

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

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## UPCOMING EVENTS

### Quarterly Leadership Webinar Series

ABC of Inclusive  
Leadership

➤ September 8th @3PM

[REGISTER](#)

### Monthly Wellness Seminar

Please join us for our  
live seminar  
"How to Stay Calm  
Even When Others  
Don't"

➤ September 22nd @3PM

[REGISTER](#)

# Suicide Prevention for Leaders

By Lisa Merritt

September is Suicide Prevention Month and we are seeing lots of discussions about implementing suicide prevention programs in the workplace. These conversations are vital, emphasizing a culture of openness towards mental health issues, prioritizing emotional wellness, and normalizing asking for help. There is very little focus, however, on emotional and mental health issues faced by leaders and managers. Considerable research has gone into studying the effects of poor leadership, toxic workplaces, and frustrations of individual workers, but a truly supportive and inclusive workplace must also address the challenges and concerns of organizational leaders at every level.

Leadership positions are rewarding, but often bring with them an entirely different set of challenges. Even for experienced managers the expectation to project strength and composure even in the most stressful situations, stay attuned to the work-related mental health of your team members, and effectively navigate leadership structures within the organization – all while managing your own workload – can be overwhelming.

For new managers, those challenges are layered on top of simply finding your equilibrium in a new role. Recent studies have found that new managers feel unprepared for their positions – even in companies with management training programs. Redefining relationships with former colleagues, shifting from ‘doing’ to leading, and contending with the sheer volume of meetings can all combine with personal insecurities to make the process even more difficult.

The best way for leaders to promote better mental health among workers is to start with themselves and model wellness strategies. In this case, it’s not enough to take care of yourself – you must be seen to be taking care of yourself:

## **Delegate effectively**

Managing is by definition not doing but managing. Doing the work yourself or micromanaging your employees will lead to burn out for you and be seen as lack of trust by your employees.

## **Set healthy work-life boundaries**

There will always be times when work feels overwhelming but maintaining a healthy work-life balance actually helps you do your job. If you don’t take care of yourself – whether that’s spending time with family, pursuing a hobby, or volunteering for a good cause – you can’t take care of anyone else.

## **Cultivate a strong support system**

Relationships are essential to self-care – at work and at home. In your personal life, healthy relationships are a major key to well-being. At work, mentors and colleagues can share the burden, give advice, and grow as a leader.

## **Ask for help**

*Your EAP can be an invaluable partner – not only for your employees, but for you. Depending on where your stressors are coming from, you might benefit from counseling for personal issues, consultation regarding workplace issues, and/or specialized training for your team. Strict confidentiality rules ensure that you can access the resources you need privately, whether you are facing personal challenges, need support adjusting to a new position, or have concerns about issues permeating your entire team.*



## 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](mailto:admin@neelyeap.com).

**Q. We recently had an employee commit suicide. Our EAP met with us and offered guidance, but I'm unsure of how I can support my employees through the process.**

A. The two most significant mistakes managers make regarding death in the workplace is treating such incidents too lightly or turning away from them too soon in an attempt to get back to work. Allow some freedom for employees to gather and process, as every employee is different in how he or she will manage grief. Be direct, and let employees know you recognize this fact, and encourage them to use the EAP, at any time. Listen for complaints of sleeplessness, diminished appetite, and intrusive thoughts about the deceased.

No matter what, you are a role model to your employees. They are highly cognizant of how you act and respond to an incident of this nature. What you do and say will be remembered and will influence how they decide to cope with the loss.

**Q. I have moved up rapidly in my career and fear that I am not prepared for so much responsibility so quickly. I should be, but it doesn't feel that way. My big worry is being at a meeting and senior management suddenly realizing I am not qualified for this job!**

A. Congratulations on your successful career trajectory! You are not alone in feeling this way. In fact, there's a term for what you're experiencing – 'imposter syndrome.' Impostor syndrome is an internal sense of fear, not based on reality, that your success is undeserved or not legitimately earned. Ironically, the people who report feeling it the most are high achievers who chalk up their success to good luck rather than hard work.

Don't panic. Recognize your expertise, talk to your mentors, and be kind to yourself. Your EAP can also offer guidance through the process, giving you space to discuss your specific fears, your career path, and broader concerns about adjusting to your new position.

**Q. Can supervisors consult with the EAP about other things related to our role as a supervisor, even if the subject has nothing to do with managing a troubled employee?**

A. Like any employee, the EAP is available to discuss and resolve problems you experience. This includes issues of management principles, your role as a supervisor, your place in the organization, and anything else you are struggling with. If the EAP can't assist with a specific issue, it can still research and examine what resources can assist you.

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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

