

# NEELY EAP

AUGUST 2025

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

The Power of Soft Skills:  
Elevating Your Career and  
Relationships

08/21/25 | Thursday  
@2PM CENTRAL TIME

[CLICK HERE TO REGISTER](#)

## QUARTERLY WEBINARS

Active Listening: Reducing  
Stress and Building Stronger  
Connections

09/25/25 | Thursday  
@2PM CENTRAL TIME

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# The Power of Soft Skills: Elevating Your Career and Relationships

By: Courtney Garcia-Echeverria

In today's workplace, technical expertise alone isn't enough to stand out. While hard skills—such as coding, data analysis, or financial modeling—are crucial to getting your foot in the door, soft skills are what help you build lasting relationships, lead effectively, and ultimately advance your career. Soft skills include communication, emotional intelligence, teamwork, adaptability, and conflict resolution—traits that influence how we interact with others and navigate our professional environments. These skills are essential not just for collaboration and leadership but also for creating a positive work culture.

According to a LinkedIn Global Talent Trends report, 92% of talent professionals and hiring managers say that soft skills are just as important, if not more important, than hard skills when hiring new employees (LinkedIn, 2019). When employees possess strong soft skills, teams are more cohesive, customer relationships improve, and innovation flourishes.

Soft skills are often the key differentiator for those seeking leadership roles. While technical prowess might get you promoted once, your ability to lead, communicate, and inspire others determines how far you'll go. A Harvard University study found that 85% of job success comes from having well-developed soft skills, while only 15% comes from technical skills (Carnegie Foundation, cited in Robles, 2012).



Soft skills, like hard skills, can be developed with intention and practice. Here are a few tips to get started:

- **Seek feedback:** Ask coworkers and managers how you come across in meetings, emails, and team projects.
- **Practice empathy:** Try to understand situations from others' perspectives.
- **Work on communication:** Be mindful of both verbal and non-verbal cues. Clarity and active listening go a long way.
- **Adapt and grow:** Embrace change as an opportunity to learn rather than a threat.
- **Engage in team-building:** Volunteer for group projects or cross-departmental initiatives to build collaboration muscles.



In an increasingly automated and AI-driven world, human-centered capabilities are what will set professionals apart. Soft skills not only elevate individual performance but also strengthen entire organizations.

**For more information about soft skills and how to incorporate them in your professional and everyday life, please tune into our monthly seminar, “The Power of Soft Skills: Elevating Your Career and Relationships”, on August 21st.**

References  
LinkedIn. (2019). Global Talent Trends 2019. Retrieved from: <https://business.linkedin.com/talent-solutions/blog/trends-and-research/2019/global-talent-trends-2019>  
Robles, M. M. (2012). Executive perceptions of the top 10 soft skills needed in today's workplace. *Business Communication Quarterly*, 75(4), 453-465. <https://doi.org/10.1177/1080569912460400>

# Back-to-School Stress: How Employees Can Manage the Transition Smoothly

By: Courtney Garcia Echeverria

As the summer winds down and the school year approaches, many working parents and caregivers face a unique set of challenges. The “back-to-school” season can bring with it excitement, but also stress—from coordinating new routines and managing school supplies to adjusting to earlier bedtimes and extracurricular activities. If you’re feeling stretched thin this time of year, you’re not alone. The good news? With a little planning and the right mindset, you can ease the transition for your family and yourself.



- The start of a new school year means significant shifts for many households, including:
- Changing work schedules to accommodate school drop-offs and pickups
- Increased household responsibilities (lunches, homework help, forms)
- Emotional stress for children (and parents) adjusting to new teachers, classes, or schools
- Budget pressures from back-to-school shopping
- Less personal time as routines become more rigid

These shifts can affect focus, mood, and productivity at work. Being proactive about managing this stress helps both your family and your professional life.



## Tips to Manage Back-to-School Stress

- 1. Plan Ahead** - Start preparing a few weeks before school begins. Create a family calendar and share it with everyone in the household so expectations are clear.
- 2. Communicate With Your Manager**- If you need to adjust your schedule, speak with your supervisor early.
- 3. Establish Consistent Routines**- Set consistent routines to help kids transition back from summer mode. Predictability reduces stress and gets everyone aligned.
- 4. Delegate and Involve the Family**- Encourage age-appropriate responsibility. Sharing the load creates teamwork—and less stress for you.
- 5. Take Care of Yourself**- Your well-being impacts your family. Get enough sleep, eat well, and try to carve out time for personal moments of rest, even if brief.
- 6. Use Employer Resources**- Many companies offer Employee Assistance Programs (EAPs), flexible scheduling tools, or mental health resources. Check with HR to see what’s available to help ease the transition.

Back-to-school season can feel like a juggling act, but it’s also an opportunity to reset routines and build momentum for the months ahead. With open communication, solid planning, and a little grace—for yourself and your family—you can navigate this time with more confidence and less chaos. Remember, it’s okay to ask for help and to give yourself credit for doing your best during this busy season.



## 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

