

FrontLineEmployee

WELLNESS, PRODUCTIVITY AND YOU!

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IS YOUR CHILD THE BULLY?

A phone call from school informing you that your child is bullying others can be a shocker, but don't panic. Instead, consider the right intervention by relying upon resources your school can offer, and easily explained tips found at www.stopbullying.gov. The federal government established this website to help stop bullying in schools. It combines the best-of-the-best tips in a simple helpful resource. You will find other bullying resources online, but guidance can be inconsistent because it is often produced by freelance writers, not experts.

Helping someone addicted to opioids... or other drugs

An opiate addiction health emergency exists nationwide. Here's how to help someone addicted to these or other substances:

- 1 Accept that enabling is initially part of any close relationship with an addict.
- 2 Learn how enabling helps addicts avoid seeking help or admitting they need it.
- 3 Stopping enabling is a learned skill with a shift in mindset. Discover how 12-step groups like

Al-Anon help members make the switch.

- 4 Encourage the addict to get treatment. Coordinate your attempts with a proper treatment program. Continuum EAP can help you find one. *(Note that motivation to accept help will at first be low.)*
- 5 Expect crises, drug incidents and legal problems to continue or increase because addiction is a chronic illness. The good news is that each event is a "go-opportunity" to offer help. Make it easy to accept and with simple steps for doing so.
- 6 Make treatment non-negotiable in your relationship — anything less requires enabling.
- 7 Prepare for #5 to repeat until help is accepted.



AVOID SHARED WORKSPACE CONFLICT

Do you share workspace — a desk, space around a desk or a room? Millions of employees do. If conflict over shared space is a problem, create an agreement ("protocols") for use of this space. Without rules, you will naturally engage in work and personal habits applied to this space, and they are not likely to match those of your partner. Tension then begins. Boundaries and rules don't add stress to a co-worker relationship, ruin the fun, or destroy spontaneity. In practice, they make a better relationship more likely. Find examples of shared space agreements by searching "shared space agreement pdf."

NATURAL DISASTERS

With all of the recent natural disasters occurring in the world, it can be difficult to know how to get involved and best support the victims.

Interested in learning how to donate with a purpose to disaster relief? Check out this Continuum EAP blog feature at 4continuum.com for tips — Search: “natural disasters.”



How to prepare a winning report

If it hasn't happened yet, someday you may be asked to write a report at work. If you are not a report-writing guru, you might wonder how it should look. The following time-tested tips will help win the day with most presentation reports if you have not already been given a model to follow.

- 1 At the top of your report put a title, date and your name.
- 2 Create several headings of the key matters or issues you will discuss in the report. The first heading is the “Introduction”; the next few are the key concerns — the purpose of your report.
- 3 Below these headings, create another heading labeled “Key Questions Answered.”
- 4 Finally, at the end, create a heading titled “Summary.”

Get up from your seat and physically walk to the

other side of the table. Pretend you're the boss and ask aloud several crucial questions you imagine will be asked. Discuss these answers in sections #2 and #3 as you generate the report. Write the end summary next, and the introduction last. Proofread with a pointer and read each word aloud. Set your report aside for 20-30 minutes, and repeat this step. Fine-tune the report with desired changes.

SOFT SKILL TO KNOW: STAYING ENERGETIC

Being energetic at work is more than avoiding the sluggish feeling after lunch. When you're energetic, you possess and exhibit energy in abundance that's an obvious part of a vigorous work style and temperament. Employers value energetic employees for a key reason — their energy is contagious as they engage, create and participate effectively with teams. You don't have to undergo a personality transformation to be more energetic.

Start with regular exercise and stress management techniques.

Have a proper diet that maximizes your energy and contains fewer food substances that weigh on metabolism.

Get enough sleep.

Practice positivity to help you feel energetic. Good physical health and nutrition influence a positive mood, but this works both ways. Combine this with reducing negative self-talk that can bring you down.

Practice work/life balance so you nurture yourself with activities you enjoy, and participate in social activities that renew your spirit.