

SOLUTION TALK

A Newsletter for Supervisors from your EAP

April 2003

Counseling and Family Resources, Ltd.
EAP Preferred



Managing Your Company's Most Valuable Resource: Your Employees

Supervisor's Tip:

Always Give 100 % at work:

12% Monday
23% Tuesday
40% Wednesday
20% Thursday
5% Friday

How to contact us

EAP Preferred has a new logo and a new address:
2700 N. 3rd Street
Suite 2008
Phoenix, AZ 85004

For information or to schedule appointments:

602-264-4600 or
1-800-327-3517

If you need brochures or forms, please call us.

To schedule trainings, for supervisory referral info or for consultation, call:

Dorothy Hurd at ext 108
or
hurd@eappreferred.com

Or just call to let us know how you are doing, we always like to hear from you.

Doing More With Less

Recently a Supervisor was comparing the current financial situation to his experience in the Army. He said, "We did more with less for so long that pretty soon we could do anything with nothing".

You and your employees may be feeling the pinch. Many organizations are dealing with cutbacks, layoffs, hiring freezes and budget cuts. How do you help your people to keep up morale when they may have to do more work at the same pay?

One of the most important things a supervisor can do to help employees cope is to notice good work and reward it with attention. Your employees may be feeling like no one is paying attention to the extra work they have to do post lay-offs.

Some supervisors take the attitude that the employees are lucky to have a job and that they should not have to praise them for doing the work they are being paid to do. This reasoning ignores the fact that many people are motivated not just by pay but also by being shown respect and appreciation. How do you do this? Here are some suggestions that you can implement for free:

Show respect by keeping employees informed on the latest developments in your organization.

Say "Thanks" and "Good Job" frequently and with sincerity.

Let your employees know that you realize they are taking on more work and you appreciate it.

Listen to your employees' ideas about how things might be done better.

Bullies in the Workplace

Workplace bullying is the subject of one of the articles going out to employees this quarter. Bullying is the persistent use of offensive behavior that gradually undermines a person's self-esteem and confidence. Bullying has a cumulative effect on the target; single incidents may not seem that bad but when they accumulate they have a very negative effect.

Both women and men may engage in bullying behavior. The target of the bullying is often a competent and valued employee who may be reluctant to complain, thinking that he or she should be able to handle the situation.

However, the effects of bullying, over time, often result in reduced productivity, stress-related illnesses, absences, high turnover and possibly litigation.

Supervisors who want further information on recognizing and addressing bullying can contact our Training Director at ext. 108. You may want to discuss a situation in your work place, get printed information or schedule a training on this subject.

Newsletters and monthly articles are available by email. Let us know if you would prefer to receive information electronically.