

Employee Enhancement Newsletter

Helpful Resources From Your Employee Assistance Program

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April 18, 2012
Chat Topic:

Helping a Loved One with Addiction

Every month, you will have the opportunity to chat on-line with a trained counselor. These live chats are held from 12:15-12:45 PM & 6:00-6:30 PM CST.

Come Join Us!

April 2012
At A Glance

Stress Awareness Month

April 1—30th

Visit www.deeroaks.com
for more information

World Health Day

April 7th

Visit www.who.int for more
information



**DEER OAKS
EAP SERVICES**

5 Most Common Ways People Ruin Their Work Careers



Even the most successful executives and leaders can suddenly "go off the track" and ruin their careers. Research on executive derailment has clearly identified the factors that cause previously successful executives and professionals to fail. Watch out for these in your own work career.

- 1. Poor Interpersonal Style.** Although technical competence and successes may initially pay off, as one moves up in an organization or profession, interpersonal skills become more important. In our study of firefighters, technical competence was the key to getting promoted to captain, but lack of social skills prevented captains from going higher in the chain of command. Having an abrasive or arrogant style, being insensitive to those around you, or coming off cold and aloof can lead to derailment of managers and supervisors.
- 2. Over-Controlling and Inability to Delegate.** In today's team-centered work world, it is critical to be able to work successfully with others to get the job done. Managers who try to do it all themselves, who micromanage, or who are unable to build a team, are likely doomed to failure.
- 3. Inability to Adapt.** Change is the only constant in organizations. Workers who fail to adapt will become obsolete and fail. In one engineering department, the manager was unable to master, or even understand, the new design technology. Due to his own insecurity, he refused to let the new technology be used in his department. The result: they fell further and further behind on projects and produced inferior results.
- 4. Lack of Transparency.** Dealing openly and honestly with those you work with is the key to success. Even if you are justified and fair in the decisions that you make, you need to let people know *why* and *how* important decisions (such as promotions) are made. It goes without saying that unethical behavior is a key derailer for anyone's work career, so the best way to avoid temptation is to be transparent in the decisions you make and strive to be virtuous in your behavior.
- 5. Inability to Think Strategically.** All too often, we get bogged down in the day-to-day work that is in front of us, and focus too much on short-term goals. However, career success requires constantly looking at the big picture, and thinking strategically about where we are headed. Strategic thinking helps us anticipate problems, recognize new opportunities, and build a track record of accomplishments.

Published on January 30, 2012 by Ronald E. Riggio, Ph.D. in *Cutting-Edge Leadership*

Deer Oaks EAP Services, your Employee Assistance Program, is always available to you and your dependents. If you are struggling with children, finances, or just want some practical advice on health or the mind-body connection, contact Deer Oaks at:

1 (866) 327-2400

eap@deeroaks.com

www.deeroaks.com

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How to Recognize Someone Contemplating Suicide



Due to the economic downturn studies suggest that people are contemplating suicide more often. Because of unemployment and company layoffs some people feel like there is no way out except for suicide. Hopefully knowing the signs and symptoms of suicide will help you help someone else.

These are the signs that someone may be contemplating suicide.

- * Threatening to hurt oneself or talking about killing oneself.
- * Feeling hopeless.
- * Feeling trapped.
- * Increased alcohol or drug use
- * Looking for ways to kill oneself, buying a gun, gathering pills, or other ways.
- * Talking about or writing about death or wanting to die when the person does not usually do so.
- * Withdrawal from family and friends.
- * Unable to sleep or sleeping all the time.
- * Acting reckless and engaging in risky activities.
- * Feeling rage or wanting revenge.
- * Dramatic mood changes.
- * A sense of having no purpose or reason to live.
- * A recent traumatic loss like a job or divorce.

Call the National Suicide Prevention Lifeline 800- 273-8255 for more information

Matters of the Heart



8 EASY WAYS TO GET MORE CITRUS IN YOUR DIET

Citrus fruits are bursting with vitamin C and other antioxidants that help slow atherosclerosis, decrease blood pressure, and lower cholesterol. Our tips and recipes make it easy to squeeze in more of these sun-kissed treats.

