

NEELY EAP NEWSLETTER

NOVEMBER 2023



WELLNESS SEMINAR

Please join us for our live seminar
"Hidden Triggers: Holiday Stress or Work Stress"

NOV 16 @3PM

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QUARTERLY WEBINAR SERIES

TBD

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.

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Navigating the Hidden Triggers: Supporting Your Team through Holiday and Work Stress

By: Courtney Garcia Echeverria

As supervisors and managers, your role is pivotal in ensuring the well-being and productivity of your team, especially during the holiday season when holiday stress and work stress can converge, creating a potent mix of challenges. This comprehensive guide delves into how you can provide the support your team needs during this demanding period.

- **Acknowledge Increased Stress:** Begin by recognizing that the holiday season amplifies stress levels for your team. Understand that your team members may juggle their work responsibilities with personal holiday preparations.
- **Set Clear, Realistic Expectations:** Establish clear and realistic expectations for work tasks and deadlines. Ensure that year-end goals and projects are attainable and manageable within the team's capacity. Unrealistic demands can only worsen stress levels.
- **Prioritize Self-Care:** Place a strong emphasis on self-care and mental well-being. Encourage your team to take regular breaks, engage in stress-relief activities, and maintain a healthy work-life balance.
- **Foster Open Communication:** Create an environment of open communication. Encourage your team members to share their concerns, stressors, and difficulties they may be facing. Cultivate a culture where they feel comfortable discussing their needs and challenges.



- **Lead with Empathy:** Demonstrate empathetic leadership by leading by example. Show understanding and support for your team members, recognizing they are dealing with added pressures during the holiday season. Your leadership in managing stress can set a positive example for your team.
- **Ensure Resource Accessibility:** Make sure your team knows how to access resources like counseling or mental health services if needed. Provide readily available information about available support and encourage its utilization.

By recognizing and addressing the underlying causes of holiday and work-related stress, you can cultivate a team that's more resilient and more motivated, capable of effectively navigating this challenging period.

A well-supported team is more likely to sustain high morale and productivity, not just during the holiday season but throughout the year. It's important to remember that, as a leader, your role extends beyond the workplace; it encompasses providing guidance and unwavering support to ensure your team's well-being under all circumstances. If you require assistance in crafting a comprehensive support plan for your team, don't hesitate to take advantage of our Employee Assistance Program (EAP) benefits, including our Manager Assist program designed to assist you.



For a deeper understanding of the hidden triggers of holiday stress, we invite you to join our November webinar, ['Hidden Triggers: Holiday Stress or Work Stress.'](#)



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 can managers facilitate open communication about stress and challenges without making employees feel uncomfortable or vulnerable?

A: Open communication can be facilitated through regular one-on-one check-ins, anonymous suggestion boxes, or team meetings where employees are encouraged to share their concerns in a safe and non-judgmental environment.

Q: How can managers and supervisors identify signs of stress among their team members during the holiday season?

A: Identifying signs of stress may include observing behavior, performance, and communication shifts. Pay attention to increased absenteeism, diminished engagement, or noticeable signs of strain during meetings and interactions. Regular, open communication is a key factor in the early detection of stress indicators. Additionally, consider utilizing our Manager Assist program as a valuable resource in this effort.



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
- Free Short-Term Counseling and 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

