

# ALL POINTS EAP

(434) 845-1246 in Central VA • (800) 645-1246 Nationally • [www.allpointseap.org](http://www.allpointseap.org)

## Improve Your Diversity Awareness Skills



**D**iversity awareness training is not just about education; it's also about skills. Here are the five critical skills you need: 1) check biases (self-awareness for habits of thinking that could demonstrate intolerance or disrespect); 2) practice inclusiveness (proactively seek to include others who may otherwise be treated with indifference); 3) seek clarification (when in doubt of the meaning of a communication, take initiative to ask for clarification in order to avoid conflict or misinterpretation); 4) champion respect (when disrespect is witnessed, confront it appropriately); and 5) concentrate on commonalities (a mind-set or approach to interacting with others that focuses on what's similar rather than different among us).

## Newlyweds: Get in Sync with Money

**R**esearch conducted by Kansas State University may have found a clue to help newlyweds spot the most significant predictor of divorce—fighting about money—and put a stop to it early. Couples who start out their marriages fighting about money have the highest probability of divorce, according to a study of 4,500 couples. Counseling about financial matters, goals, planning, and priorities early in the relationship can help couples get in sync with each other.



<http://www.k-state.edu/media/newsreleases/jul13/predictingdivorse71113.html>

## Nipping Bullying in the Bud



**I**s your child being bullied? Frequently, children do not tell their parents if they are being bullied in school because of embarrassment, shame, or fear of repercussions. Find out if your school has an anti-bullying policy and follow it. Ask your child daily how things are going in school. By discussing friends and relationships you'll increase the likelihood of your child mentioning the bullying sooner. Without communication, you may assume no bullying issues exist. The adverse consequences of bullying are well researched, so the federal government established [www.stopbullying.gov](http://www.stopbullying.gov), a website where you'll find extensive resources on school bullying, its impact, and what you can do about it.

Need help with a problem?

## CALL EAP

Your employer sponsors your employee assistance program (EAP) for personal and job concerns. Confidential, professional services at no cost to you or your immediate family.

### 434-845-1246

In the Central VA Area

### 800-645-1246

Nationally

## Is That Enabling?

**M**ost admissions to drug and alcohol treatment programs occur after family and friends start saying and doing things that precipitate a crisis caused by a drinker or drug user. Key is education of family and friends to speed up the elimination of enabling behavior. Such behavior includes the following (consider whether any apply to you): 1) accepting assurances about the temporary nature of the drug or alcohol problem; 2) avoiding confronting the user about problems that interfere with you or your life; 3) doing the job for the alcoholic/drug user because you want to “help”; 4) avoiding confronting the drinker or drug user because of fear of ruining your relationship; 5) protecting the drinker/drug user from management at work; 6) promising to confront the drinker/drug user if problems get worse, and then not doing so; 7) deciding the alcoholic is not that bad yet or is a functioning alcoholic; 8) developing an ability to work around or adapt to the absenteeism or mood swings of the user; and 9) loaning money to the drinker/drug user. Can't stop enabling? Speak with a professional counselor to learn how you can turn off the enabling behavior.



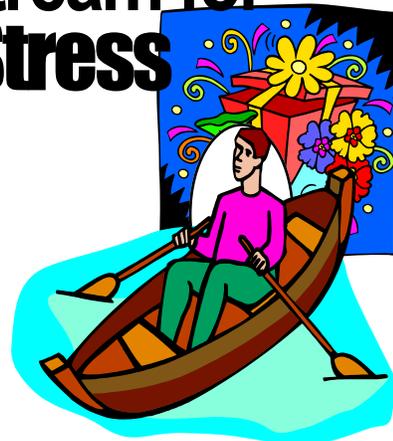
## How to Be a Catalyst for Change

**P**eople who are catalysts make things happen. They are passionate about their jobs. But which came first—their passion or the ability to get things done? Learn to be a catalyst for change and you may experience renewed enthusiasm for your job. 1) Start by writing down three to five things that need improvement in your work environment that you have or should have influence on helping correct. 2) Next to each item, note ideas that will lead to a solution. 3) From this list, choose one area of improvement where you are most likely to succeed and take the first action step. Start small. It may only be a conversation with other influencers about possibilities. 4) From these conversations, consider your next small move. This is called strategizing. As you make small, positive changes, you will feel momentum and gain a visualization for your future success. Your enthusiasm will grow. Notice how focus, determination, patience—and a bit of political sensitivity—play key roles in creating change in organizations. You've just discovered the path to feeling more engaged and finding more meaning in your job.



## Plan Upstream for Holiday Stress

**S**tart planning upstream to navigate the emotions, expectations, and time constraints of the holiday season. You'll feel more control over events and keep that promise made last year to have a less stressful experience this year. 1) Put the family drama aside. Get over any spat you had with a family member last year, and try to enjoy your time together. 2) Stay home on Black Friday. Did you know most retailers offer the same crazy deals online that they do at the store? Avoid the stressful early morning rush by shopping from the comfort of home. 3) Pencil in scheduled downtime. Make sure you include time for a pedicure, a massage, or an afternoon curled up with your favorite book in the midst of the holiday chaos. These break points serve a dual purpose by allowing you to anticipate something positive in the near future while facing stress in the present.



## Managing Presentation Nervousness

**B**eing overly nervous before a speech or presentation can interfere with your confidence, but a measured dose of it is crucial for your best performance. You'll never eliminate nervousness, but you can make it work for rather than against you. Prior to your presentation, read your material aloud four to six times while standing up. Mousing, hearing, and repeating the content “internalizes” it, permitting more spontaneity and faster recall to help you appear more natural. Accept that your audience wants you to succeed. Doing so will make you feel closer to them, rather than feeling scrutinized by them. Do you have irritating nervous pangs of energy? See them as your race car's engines “revving” up. Manage these sensations with slow, deep breaths. Repeat as needed.

