

NEELY EAP NEWSLETTER

AUGUST 2024



WELLNESS SEMINAR

Please join us for our live seminar

**"Beyond Burnout:
Understanding and Managing
Stress in the Modern
Workplace"**

AUG 15TH @ 3PM

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QUARTERLY WEBINAR SERIES

Please join us for our live seminar

**"Emotional Intelligence
in Leadership"**

AUG 29 @ 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.

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Balancing Work and Family During the Back-to-School Season: A Guide for Managers and Leaders

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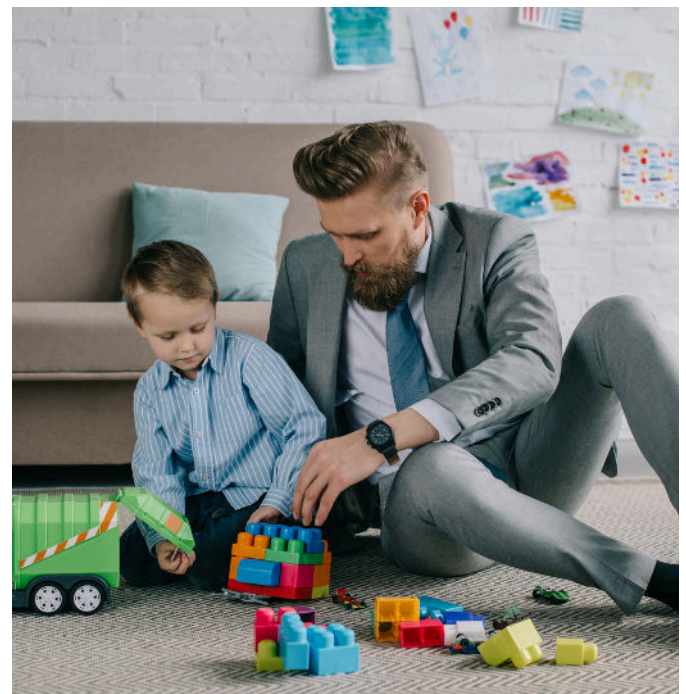
As the back-to-school season approaches, managers and leaders face the challenge of supporting their employees in maintaining work-life balance amidst the demands of family responsibilities. This period can be particularly stressful for working parents who must navigate school schedules, childcare arrangements, and professional duties. Effective management strategies prioritizing empathy, flexibility, and proactive support can significantly contribute to a positive work environment and employee well-being.

Understanding the Challenges

The back-to-school season introduces a flurry of activities and adjustments for employees with school-aged children. Parents often juggle multiple responsibilities alongside their work commitments, from coordinating drop-offs and pickups to attending school events and helping with homework. If not managed effectively, this can increase stress levels and a sense of overwhelm.

Critical Strategies for Managers and Leaders

- 1. Flexibility and Understanding:** It is crucial to recognize the diverse needs of employees during this time. Managers can offer flexible work arrangements such as adjusted schedules, remote work options, or compressed workweeks where feasible.
- 2. Open Communication:** Encouraging open dialogue between managers and employees fosters trust and transparency. Managers should initiate conversations to understand their team members' challenges and offer support accordingly.
- 3. Resource Support:** Providing resources and information on available support networks, such as employee assistance programs (EAPs) or childcare services, demonstrates organizational commitment to employee well-being.
- 4. Lead by Example:** Leaders can set a positive example by prioritizing work-life balance themselves. Encouraging breaks, respecting personal time boundaries, and demonstrating empathy towards employees' family commitments create a supportive culture where employees feel valued and understood.



In conclusion, navigating the back-to-school season requires empathy, flexibility, and proactive support from managers and leaders. By implementing strategies that prioritize work-life balance, fostering open communication, providing resource support, and leading by example, organizations can create a positive and supportive environment where employees can thrive personally and professionally during this demanding time of year. Balancing work and family is not only beneficial for employee satisfaction and retention but also contributes to overall organizational success and productivity.

Also, remember to tune in on August 29th for part three of the Quarterly Leadership seminar: **Emotional Intelligence in Leadership.**

back to SCHOOL

References

1. American Psychological Association. (2020). Managing stress. Retrieved from <https://www.apa.org/topics/stress-management>
2. Society for Human Resource Management (SHRM). (2023). Balancing work and family: Strategies for employers. Retrieved from <https://www.shrm.org/resourcesandtools/hr-topics/benefits/pages/balancing-work-family.aspx>

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.



Q1: How can managers balance the needs of employees with children during the back-to-school season while ensuring business objectives are met?

A1: Managers can balance employee needs by promoting flexible work arrangements, such as allowing remote work options or adjusting schedules to accommodate school-related commitments. Open communication is essential; by discussing expectations and timelines early on, managers can proactively plan workflow distribution among team members. Providing resources like childcare support information or stress management tips can also assist employees in managing their responsibilities effectively, contributing to personal and professional success.

Q2: What practical steps can leaders take to foster a supportive work environment during the back-to-school season?

A2: Leaders can foster a supportive environment by leading by example and prioritizing work-life balance. Encouraging open communication and empathy among team members creates a culture where employees feel comfortable discussing their challenges and seeking solutions collaboratively. Providing clear guidelines on flexible work options, promoting EAPs, and sharing resources for time management and stress reduction demonstrate organizational commitment to employee well-being. These steps not only enhance morale but also contribute to increased productivity and retention, ultimately benefiting both employees and the organization as a whole.



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

