

NEELY EAP NEWSLETTER

JULY 2023



WELLNESS SEMINAR

Please join us for our live seminar
"Burnout: How to Strive
at Work and Home"

JULY 13TH @ 3PM

[REGISTER](#)

QUARTERLY WEBINAR SERIES

Please join us for our live seminar "To Thyself Be True: Authentic Leadership"

JULY 27TH @ 3PM

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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


Neely Employee Assistance Program

Burnout: How leaders can strive at work and home

By: Courtney Garcia Echeverria

If you aren't familiar with Burnout, consider yourself lucky. Burnout is a severe symptom of working too much, not having the proper resources to do your work, or managers having unrealistic expectations of employees, which can lead to severe depression, anxiety, substance abuse, and even suicide. Many employees find themselves feeling burned out and agree that they feel like their managers are oblivious to how they're feeling. While managers have plenty of things on their plates, managers can also be an essential asset in preventing the Burnout of their employees.

Establish good practices and recognize warning signs

Some warning signs of Burnout that you could see in your employees are if they seem to have a decreased attention span. Pay attention to how they converse with you. Do your employees seem fatigued, more tired than usual, or even restless in meetings? Have you noticed that some, if not most, of your employees have been making careless mistakes or more mistakes than usual? Have you noticed that your once cheerful, full-of-energy employees are now slowing down in productivity? These are ALL warning signs of Burnout and are very important to put on your radar. If you see this happening, it is your job as a manager to reroute and adjust expectations or provide more resources to your employees to help them feel supported.



Model healthy habits of time management

By modeling healthy habits of time management, you allow your employees to feel comfortable setting healthy boundaries, and you also help yourself not to get burnt out. Some examples of this include:

- encouraging breaks when they feel like they're needed
- encouraging employees to eat a nutritious lunch away from the workplace when they can
- making sure your employees can clock out of work at the appropriate time and don't feel required to stay
- not expecting employees to answer work texts/calls/emails way outside of work hours

Weekly check-ins and words of affirmation

"How are you doing? Is there anything I could do to help/benefit you?"

Such a simple question can carry so much weight with your employees. You'd be surprised at the amount of gratitude that your employees will feel for you for even asking such a simple question. Words of affirmation include "Thank you for your input in that meeting. You had a great point!" or "You're doing great lately. Keep up the good work!". This allows employees to feel more appreciated and valued.

Managers play a crucial role in preventing Burnout. To learn more about Burnout in the workplace, join the upcoming July seminar: [Burnout: How to Strive at Work and Home](#)

References

[4 Ways To Deal With Burnout : Life Kit: NPR](#)

[The Manager's Role In Burnout Prevention \(forbes.com\)](#)



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: I suspect an employee has Burnout, but every time I try to talk to them, they tell me they're fine. How can I help without prying?

A: A very common occurrence. The last person you want to tell about something wrong is your supervisor. Why? Probably for fear of unequal treatment or being negatively singled out. This is where good education comes in. Your goal is to educate your employees on Burnout so well that they know the warning signs for themselves and are aware of the importance of asking for help. It is also essential to make sure your employees have access to adequate resources, like access to counselors and mental professionals.

Q: How can I protect my employees from Burnout when I suspect I am also showing signs of burnout?

A: Great question! It's almost impossible. If you are experiencing signs of being burned out, it is probably apparent to your employees in one way or another. It is important to address you first while offering resources and education to your employees. You cannot possibly be handling yourself and all of your employees from Burnout, so let us help!



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:

- 24/7 Hotline, Access to Confidential Services
- Short-Term Counseling Couch Time CheckIn (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

