

NEELY EAP

June 2024

GET THE MOST FROM YOUR EMPLOYEE ASSISTANCE PROGRAM



WELCOME

We are so pleased to be your employee assistance provider. Employee Assistance Programs (EAPs) are a first-line response to providing prevention and short-term problem resolution services. We provide short-term counseling services, seminars, legal services, and financial advice, all FREE of charge to you. Each month our newsletter will be packed full of wellness information and updates about upcoming seminars and webinars.

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WELLNESS SEMINAR

Please join us for our live seminar

"Effective Performance Feedback: The Art of Giving and Receiving Constructive Criticism"

June 20th @ 3pm

[REGISTER](#)

QUARTERLY WEBINARS

Please join us for our live seminar

"Emotional Intelligence in Leadership"

July 25 @ 3pm

TBD

Effective Performance Feedback: The Art of Giving and Receiving Constructive Criticism

By: Courtney Garcia-Echeverria

Feedback exchange is fundamental for personal and professional growth in any workplace. However, providing and receiving feedback can often be challenging and sensitive. Hence, mastering this art is essential for fostering a culture of continuous improvement and excellence within our organization.

Understanding the Importance of Constructive Criticism:

Constructive criticism is not about pointing out flaws or weaknesses but rather about providing insights and suggestions for improvement. When given and received effectively, it can lead to enhanced productivity, job satisfaction, and overall performance. It serves as a catalyst for individual development and organizational success.

Guidelines for Giving Constructive Criticism:

- **Be Specific and Timely:** Feedback should be specific, focusing on behaviors or actions rather than personal traits. Timely feedback allows for immediate reflection and corrective action.
- **Focus on Improvement:** Emphasize areas for improvement and provide actionable steps to facilitate growth. Offer support and resources to help individuals achieve their goals.
- **Maintain a Positive Tone:** Deliver feedback in a constructive and empathetic manner. Use positive language and highlight strengths alongside areas needing development.



Tips for Receiving Constructive Criticism:

- **Remain Open-Minded:** Approach feedback with a willingness to learn and grow. Avoid becoming defensive or dismissive, and instead, embrace opportunities for self-improvement.
- **Ask Clarifying Questions:** Seek clarification to ensure a thorough understanding of the feedback provided. Request examples or suggestions for improvement to guide your efforts.
- **Express Gratitude:** Acknowledge and appreciate the feedback received, regardless of whether it aligns with your initial perceptions. Expressing gratitude fosters a culture of openness and mutual respect.



In conclusion, mastering the art of giving and receiving constructive criticism is paramount for fostering a culture of growth and excellence within your organization.

We know that giving and receiving criticism can be intimidating, so please consider using your EAP benefits and join us on June 20th for our seminar, "Effective Performance Feedback: The Art of Giving and Receiving Constructive Criticism."

References

- Smith, P., & Peterson, L. (2019). "Constructive Criticism in the Workplace: Strategies for Effective Feedback." *Journal of Organizational Psychology*, 25(2), 87-104.
- Grant, A. M. (2017). "Receiving and Giving Feedback: The Importance of Receptivity." *Harvard Business Review*. Retrieved from [link].

Achieving Work-Life Balance

By: Courtney Garcia Echeverria

Achieving Work-Life Balance – a cornerstone of personal well-being and professional success. Finding harmony between work and personal life is essential for maintaining overall happiness, health, and productivity.

Understanding the Importance of Work-Life Balance:

Work-life balance is the harmony between work demands and personal life responsibilities. Achieving this balance is crucial for reducing stress, preventing burnout, and enhancing overall satisfaction and fulfillment in both professional and personal aspects. When employees lack this balance, it can lead to presenteeism and the urge to seek other job opportunities.



Strategies for Cultivating Work-Life Balance:

- **Set Boundaries:** Establish clear boundaries between work and personal life by defining specific work hours and dedicating time for personal activities and relaxation. Avoid bringing work-related tasks into your personal time whenever possible.
- **Prioritize Self-Care:** Prioritize self-care by engaging in activities that promote physical, mental, and emotional well-being. Schedule regular exercise, practice mindfulness or meditation, and rest adequately to recharge your energy levels.
- **Manage Time Effectively:** Utilize time management techniques such as prioritizing tasks, setting realistic goals, and delegating responsibilities when necessary. Streamline workflows and minimize distractions to maximize productivity during work hours and allow for more leisure time outside of work.

Benefits of Work-Life Balance:

- **Improved Health and Well-being:** Maintaining a healthy balance between work and personal life reduces stress levels, enhances overall health, and boosts resilience against burnout and other work-related ailments.
- **Increased Productivity and Creativity:** Taking regular breaks and engaging in leisure activities outside work rejuvenates the mind, fosters creativity, and enhances productivity and job performance.

In conclusion, nurturing work-life balance is essential for promoting well-being and maximizing productivity and job satisfaction. Please use your EAP benefits and speak with your counselor on how to achieve this balance.





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.

At Neely EAP, we understand the challenge of balancing work and life stresses while staying mentally healthy. That's why we've partnered with your employer to offer you the following services free of charge:

- 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

