

# EAP MONTHLY UPDATE

DECEMBER 2023

## Welcome to the EAP Monthly Update!

Even in the best of times, the holidays can be stressful, especially with crowds, family tension, social pressure to attend or host gatherings and the economic strain of gift giving or additional expenses the holidays bring. Handling these ups and downs is easier when you have coping skills to manage your emotional wellbeing. This month, you can improve your wellbeing by learning how to protect your personal information and discovering ways to reduce your stress during the holidays.

### MONTHLY ARTICLE:

#### Improve Your Wellbeing by Developing Your Emotional Intelligence

Emotional intelligence is the ability to recognize, understand and manage your emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and defuse conflict. Developing your emotional intelligence can improve your overall happiness and wellbeing by making you feel better about yourself and your relationships.

Read the article on Emotional Wellbeing in the Trending section [on the EAP website](#).



### EAP FEATURED BENEFIT:

#### Identity Theft Resolution

When you are a victim of identity theft, the financial and legal issues can feel overwhelming. The Identity Theft Resolution program is an interactive advocacy service that provides education and guidance to victims of fraud-related crimes.

The Identify Theft Resolution program provides one free 60-minute consultation with a Fraud Resolution Specialist™ who will provide you with an ID Theft Emergency Response Kit and help guide you through what you need to do, including notifying credit reporting agencies and initiating fraud alerts. Learn more [on the EAP website](#).



## MIND YOUR MENTAL HEALTH

### December is National Stress-Free Family Holidays Month

The holidays can be joyous, and also stressful. Here are some tips to help reduce your stress in December:

- **Maintain your foundation for mental wellbeing by** eating healthy, exercising regularly, and getting enough sleep.
- **Practice self-regulation.** Reduce your stress by controlling what you allow to upset you and regulating your emotions.
- **Manage your expectations.** Accept family members and friends as they are, even if they don't live up to your expectations.
- **Manage your time.** Prioritize events you are excited about attending and decline other offers without guilt. Remember to leave ample time for rest and self-care.
- **Delegate.** Do not feel you must do everything yourself if you are hosting an event or gathering. Asking a guest for help makes them feel included and needed.
- **Share your generosity of spirit.** Volunteer or practice random acts of kindness. It can reduce your stress and provide you with a sense of meaning and purpose.

Visit the [Mind Your Mental Health website](#) or call EAP for confidential mental health resources.

Source: [HCBH.org](#)

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## MANAGER SPOTLIGHT

### How Managers Can Support Employee Wellbeing

Leaders play a critical role in contributing to the conditions for positive mental health for themselves and their team. Gallup found that for almost 70% of people, their manager has as much impact on their mental health as their partner.

Managers can make a difference in employee wellbeing by asking, listening, coaching, clearing roadblocks, providing support and encouragement, promoting work-life balance, and offering learning and team-building opportunities. Leaders who show that they care about their employees, ensure that they feel valued and trusted. This, in turn, increases an employee's sense of wellbeing.

EAP provides specialized Workplace Support Services for managers and supervisors. These services provide leaders with confidential management consultations to help with how to handle a performance issue, leadership training, learning how to support staff during a traumatic event and much more. Workplace Support Services help create a safe and productive environment where staff are enthusiastic about their work. Workplace Support Services are available anytime, day or night.



## UPCOMING LIVE WEBINARS

### December

#### Manager Webinar - [Emotional Wellbeing for Leaders](#)

**Wednesday, December 6, 2023 | 11:00 – 11:45 a.m.**

**Description:** This webinar helps attendees understand the importance of emotional wellbeing for leaders and employees. You will identify strategies that can enhance your well-being. Learn about ways in which you can become a more effective leader.

#### Employee Webinar - [Coping with Grief and Loss](#)

**Wednesday, December 13, 2023 | 11:00 – 11:45 a.m.**

**Description:** In this class, define and discuss the processes of grief, bereavement and mourning. Look closely at the experience of grief, how to work through the sadness and emotions you may be feeling and prioritizing self-care if you've suffered a great loss.

*These webinars are free and supervisor approval is required to participate. Space is limited. To register, visit the [EAP website](#). Scroll down to the bottom of the homepage. On the right side under the header for Featured Topics, click on the link for Access webinar.*

*Webinars are recorded and are available on the website approximately two to three weeks after a live event. To view past webinars, go to the [EAP website](#). Click on the Learning Center header. Scroll down on the Learning Center page. On the left side of the page, click on Webinars. Click on View More to select the individual webinar recording and access the slideshow and any handouts shared during the webinar.*