

# EAPworks

A newsletter to promote employee health in the workplace.



 UnityPoint Health  
Allen Hospital

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## 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 a.m. to 8 p.m. and 8 a.m. to 3 p.m. on Friday. Identify yourself as part of your company's Employee Assistance Program. We'll schedule an appointment to meet your needs. Office, phone and telehealth (virtual) counseling sessions available.

### What if it's an Emergency?

If a personal crisis occurs when our office is closed, call (319) 235-3550 or toll-free at (800) 303-9996. An EAP counselor will contact you within one hour of your call to help you stabilize the situation.



## The Work Addiction Scale

Workaholicism is not an officially recognized disease process, but those who work too much are more prone to depression and anxiety disorders, and these are real treatable illnesses. Examining your work pattern can motivate you to find more balance. You can then discover whether the changes you want are too difficult to maintain. This can help you decide the next step—seeking counseling or support from an EAP or counseling resource. Start with a screening tool called the Bergen Work Addiction Scale. Published research from the U.S. National Institutes of Health shows the online measurement tool as reliable for its purpose. Source: Google search "Bergen Work Addiction Scale"

## What Willingness to Learn Says about You

You may have hard-fought education and training in one area of work, but if you are not communicating a strong sense of willingness to learn new skills, you may be overlooking opportunities and a critical way to engage with your employer in the modern era. Willingness and a desire to learn demonstrate your motivation for personal improvement and achievement. Your willingness and desire to learn a soft skill employers value says a lot about you. Employers look for potential, capability, and the ability to withstand change. Desire for a new challenge communicates it all.

# Creating a Life Plan

Your life will happen one way or another, so it's a good idea to take charge of its direction, and a life plan is the way to do it. Thousands of books discuss how to create a life plan. No matter your age, the purpose of a life plan is to capitalize on opportunities and avoid regrets. A life plan can be written for a month at a time or drafted to incorporate many years. Life plans help you maximize and prioritize possibilities, and they separate the possible from the improbable. (You probably don't have the resources to visit the moon someday, so a plan will keep you pursuing dreams that still realistic.) The future is coming, and with it the realities you will face. A plan can help you navigate these challenges with your happiness remaining intact. So, where are you heading?

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# Bullying in the Workplace Others Can't See

Sometimes bullying can be missed by observers, but it's no less painful when the aggression is recognized only by the targeted victim, who understands the context. Would you recognize someone else's victimization? As a coworker, you may miss or overlook these acts, which can be as subtle as an aggressive sigh, the clearing of a throat, an uncomfortable silence, or a subtle movement designed to communicate disapproval or disdain. Because bullying victims often suffer in silence, coworkers can be an influential source of support if they are willing to practice personal courage. Step forward to find out whether a colleague is being victimized. Coworkers have a responsibility to notice their surroundings, see each other as part of a work family or team, and offer support. Trust your gut. Never side with bullying behavior. And don't succumb to the bystander effect—speak up and get involved.

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# Enhancing Coworker Relationships with Emotional Intelligence

Emotional intelligence (EI) is your ability to be aware of your emotions, accurately perceive emotions in others, decide how to use this information, and act in ways that produce successful workplace relationships. Good EI helps you navigate conflicts, engage with others, and experience more job satisfaction. A few examples of EI in practice include: 1) Knowing that a missed deadline will create hardship for others, you decide to finish early, creating goodwill. 2) Sensing a coworker's frustration about some matter, you inquire about it rather than ignore it. 3) Knowing that your attitude affects others, you choose to project a pleasant demeanor despite how you actually feel. 4) Sensing a need to resolve tension between yourself and a coworker, you make the first move to resolve it. Learn more from *The Emotional Intelligence Quick Book*, a primer of exercises for improving EI.

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## Family Dinners: Do They Make a Difference?

Regular family dinners can be tough to come by, but many research studies show that a family sit-down dinner a few days a week can have huge payoffs in reducing the risk of substance abuse among teens. This benefit appears to result from an increase in trust, willingness for teens to bring problems to parents, improved communication skills such as learning to bring up delicate topics, the ability to identify changes in a child's behavior, resource sharing, and many other life skills. Source: <http://www.centeronaddiction.org> (Search on "family dinner drug abuse")

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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.*