

NEELY EAP NEWSLETTER

AUGUST 2023



WELLNESS SEMINAR

Please join us for our live seminar
"Communication Strategy's to Reduce Workplace Stress"

AUG 24TH @ 3PM

[REGISTER](#)

QUARTERLY WEBINAR SERIES

Please join us for our live seminar "Reflective Listening: The Power of Silence"

TBD

TBD

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

The logo for Neely EAP features the word "neely" in a lowercase, orange, cursive font, followed by "EAP" in a smaller, uppercase, orange, sans-serif font. A small white starburst is positioned to the right of the "EAP". Below the logo, the text "Neely Employee Assistance Program" is written in a smaller, orange, sans-serif font.

Neely Employee Assistance Program

Communication Strategy To Reduce Workplace Stress

By: Courtney Garcia Echeverria

Stress

I'm sure you're aware that your employees experience workplace stress. When we talk about stress in this article, it's not related to pressure or challenges. This stress can get overwhelming and come across in your employees' quality of work, the quantity of work, physical health, and mental health. It is essential, as leadership, to ensure that there is a form of open communication to allow employees to openly communicate with their superiors so that their stress levels don't boil over.

Ways to encourage open communication in the Workplace

- Ensure that your company culture emphasizes open communication: Everyone knows that communication is valuable. This will allow them to feel comfortable sharing openly.
- Train management and employees on how to communicate openly: Send management some training on why open communication is emphasized. Management should also provide training to employees on how to openly communicate and how it reduces workplace stress.
- Get employee feedback on management: Showing employees that you care about their feedback gives them more reason to communicate and express their thoughts freely. It is the principle to know how they feel you are doing as leadership and what they want to be changed. This can be done by an anonymous survey as well.
- Get employee feedback about problems: It is vital for employees to feel like they are part of a family culture. By asking employees about problems, it can also facilitate them to search for more solutions.
- Ensure all employees feel secure: Employees often do not communicate because of fear, so make sure you provide a safe space for them to speak without any judgement or anger.



How we can help

Communication techniques are complex and even more complicated when you are trying to teach and encourage a whole team to have a particular communication style they aren't accustomed to. Use your EAP benefits to learn how to promote open communication with your team, help them see the benefits and help you lead by example and communicate well.

To learn more about Communication and Workplace Stress, join the upcoming August seminar: [Communication Strategies to Reduce Workplace Stress](#)

References
https://en.wikipedia.org/wiki/Open_communication



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'm not good at openly communicating. Can I promote it amongst my team if I can't do it myself?

A: That is alright! It is essential to note your communication style and learn what needs to be practiced. It is also vital to start being open with your team by saying, "This is not my communication style, but I am learning, and I ask the same from you." This will allow your team to feel more comfortable making mistakes and make it feel like this is a journey you all go through together. You can use your EAP benefits to explore ways to openly communicate this with your team and support each other on this communication journey.

Q: What if I do the training, encourage employees, etc, but they don't respond?

A: Then it is up to you to look within. Ask yourself why your employees aren't feeling uncomfortable opening up to you. Do more anonymous surveys about what could make employees more comfortable communicating. If you have tried everything and your employees are not responding, that's ok. It will then be your mission to find out your employees' most prominent communication styles and connect with them differently.



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

