

Workplace Employee

March 2020

Testimonials

Here are some quotes from employees who recently called on Concern for a Counseling Consultation:

"Everyone I have talked to when I called for help has been friendly, competent and has given timely assistance."

"I have a great counselor. He was very easy to talk to and gave me some great insights into myself as well as guidance. I would highly recommend his services if anyone were in need."

"Pretty straightforward to use, easy to find someone with the options given, and overall very convenient."

"The communication and explanation of services was very informative."



Tips for Success

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 even feel more engaged with your job.

How to Demonstrate Leadership

Is a leadership position in your future? There are plenty of ways to demonstrate leadership potential at work. Critical leadership skills include being proactive about thinking ahead to prevent problems on the job, being decisive even when faced with uncertainty, offering assistance to others, being an active listener, demonstrating a good work-life balance, working from a "service oriented" perspective, leading by example, being willing to take sensible risks, showing self-awareness, and receiving feedback like a pro. Strong leadership skills aren't just about delegating and setting directions. They are about personal competency. Practice these behaviors and others will take notice.

Millennial Stress and Strain

Millennial adults aged 18-33 are the most stressed among age groups, and their biggest concerns are work and money issues. An online survey conducted by Harris Interactive for the American Psychological Association found that millennial adults are about 6 percent more stressed than others. Overall, that's not too bad, but Millennials are more likely to also suffer from anxiety or depression. Fifty-two percent report losing sleep over work/money issues in the past year. Not all stress is bad, but managing stress to avoid emotional strain that can lead to anxiety and depression is important. Consistently losing sleep, chronic irritability, gastrointestinal problems, headaches, and depression are a few problems that signal a need to take action. Concern can help. Source/Search: "APA, Stress in America survey of 2,020 U.S. Adults"

On-boarding Yourself

If you're a new hire, consider creating a personal "on boarding" plan for yourself. Whether or not your employer has a formal program to orient you to the organization, organizing yourself around a few tasks can increase your chances of discovering what is expected of you by the organization and avoid unpleasant surprises: 1) Create a checklist of important people, especially those with authority or in leadership roles. Know who they are and what they do. 2) If miscommunication happens in the first few days or you feel overlooked, out of place, or wonder "what's next," be patient with your employer. Don't assume they aren't excited about having picked you for the position. 3) Find a mentor. Pick someone and ask if he or she would mind being available to show you the ropes. Make this your go-to person. This will prevent you from feeling disconnected and will keep your confidence level high. 4) If you find yourself alone without direction, don't assume the other staff members don't care. Instead, use this time to demonstrate initiative and plan for anticipated assignments. 5) If needed, suggest activities, tasks, field trips, or research projects to help orient you to the organization. 6) Ask your boss for regular opportunities for two-way feedback, and be gently assertive in making it happen when needed. Your No. 1 goal is knowing you are on the right track, no matter what your duties or work goals. Following these steps will create an impression, keep you forward-looking, set the tone for your work style, and help ensure your success in the years ahead.

Take the Stairs!

Small increments of physical exercise such as raking leaves, taking the stairs, or adding a longer walk to a building's entrance have a cumulative effect in giving your body the exercise it craves. Even two minutes count. It can all add up and equate to a gym workout. A study of more than 6,000 American adults showed

that an active lifestyle approach may be just as beneficial in improving health outcomes, including preventing metabolic syndrome, high blood pressure, and high cholesterol

Create a Cache to Change Your Mood

Even normal events can flip the switch and cast a shadow on your sunny mood. Start collecting a personal cache of inspiring short articles, feel-good video links, funny jokes, and spiritual messages that you can refer to when you're feeling down. This uplifting and mood-changing technique can transform downcast feelings about a bad day at work, general stress, or a disappointing incident. The life skill is learning how to get the "positive you" back. It's easier than you think. Your personal collection of positive goodies can recapture your momentum, increase energy, and allow loved ones to enjoy your company more. Psychologists have always known about our ability to change our feeling state. Don't be a victim of unpredictable environmental influences on mood. A word of caution: If you are struggling with an ongoing slump, don't rule out professional or medical help. Depression is a treatable disease. Seek help if necessary to get the happiness back!

Tardiness Has a Big Impact

Employee tardiness is an age-old concern of employers. The possibility of losing one's job is the strongest reason for avoiding chronic tardiness. Other reasons can also inspire the punctually challenged to deliver an on-time performance, if they are shared. Point out decreased organizational efficiency, and note how their personal productivity is impacted. Help them see how lateness can have negative psychological effects on coworkers, potentially resulting in morale and motivational issues even if employees don't have to pick up the slack of their tardy coworker. Finally, tardiness can be contagious, prompting coworkers to come in late as well.

Employees and eligible dependents can request Concern counseling and work/life services 24/7 by calling or visiting our website.

Call: 800.344.4222
employees.concernhealth.com