

Upcoming Online Seminars

11/20/18:

Caring for Aging Relatives

12/18/18:

Saying What You Mean the Right Way: Healthy Forms of Communication

01/15/19:

Building Positive Relationships at Work

The webinars are uploaded to the SupportLinc website on the specified date and is then available on demand. The webinar can be found on the website under 'Online Seminars' in the 'Centers' section.

How to Appreciate Diversity During the Holidays

Celebrating diversity and inclusiveness is about using the holiday celebration time with friends, family and coworkers to build understanding and awareness about others.

- **Learn about other religious or holiday celebrations.**

Watch a TV special about other celebrations, do your own research on a specific holiday or check out books while gift shopping. Share your learning with others and use it as a chance to expand conversation.

Encourage employees to share their celebrations through stories, decorations and foods that they can bring to the workplace.

- **Make no expectations about other religious or holiday celebrations.**

Realize that people celebrate a variety of holidays during this time of year, and some people choose to celebrate

none. Be respectful of these differences by taking an interest in other people's traditions and making them feel welcome.

Don't be afraid to ask people what holidays they celebrate, if any. Find out what they do during this time of the year that is special. Let it be an opportunity to learn about different cultures and religions and the traditions that accompany them.

- **Mark your calendar with other scheduled religious or holiday celebrations.**

Take a few moments to mark your calendar with the holidays that people celebrate. When writing holiday cards, recognize their holiday, and include a hand-written note acknowledging their celebration.

Try displaying a multi-cultural calendar to help all employees stay

aware of important cultural events for the year too. Practice respect for these special dates and plan events and meetings around various religious holidays.

- **Make sure your holiday party isn't a Christmas party in disguise.**

Make the decorations and food general and not specific to any religion.

Maybe consider having a New Year's party instead of a holiday party. This type of party can get everyone on board with the company's mission and vision for the New Year.

Source: <https://www.thebalance.com/how-to-appreciate-diversity-during-the-holidays-1917926>

For information regarding the supervisory services available through the SupportLinc EAP, call 1-888-881-LINC (5462) or visit www.supportlinc.com username: (your company name)

What is Mindfulness?

There has been a lot of talk about mindfulness and being more mindful, but what is it? Mindfulness is the state of active, open attention to the present. When you're mindful, you are living fully in the present moment, instead of letting life pass you by.

Get more information by clicking on the 'Mindfulness' link at www.supportlinc.com

Making the Most of the Holiday Season

Stress and holidays seem to go hand-in-hand. Your busy schedule becomes even busier with preparations and celebrations. This may be a good time to try to reframe your thinking about the holidays -- view the holidays as an opportunity to enhance your psychological well-being. APA offers helpful steps you can take to lessen holiday stress and feel more optimistic about the season:

- **Take time for yourself** — Sometimes self-care is the best thing you can do — others will benefit when you're feeling less stressed. Reflect on aspects of your life that give you joy; go for a long walk; get a massage or take time to listen to your favorite music or read a new book. All of us need some time to recharge our batteries.
- **Volunteer** — Find a local charity, such as a soup kitchen or a shelter that needs volunteers and offer to help. Helping others may lift your mood and help you put your own struggles in perspective.
- **Have realistic expectations** — View inevitable missteps as opportunities to exercise your flexibility and resilience. A lopsided tree or a burned brisket won't ruin your holiday — it will create a family memory.
- **Remember what's important** — If your holiday expense list is running longer than your monthly budget, scale back and remind yourself that what matters most is loved ones, not store-bought presents, elaborate decorations or gourmet food.
- **Healthy conversations** — Let your family know that holidays are times to express gratitude, appreciation and give thanks for what you all have, including each other. Families can plan activities they can do together that foster good fun and laughter, like playing a family game or looking through old photo albums.
- **Seek support** — Talk about your worries and concerns with close friends and family. Getting things out in the open can help you navigate your feelings and work toward a solution.

<https://www.apa.org/helpcenter/holiday-season.aspx>