

THE CONTINUUM **EDGE**

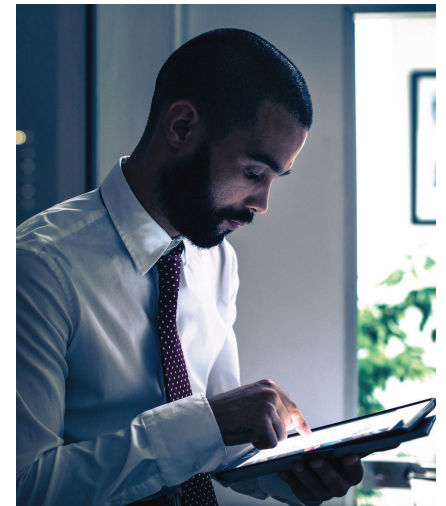
INFORMATION FOR LEADERS



I'm excited about my new role as supervisor. I'd like some valuable and practical tips to enhance my career growth and build a positive reputation. What suggestions can you offer?

Here are some practical tips:

- Know where your job fits into the purpose of the organization. This will enhance your motivation and commitment, and your personal goals will align with those of the organization.
- Invest your energy in activities your supervisor considers valuable.
- Ask questions; never be thinking, "I am not sure what the organization wants me to do."
- Develop an instinct for knowing when to communicate to get answers, clarify issues and double-check what's expected of you.
- Share credit with others. When mistakes happen, own them without spreading blame.
- Learn to finesse how to inform upper management about successes by highlighting positive outcomes, impact and measurable results of your work.
- Be sensitive to workplace politics. They are a reality of human interaction.
- Develop reliable stress management strategies that work for you.
- Learn the art of staying calm when others are emotional during a crisis.
- Build a network of individuals who can offer support, share insights and add to your continuous development.



Interested in additional info?

Visit 4continuum.com and click "MEMBER LOGIN" to access HelpNet, which offers a vast library of supervisor-focused resources.



My employee is involved in a divorce, and it has been very disruptive to his performance. There are legal and parental issues. I have suggested the EAP, but he hasn't reached out yet. How can Continuum EAP help? Perhaps I can share this information to motivate him to participate.

A: Continuum EAP can help by providing:

Emotional support: Taking advantage of the fact that the EAP is a safe and confidential space to express feelings and emotions related to the divorce.

Coping strategies: Learning effective coping strategies to manage stress, anxiety and turmoil.

Time management skills: Organizing time to balance work responsibilities and personal needs during this challenging period.

Communication skills: Improving communication skills to help navigate difficult conversations, both at work and in personal relationships, including knowing how important

it is to communicate with you and maintain transparency about the situation without oversharing.

Conflict resolution advice: Receiving guidance on resolving conflicts at the office or in personal relationships.

Self-care practices: Exploring activities to promote physical and mental well-being to counterbalance the stress of the divorce.

Goal-setting tips: Helping the employee maintain a sense of direction and purpose.

Referrals: Directing to additional resources or support services, such as legal assistance, financial counseling or support groups.



I'm reluctant to utilize the EAP for supervisory consultation because I'm concerned that it could be perceived as a reflection on my skills and abilities, despite management saying that it won't have a negative impact. How can I feel more comfortable?

A: Feeling reluctant to use the EAP for supervisory consultation is not unusual. Realize, however, that consultative help may be the key to resolving a serious behavioral issue with a high-risk employee someday. Keep in mind that Continuum EAP consultations are confidential and that they can be conducted over the phone. View seeking assistance from Continuum as a proactive step for personal and professional growth. It demonstrates a commitment to improvement and learning. If you still feel uneasy, have an open conversation with your supervisor about their thoughts concerning an EAP consultation. Realize that your company culture and values are in line with helping employees and preserving human resources, as demonstrated by their investment in an EAP like Continuum.