- . **Season your veggies:** Skip the butter and salt. Simply squeeze fresh lemon juice over steamed asparagus, broccoli, and green beans. Try fresh lime juice on corn.
- . **Marinate meat:** Lemon juice partners with many meats and fish, and lime juice adds flavor to chicken breasts.
- . **Limit the heat:** A squeeze of citrus juice adds a spark of flavor to low-sodium soups and stews. Add it just before serving (overcooking can destroy the flavor).
- . **Freeze the juice:** Stock up when your supermarket has a good price on lemons or limes. Squeeze the juice and freeze in ice cube trays for use in recipes.
- . **Save the zest:** Before squeezing citrus fruit or eating it, grate the rind and freeze the zest. Add to recipes as needed; no need to thaw.
- . **Flavor a vinaigrette:** Replace part of the vinegar or oil in homemade salad dressing with citrus juice.
- . **Stop browning:** Keep banana, peach, and apple slices looking fresh by dipping them in any type of citrus juice. Use lemon juice on cut avocados and artichokes.
- . **Add pulp to recipes:** Use pulp from fresh-squeezed juice to add soluble fiber to baked goods and sauces.

www.hearthealthyonline.com



EAP Spotlight

Confidentiality



Deer Oaks EAP is completely confidential and HIPAA compliant. Therefore, all information, records, and other data are considered confidential and private and will not be disclosed without your written consent prior to accessing our services

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Bullying in the Workplace



Most workplace bullying occurs between coworkers, according to a 2004 study conducted by the National Institute for Occupational Safety and Health, and almost 25 percent of companies reported some type of bullying incident in the workplace during the 12 months preceding the study. Of those incidents, an employee was the bully almost 40 percent of the time, whereas a supervisor was the bully approximately 15 percent of the time. Clearly, workplace bullying is a pervasive problem and one that can create significant negative impacts for the organization as well as the individual. But by working in cooperation with the company, you can defeat the bully together.

1. Confront the bully at the first indication of bullying. Calmly inform him that you perceive the behavior as bullying and that you won't tolerate being treated that way. Document the conversation for your records.
2. Keep a journal if the bullying doesn't stop. Record the dates, times and specific details of each bullying incident to establish a time line of events. Note the other employees who witnessed each incident, and document any patterns to the bullying -- for example, if it always happens on a certain day of the week or when you are assigned to work on a task one-on-one with the bully.
3. Gather physical evidence of the bullying. Emails, notes and any other correspondence between you and the bully, plus any documentation showing you confronted her and asked for the behavior to stop, will be useful to establish your case. The best documents are those that can be independently verified -- for example, email chains with the date and time of each message.
4. Report the bullying to management, who in turn should investigate immediately. Provide the evidence and documentation you have collected to assist with the investigation, and provide the names of other employees the investigator should speak with.
5. Assess the workplace culture and take steps to prevent a working environment where bullying can be considered acceptable behavior. Encourage management to provide training on bullying in the workplace, implement a zero-tolerance policy against bullying -- if it doesn't already exist -- establish a reporting procedure and conduct awareness campaigns.

By Tia Benjamin, eHow Contributor | updated June 28, 2011

Bullying in Schools



There is a school of thought that holds that bullying is a normal part of growing up, but more and more schools, parents and kids themselves are realizing that bullying is abuse and is unacceptable.

1. Maintain open communication with your children. Talk to them every day about details small and large. How did their classes go? What do they have for homework that night? Who'd they sit with at lunch? Who'd they play with at recess? Listen carefully and be responsive to show interest. Your kids will know if you're distracted or just going through the motions, so pay attention.
2. Take complaints seriously, whether they be stories of physical bullying or verbal or psychological bullying. If your child is telling you about problems she has at school, you can bet that there is plenty that she hasn't told you about. By the time a child reveals her pain to you, the bullying has almost always been going on for a prolonged period.
3. Intervene. Kids are almost always reluctant to have a parent intervene, because they fear the social stigma of having their parents fight their battles. However, it is up to you to intervene on your child's behalf with school administrators to ensure your child's physical and emotional well-being.
4. Visit the Stop Bullying Now website (see Resources below). The website, which is run by the U.S. Department of Health and Human Services Health Resources and Services Administration, includes interactive tools, publications, printouts and advice for parents, kids and educators on the best ways to stop bullying in schools.
5. Attend a Kidpower Teenpower Fullpower International workshop. The organization offers programs throughout the U.S., Canada, Europe, New Zealand and parts of Asia to teach children how to "stay safe and act wisely with strangers, bullies and people they know." The programs focus on giving kids hands-on opportunities to learn and practice skills for safely and effectively handling psychological and physical bullying.

