

NEELY EAP

Letter for Leaders

HELPFUL RESOURCES FROM YOUR EAP



WELCOME

The leadership newsletter is designed to provide EAP support to supervisors and managers. Making an informal referral (friendly referral) or formal referral can be challenging without training. In addition, the content will educate and promote program features that help leaders focus on the well-being of their employees. EAP services are free and readily accessible to the entire company and their family members.



Toll-Free, 24/7 Helpline:
866-212-6096
800-735-2989 TDD
neelyeap.com

APRIL 2022

UPCOMING EVENTS

Quarterly Leadership Webinar Series

Courageous
Conversation About
Diversity

➤ May 5 @3PM

Opening Soon

Monthly Wellness Seminar

Please join us for our
live seminar
"Navigating the New
Normal: Managing
Anxiety & Hybrid
Work"

➤ Apr 14th @3PM

REGISTER

Navigating the New Normal: Managing Anxiety & Hybrid Work

By: Sabrina Martin

For many supervisors and managers, one of the more daunting tasks this year is deciding the best ways to transition employees into the new normal: hybrid work. Leaders want to know how to ease into this work model as many find this process creates significant anxiety in employees. However, according to a survey taken by the Active Minds network, 85% of employees welcome the work from home option. Why is this? Many state that they enjoy the work-life balance that a hybrid work model offers.

While some may enjoy the benefits of working from home, others experience remote work anxiety. This anxiety includes feeling lonely, stressed, and less motivated, leading to lower productivity (John Boitnott). According to a recent survey, 47% of participants experienced remote work anxiety caused by fear of missing out (FOMO), imposter syndrome, and burnout. Another 25% of survey participants reported work anxiety only began once their colleagues started returning to the office. These studies show that these mixed reactions may become more significant as the transition back into the workplace. Taking the time to ensure a smooth transition will allow for less remote work anxiety, less transition anxiety, and greater productivity. Here are some helpful tips to consider as you embark on transitioning.

- Find out how employees feel anonymously by using surveys, ask how employees view the return.
- Allow for ambivalence about returning.
- Offer flexibility by allowing options about when and how often they come in, if possible.
- Explain the "why" behind decision-making.
- Consider experiments and pilot programs to avoid overwhelming employees.
- Don't make promises you can't keep.
- Be compassionate.



Providing a positive work environment for your employees is also beneficial. Steps to create a positive workplace for your hybrid team members include:

- Give positive affirmations. Simply expressing your appreciation or satisfaction with their work goes a long way.
- Prioritize inclusion to make sure remote employees stay involved in conversations happening in the workplace.
- Respect the personal boundaries employees have created to separate work from personal life.
- Offer health benefits with therapy. Take advantage of the many resources and support offered through the **Manager Assistance Program** and the EAP to aid employees.

Providing a low anxiety transition coupled with a positive work environment will ensure stability with new schedules. A little time spent ensuring these things will go a long way with your employees. See the links below for more detailed explanations of all these helpful tips.

Learn more about this in the April webinar "**Navigating the New Normal: Managing Anxiety & Hybrid Work.**"

[**Register Here**](#)

References:

<https://www.entrepreneur.com/article/390341>

<https://www.activeminds.org/blog/creating-a-culture-of-wellness-in-a-remote-or-hybrid-environment/>

<https://hbr.org/2021/07/help-your-employees-who-are-anxious-about-returning-to-the-office>

www.neelyeap.com

April 2022

EAP that's here for you

Here are some answers to common questions supervisors and managers have regarding employee issues and making EAP referrals. If you need more assistance, feel free to email us at admin@neelyeap.com.

Q. How do I develop a system as a supervisor for my telecommuting workers to avoid making them feel isolated while also keeping them accountable?

A. As a supervisor, to avoid isolating employees who telecommute and to set a precedent of accountability, you must keep communication channels open. One way to do this is to mark milestones on a spreadsheet or web-based time clock for hours worked. Make sure to communicate responsibilities as clearly as possible and provide tools for success with scheduled deadlines, details about responsibilities, and regular check-ins. Use software to stay connected to employees and streamline communication so that all are included and have the information needed to be successful. Employees take on the stress of the unknown. This stress can lead to poor performance or look for another job. Stay engaged with your telecommuters as much as possible.

Q. I would like to give positive affirmations to my employees, but I'm afraid it will come off as disingenuous. What tips do you have to avoid this?

A. Giving the affirmations to your team members individually gives the statements more meaning. A fantastic way to personalize the affirmations is by mentioning the employee by name, stating their achievements, and giving details specific to their unique talents, skills, and contributions to the group's success.

Here are a few positive affirmations to get you started.

- You are a significant contributor to the team's success.
- You are confident in your abilities.
- You are patient and persistent.
- You empower your team members toward greatness.
- You are full of energy and great ideas.
- You love challenges and tackle them fearlessly.

When people feel valued, they go above and beyond to support their leadership team.

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Information contained in this newsletter is for general information purposes only and is not intended to be specific guidance for any particular supervisor or human resource management concern. Some of it may not apply to your particular company policies and available programs. This information is proprietary and intended only for eligible EAP members. For specific guidance on handling individual employee problems, consult with specialists by calling the Helpline.



WHAT CAN MY EAP DO FOR ME?



About our logo

For decades, enslaved African Americans looked to the North Star for hope, inspiration, and freedom. Neely EAP (NEAP) provides the **hope** that your situation will improve, the **inspiration** to move you in the right direction, and the **freedom** to live your best life.

Being in a leadership role can be challenging. Having the correct tools and resources can make a difference. The **Manager Assistance Program** offers support to resolve personal or professional issues that can negatively impact the workplace. We also offer a:

- 24/7 Hotline, Access to Confidential Services
- Short-Term Counseling Couch Time Check-In (preventive annual counseling session)
- Legal and Financial Assistance
- Work life referrals for adult care, childcare, pet care and more
- Wellness Trainings & Online Employee Training Vault
- Critical Incident Stress Debriefing

