

# THE FRONTLINE EMPLOYEE

Wellness, Productivity & You!

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## Rescue Your Resume

If it's been years since you updated your resume you may be forgetting achievements, educational and professional accomplishments, awards, participation on important committees or even originally authored publications and articles. Your successes have enormous value for your future. If you have neglected your resume, begin now to research accomplishments and record them. The best places to jog your memory: chronological memo files, word processing files on your computer, program files, past performance evaluations, appointment books and calendars, and "In" and "Out" correspondence files. The most important rule: Keep track of your own accomplishments.

## Herbs & Botanicals from A to Z

A new web site includes everything you ever wanted to know about herbs, botanical substances, vitamins and other substances used for health purposes. Sponsored by the Memorial Sloan-Kettering Cancer Center, the database lists everything from aloe vera to zinc. See clinical summaries of any listed substance, its uses, how it works in the body, warnings, adverse reactions, drug interactions, and research articles. Evaluations of alternative or unapproved cancer therapies are also provided. The web site is updated regularly at [www.mskcc.org/aboutherbs](http://www.mskcc.org/aboutherbs).

## Family Caregiver Tips

Family caregivers assist another person – spouse, family member, friend, or partner – in managing a chronic illness or disability. They share a common bond of self-sacrifice that is hard to comprehend if you have not walked in their shoes. If you are new to caregiving, follow the advice of experienced caregivers. Learn to manage stress, identify your needs and take care of yourself. Get exercise, watch out for signs of depression, take breaks, and get enough sleep. Reach out to other caregivers for support. The EAP may be able to assist you in locating nearby resources or a support network.

## Preventive Intervention

"Preventive intervention," an approach to teaching young school-age children conflict resolution skills to reduce aggression, appears to work. A diverse sample of 11,000 students from 200,000 who participated in a program showed they were less violent as teenagers than peers who did not participate. Sponsored by New York City Public Schools, the program sought to: Help children manage conflict constructively by examining choices, Apply skills in everyday situations, Learn what it means to respect others, Speak up when others are being disrespected, Recognize personal responsibility in bringing about a more peaceful world. The objectives may help in your own parenting goals.

Source: American Psychological Association, [www.APA.org](http://www.APA.org), [dpartenheimer@apa.org](mailto:dpartenheimer@apa.org)

## When Work Groups Face Grief

Confusion over how to respond to the death of a coworker often follows the denial, shock, anxiety and overwhelming sadness of the event. Ask the EAP about resources or support it can offer to you or your work group. Here are a few tips from the National Hospice Organization based upon the experience of workplaces that have faced the death of a coworker.

- 1) Accept the extent, depth, duration and how the grief process unfolds for different coworkers. Avoid judgmental thinking. No two coworkers will grieve the same way.
- 2) One or two employees serving as contacts between the work group and the family of the deceased employee reportedly works well.
- 3) Share information so everyone knows what plans and events are unfolding to memorialize the deceased or support the family.
- 4) If the supervisor is not part of a coordinating group, be sure to keep him or her informed as plans evolve.

## Helping Children in unsettling times

Since September 11, 2001, many resources have been made available to help parents and caregivers support children and thwart the emotional toll that can come from so much uncertainty in the world. The National Association of School Psychologists at [www.NASP.org](http://www.NASP.org), offers a wide selection of handouts, tips and guides for adults to help children manage stress, cope with absent parents on active duty in the military, manage fear of war and more.

## Talking It Over with the EAP

**Q** I am being sexually harassed but I haven't decided whether to report it. I would like to talk about it with someone and decide what to do. I need promises of confidentiality. Can I speak with the EAP?

**A** Yes, the EAP can discuss the sexual harassment issue with you. Undoubtedly you are distressed over the harassment and the EAP can offer you support and encouragement. Review any existing sexual harassment policy so you know the steps to take in reporting the harassment. The EAP will keep your discussion confidential in accordance with the laws and policies that protect any client using the EAP.

## World Events & Stress

America at war, terrorism threats, world crises and water cooler squabbles about politics. If daily exposure to the evidence of unsettling times is wearing you out, perhaps you need a break. Here are a few ideas:

- Take a Vacation from the News. Is your television tuned to news shows too much? Is the TV on even when you aren't watching it? Do news alerts cause you to rush back to the TV? Does it feel as though you are addicted to the news? It might be time for a vacation from the news. Try turning it off or watch less. If critical news happens, you will probably hear about it another way. If you must have a news update, ask a friend to give you a periodic report.
- Create a Supportive Environment. Find time during the day to call your own. Make this a quiet and supportive environment to read a book, participate in a hobby you have postponed starting, meditate or practice progressive muscle relaxation and breathing exercises. The objective is to find time every day to feel at peace in your immediate surroundings.
- Seek New Inputs. Use the time you have created tuning out the news to start doing things you have been putting off. Exercise, take a short drive, see a movie, eat out, visit with a friend or visit a library. Do something new that adds to your life.