www.ehow.com

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Top 10 Things to do (and not do) with Your Finances



Save now for your future. You've heard it a million times because it's true: the eighth wonder of the world is compound interest.

Communicate openly. Research consistently shows that money is the most common source of disagreement for couples, regardless of age or life stage.

Approaching the issues honestly and openly gives you a much better chance at a strong, healthy financial relationship.

Pay down debt. Too much debt is not merely a financial problem. Financial problems can negatively impact job performance, health, and personal relationships.

Teach your children. Too many young adults have to learn about money from the school of hard knocks. Remember, children learn more from what they see you do than from what you tell them.

Shop around. Your creditors would not just accept you at face value, so why the double standard? Shop for credit as you would shop before making a major purchase.

Protect yourself from ID theft. Identity theft is the fastest growing crime in America with millions of victims each year. Furthermore, identity theft victims spend hundreds of millions of hours each year resolving problems related to identity theft.

Build a good credit history. Your creditworthiness matters most when you are trying to obtain credit. Credit reports might also matter when renting an apartment, obtaining insurance or securing some types of employment.

Plan for periodics. At the very least, be prepared for periodic expenses such as auto repair bills and Christmas. Ideally, you should also be prepared for medical debt, divorce, and a job loss; even if you are lucky enough to avoid these financial disasters.

Know your rights. Solving credit problems can take a lot of time and effort. However, by educating yourself about your legal rights you can ensure that you are treated fairly.

Get help if you need it. Assemble a financial team. Members might include a lawyer, a tax advisor, a credit counselor, and a financial planner.



Don't pay for bad habits. Little things can really add up. For example, don't leave the air conditioner on full blast all day; you'll add 5% on your cooling costs for each degree.

Do not pay ridiculous fees. ATM fees, over the limit fees, late fees are all a waste of money.

Do not confuse the terms 'qualify' and 'afford.' Just because someone will lend

you the money, doesn't mean that you can comfortably pay the bill month after month.

Do not mistake shopping as a recreational sport. Emotional spending doesn't work. Instead, try to always remember how great it feels to have peace of mind.

Don't use the IRS like a piggy bank. There is no reason to take your hard-working money out of commission. Just think, if your annual refund is \$1,000, that means you could increase your take-home pay by more than \$83 a month.

Don't pay someone to "fix" your less-than-perfect credit reports. There is no company or person that can repair your credit any better than you can.

Don't underestimate the impact of blending friends and money. Lending money to a friend can end up costing you much more than the amount of the loan. And be very careful when blend finances with a significant other until you have legal protections, such as a marriage might offer.

Don't ever take out a payday loan. Quick cash loans, often called payday loans or cash advance loans, are short-term, high-fee loans that can turn a temporary setback into a major financial crisis.

Don't listen to advertisers who sell the idea of entitlement. To be entitled means that you are guaranteed something regardless of what you do. You may deserve everything you have ever wanted—that's not the point. The key is to be happy with the things you already have.

Do not count on winning the lottery. There is a really, really good chance that you won't.

About Money Management International

Money Management International (MMI) is a nonprofit, full-service credit-counseling agency, providing confidential financial guidance, financial education, counseling and debt management assistance to consumers since 1958. MMI helps consumers trim their expenses, develop a spending plan and repay debts. Counseling is available by appointment in branch offices and 24/7 by telephone and Internet. Services are available in English or Spanish. To learn more, call 800.432.7310 or visit www.MoneyManagement.org.