shows that nightshift workers can be at increased risk for these medical conditions. To spot problems early that can be linked to sleep disruption and metabolism distress, know your blood pressure, cholesterol, triglycerides, and fasting blood sugar numbers. Safeguard your health with a consistent focus on sleep strategies, and be watchful for ongoing relationship or family conflicts at home related to your work schedule. Make your employee assistance program the first stop for getting help in resolving these matters.



Be an "Active Listener"



Active listening is a learned skill that elevates and makes communication more valuable and effective. When you actively listen, you're engaged, taking turns confirming what you've heard, restating the key points, and demonstrating interest in the most important communication goal — understanding and agreeing on what is being communicated. When you are actively listening, you are less prone to distraction. You validate the speaker, and you get the details and instructions "right" the first time. With practice, active listening becomes second nature and adds to your value as an employee. Professional counselors are taught active listening because it is powerful and helps clients or patients feel heard and hopeful. You can start practicing active listening today. You'll discover the hidden benefits of effective communication at work, improve your relationships, and may feel more engaged with your job.

Time for a Monday Makeover

Mondays are notorious for being disliked, but you can make them more tolerable or even favored as your most thrilling day. Spark this excitement by making Monday more fun. For example, consider accomplishing a new goal in five days, and then reward yourself for the effort at week's end. This simple challenge can rally your motivation to complete a task or chore, start or finish a project, or enhance your life. Take a new side trip on the way home from work, visit friends to extend your weekend, get a haircut or manicure, or shop for something fun. The leverage lies in "enthusiastic anticipation." This makeover technique for better Mondays can have you arriving at work in a more positive mood, give you a more optimistic glow, improve productivity, and, best of all, avoid the dread of getting out of bed.



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EAPworks is published quarterly by UnityPoint Health – Allen Hospital for Allen EAP clients to provide reliable information on health-related topics. It is not intended to provide medical advice on personal health matters, which should be obtained directly from a physician.