

Your Employee Assistance Program (EAP)

Orientation for
Sheet Metal Workers International Association Local 30

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Creating Space







Types of Resilience

These types arise when we face major life problems, situational problems and daily problems.

- Physical resilience,
- Mental resilience,
- Emotional resilience
- Social resilience

Factors that Promote Resilience

1. CONNECTION

- Good relationships with friends and family
- Involvement in community, cultural, school, charitable or faith-based groups
- Internalizing a sense of connectedness

2. COMMUNICATION

- Ability to share, explain, explore, and understand
- Ability to reframe what has happened
- Development of insight and good judgment

3. CONFIDENCE

- Positive yet realistic view of yourself
- Accurate sense of your abilities
- Recognition of what you have learned after a problem is resolved
- Ability to visualize your goals and what you want
- Believing you can influence how things turn out

4. COMPETENCE AND COMMITMENT

- Ability to look at the big picture
- Ability to problem-solve
- Following through, not giving up
- Working toward your goals every day

5. CONTROL

- Managing strong feelings so they enhance relationships and productivity
- Developing coping skills, not just quick fixes
- Keeping things in perspective
- Understand the role that your thoughts play in how you feel



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FACTORS THAT PROMOTE RESILIENCE

by DR. ALISON BLOCK

www.dralisonblock.com

Keep Calm and Keep Self – Care On

- Diaphragmatic breathing.... Inhale through the nose; exhale through the mouth.... Exhale twice as long as inhale and repeat
- Focus on what you can control
- Be present
- Take time for self care
- Eliminate your triggers
- Reflect upon your coping strategies and your need for certainty
- Learn to tolerate uncertainty
- **Ask for help**, when you need it (and even when you think you don't)



Your EAP offers confidential information, counselling, and referral services for you and your family members



What is an EAP?

- A continuum of counselling and work life services which support employee and family wellness
- Voluntary, confidential counselling & referral service
- 24-hour access through English & French toll-free lines
- Available to employees and their families
- Individual, couple and family counselling
- **Free and confidential**

Professional and Accessible

Counselling staff have advanced degrees in social work or psychology

- Counsellors available with a variety of specializations
- FSEAP Ottawa has been providing EAP services since 1984
- Services are offered in English and French

Accountable to You

- Independent from your workplace/union
- Remain neutral in matters affecting the relationship between the organization and its employees
- Bound by national QA standards and professional ethics

Confidentiality

Employees are guaranteed strict confidentiality

No information is shared with anyone, including your employer, without the individual's voluntary written consent

Limits

There are some limits:

- Imminent risk of harm to self or others
- Suspected child/elder abuse or neglect
- Court orders



Helpline Services

- 24/7 response to critical issues:
- Emotional crisis
- Thoughts or threats of suicide
- Situations of abuse, trauma, or violence
- Seeking help for addictions



What is Counselling?

- Short to medium term in length (4-6 sessions)
- Focused on strengths
- Work together with counsellor to set treatment objectives
- Referrals for longer-term treatment
- Resources

What is Counselling?



- Anxiety
- Depression
- Grief/ loss
- Personal/ job stress
- Addiction



- Referrals/ bridging to ongoing treatment
- Links to community resources



- Relationship/ family issues
- Parenting issues
- Separation/ divorce
- Work-life balance



Additional Support Services

- Legal Consultations
(General legal services; separation/divorce)
- Child Care and Elder Care Resources
(Education & Support Programs)
- Nutrition Consultations
*(Access to Registered Dietitians, Nutritional Therapists
and Certified Diabetes Educators)*



Additional Support Services - cont'd

- Career Counselling
- Life Coaching
- Health Coaching
- Smoking Cessation Support
- Financial Coaching & Credit Counselling
- Resource Kits

(couples, anxiety, depression, burnout, grief, and loss, parenting your teenager, financial empowerment, seniors, and retirement)

Website

fseap.ca

www.fseap.ca

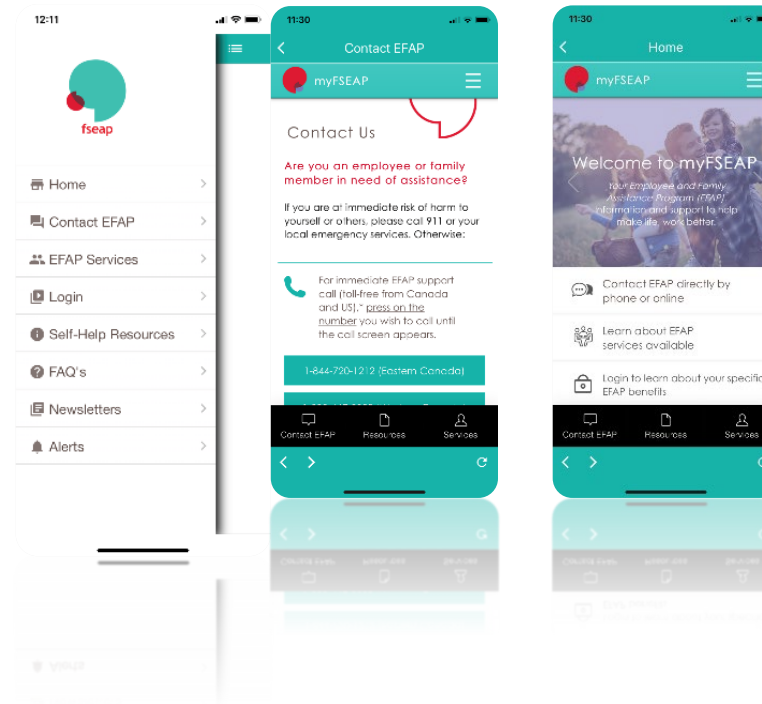
Sheet Metal Workers login:

Username: tosmwiamap

Password: myfseap1

myFSEAP Mobile Site

- ❖ Easy-to-use interface
- ❖ myFSEAP mobile site optimized for navigating on smartphones
- ❖ Convenient way to access important information about EAP



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How to Ask for Less Micromanagement

Micromanagement is a common complaint among employees, but most micro-management is not malicious. It stems from a lack of understanding of how to delegate. A micromanager may actually trust you, but it's fear that keeps him or her from letting go. To intervene, don't grow weary, stomp out, or back out your frustration. Instead, meet in private and explain the issue. If you have not done so before now, you'll discover the relation is likely good communication about each of your needs. You may need two or three follow-up discussions to achieve consistency, but a few more small progress reports from you will usually end the issue.



Productivity Tip: Magic in Pocket Recorders

Tools for capturing thoughts—and listening to them—are among the most sought-after technologies. Tiny spiral note-books of the past have been replaced by an abundance of options. One of the most progressive is the pocket recorder. These aren't \$200 anymore. They're 20 bucks! And they record cheap, crisp sound with 20 hours or more of recording time. Search any online tech store to find dozens of choices. Four key productivity achievements are solved by small pocket recorders: 1) Capturing great ideas and to-dos, 2) Listening to reminders about those ideas and to-dos, 3) Eliminating "Gotta Remember This" syndrome, 4) Reducing the stress of managing a to-do list, and 5) Making great use of waiting time—in lines, while commuting, or while engaged in repetitive activity like exercise.

Exercise and Kudos to You

Having a physical fitness routine offers benefits for improved health and managing stress, but there are more benefits to exercise than the release of feel-good brain chemicals and shaking off tension. One less-appreciated payoff of exercise is goal attainment of your exercise session, thinking it up as a success, and benefiting from the positive self-talk that accompanies it. Don't minimize the impact of genuine self-kudos and the role they play in stress management. This one benefit is an additional motivational factor for participating in a regular exercise program. When we find a positive self-esteem, anticipated success lies ahead. These linkages all contribute to improved personal and workplace productivity. You do have time for exercise. What may be missing are stronger reasons to get you moving. Add this one to the mix and see if it doesn't stir you to grab your sneakers.



Plan for a Better Tomorrow

To jettison down your to-do list for tomorrow before going to sleep tonight, you may sleep better. Surprisingly, this tool helps you offload thoughts and reduce worry, not stress you create about what lies ahead. The research seems to support another often recommended productivity tip—planning ahead for the next day. This includes jettison down your schedule, deciding what you will wear, planning breakfast, and choosing the personal items you'll take to work. Starting your day with less stress, having time and a few more resources, and experiencing less stress in the am. can help you have a better day.

Source: www.huffpost.com (in work article 1/1/18)



Respecting Personal Boundaries of Work

Respect in the workplace brings to mind words like tolerance, diversity awareness, and fair. Respecting lines is much broader than it seems that we respect productivity. One of them is not respecting the personal boundaries of a coworker. Do you walk through a coworker's door unannounced, call into his or her cell at home, or sit in a chair close by while the coworker is on the phone, making your own to speak with him? Employees who appreciate the importance of having personal boundaries will get along better. Here's why: When you disregard personal boundaries, you send the message: "It's not important that you, as I don't need to respect your space." All of us reach each other when our personal boundaries are not how we want to be treated. Making them known is a combination of awareness, diplomacy, and necessary. "I would like to speak with you right now, but I need to take this phone call in private," combines all three elements of how to establish personal boundaries. The most important rule in maintaining personal boundaries is practice what you preach. In other words, if you don't want people phoning after 8 pm, to discuss a work issue, don't phone them after 8 pm.



Caregivers and Depression

Do you care for a chronically ill person who also suffers with depression? It's a good and proper issue around health. Research has shown that caregivers are more at risk for depression themselves if they care for a person with depression. There are a social support and psychological support system, and practice basic stress management skills. Contact your DASH for the help. Our researchers can assess the and support you with depression.

Source: www.health.org/depression/caring



Connect with us.

1.800.668.9920 | TTY 1.888.234.0414
myfseap.ca

Support and Information in FSEAP Solutions is the general educational program only and is not intended to replace the counsel or advice of a qualified health care professional. Contact FSEAP for further help, guidance or referral to community resources for specific problems or personal concerns. Source: FSEAP has been authorized to communicate and use our website.

Why people don't use their Employee Assistance Program?

1. Tough it out, stigma...
2. Confidential – really?
3. We don't know we have it

Remember...

- 3 ways to access FSEAP
- Website www.fseap.ca
- Telephone app (myfseap)
- Call 1 800 668 9920



Questions?
Comments?