

FRONTLINE



MEMORANDUM

MIIA Employee Assistance Program (EAP)

A Confidential Counseling & Referral Service

800.451.1834

Tips for Your Teams

Incorporate these frequently overlooked skills into your work groups and you will build stronger teams:

- Show your team members that you trust them.
- Help each member feel acknowledged, understood, and supported.
- Consistently show up at team meetings on time and help end them on time.
- Be hard on problems, not on team members.
- Don't sit on need-to-know information. Pass it on quickly.



Call 24/7 to speak to an EAP consultant ready to assist you.

What An Employer Wants

As graduation season arrives, it is helpful to take a look at what employers say they want from new hires. Here is a checklist that may not be in writing, but one an employer will surely have in mind during an interview if you are new to the workforce or moving up the ladder.

Initiative: It's at the top of the list of desirables. Employers want new hires to have energy and aptitude displayed by a willingness to act without being told, complete assignments on time, spot the needs of the organization, and act in its best interests.

Work ethic: Closely related to initiative is work ethic/behavior that demonstrates that you are not a clock-watcher. You will do what it takes to get the work done on time.

Personable: Do you come across as friendly, mature, and dependable, with a strong character? Look your prospective employer in the eye when you shake hands or speak, or you risk losing some points in this area.

Personal development: Do you seek continuing education to further develop your skills and abilities?

Quality of work: Do you deliver above and beyond what's required, without errors and omissions?

Skilled communicator: Do you speak clearly and listen well?

Leadership skills: Do you have the ability to lead others and feel comfortable directing a larger group of people toward the completion of a common goal?



NEWSLETTER

Summer 2007

Confronting A Co-Worker's Personal Habits

Poor hygiene, weird noises, and strange habits. Nothing beats the challenge of tactfully asking a coworker to change a personal habit or behavior that you find disagreeable. Avoid a larger conflict by asking yourself if the problematic behavior or issue is one that your coworker can control and whether your productivity is adversely affected by it. Consistently foul language or clipping fingernails near your desk can easily pass both of these screening questions, while some personal habits associated with appearance or even personal hygiene may not. Be discreet in your approach. With a multicultural workforce and the trend toward greater acceptance of differences, respectful communication is important. Conferring with your manager when you are in doubt, or perhaps with the EAP about your approach, is a good idea. Discuss the validity and importance of the issue, and whether you should confront it or accept it as just an inconvenience.



Avoid Lunch At Your Desk

Seventy-five percent of us eat lunch at our desks two to three times a week, according to a study conducted by the American Dietetic Association. If you aren't using that time to get fresh air, move around, and take a stretch, chances are you are starving your body of sunlight, exercise, and better food than lunch in a cup. You will feel better about your job or at least manage your stress better by getting together with a coworker or friend and changing your lunch

venue *today*.

Stay Active - Live Longer

A health insurance company that specializes in insuring centenarians, conducted a survey of one hundred people over 100 years of age. They were asked what they believed to be the secret of living to 100. The common denominators were acting young, keeping up with trends, technology, news, their faith, or any activity that helps them stay connected to the larger world. There are 80,000 people in the United States over the age of 100. In thirty years, the figure is expected to be almost 600,000.

Source: 100 at 100 Survey, Evercare Health Insurance Company

