



Community
Assessment
Referral &
Education

EAC *Supervisor Wire*

www.careofmacomb.com

Employee Assistance Center at CARE

Published by the staff at EAC to help supervisors in their goal of maintaining a safe, drug free, productive workforce.

SUMMER 2005

Technology Perspectives

"In times of profound change, the learners inherit the earth, while the learned find themselves beautifully equipped to deal with a world that no longer exists"

-- Al Rogers, writing about Thomas Edison

Remember the first time you sat in front of a keyboard and monochrome screen and joined a brave new world? You may have been playing Pong or Manic Miner, or carefully crafting your first lines of code. The computer era was ushered in by monumental developments in electronics, mathematics and information science and changed the course of the 20th century. During WWII one of the earliest electronic computers, Colossus, enabled Allied code breakers in the UK to decipher Nazi messages. In 1941 another of the earliest programmable machines, ENIAC, was used by the US army to calculate the trajectory of ballistic weapons with unprecedented accuracy. The rest, as they say, is history.

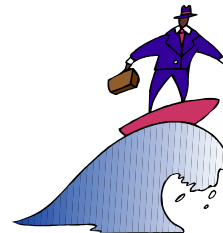
The amount of technical progress is increasing exponentially. At today's rate of progress, we can expect to double our rate of progress every decade. In fact, more information was produced between 1965 and 1995 than was produced in the entire period from 3000 BC to 1965.

Beyond just speeding things up, advancing technology has changed the way the world does business. No matter how small a company may be, technology enables any business to handle more work, serve more customers and reach into faraway markets. We can interface with clients anywhere in the world. To maintain that competitive edge, business owners can embrace real-time communications made possible through technologies such as high-speed Internet, wireless handheld devices and text messaging.

"The occasion is piled high with difficulty, and we must rise to the occasion. As our case is new, so we must think anew and act anew."

--Abraham Lincoln

The recent changes in technology affect every organization. Each business has found ways to utilize these resources more effectively, than ever before. For more information on the technology trends that will apply to you, please attend our September 27 conference titled "Conquering the Multi-Generational Wave: Preparing Your Team to Navigate the Storm." Our keynote speaker, Leon Passariello, President and CEO of Healthy Vine, will address changes in technology perspectives.



"Conquering the Multi-Generational Wave"

Preparing Your Team to Navigate the Storm

The 2nd Annual Productivity in the Workplace Conference

When: September 27, 2005 8:00am - 1:00pm

Where: Macomb Community College
South Campus (14500 12 Mile Road in Warren)

Cost: \$45 per person.

Discounts for groups available
to our EAC customers.

Continental breakfast & lunch included

Keynote Speaker - Leon Passariello

Luncheon Presentation by the Van Dyke Fishettes

Breakout Topics include: Coaching Your Team to Excellence, Learning for Life in Support of the Mission, Motivating Your Team to Withstand the Tide, Generation & Gender and it's Impact on Productivity.

To register call the Employee Assistance Center at 586-541-1555 ext. 218

THE EMPLOYEE ASSISTANCE CENTER CAN HELP WITH MANY CONCERNS

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Alcohol/Drug Abuse • Marital Tension • Elder Care
Emotional Problems • Legal and Financial Referral

Services are confidential and FREE to employees and their dependents

**586-541-1555 or
Toll Free 1-866-888-1555**

“Better to do a little well, then a great deal badly.” — Socrates



The Revised Employee Handbook

Kathy comes to work on the first day of spring wearing open toed sandals...Jim wanders in fifteen minutes late and leaves before 5:00...Bob checks his personal email and monitors the stock market throughout the day...

If you have issues such as these, it is time to pull the Employee Handbook off the shelf and revise it. If your company does not have such a book, then it may be time to create one.

No matter how large or how small a business is, an employee handbook can prove to be a useful tool. Having policies and procedures in writing puts all employees on the same page by making the expectations clear and specific. It gives you rules to enforce and helps with orienting new hires to the company.

Vision Statement. Start out by creating a vision that paints the big picture and gives an organizational overview. What is the mission of the organization? Who are your customers/ consumers? What are the goals and objectives? What are the expectations of staff in serving that population?

Hours worked. Outline what the hours of operation are. Include days closed due to holidays. Make sure you cover your leave time policy in regards to sick time, comp time, bereavement, vacation, maternity, military and jury duty.

Benefits. Include all info on health, dental, optical, life and disability insurance and retirement plans. Also include other benefits such as longevity, commission, flex-time and job-sharing.

General policies. In this section list all other things such as your code of ethics, dress code, telephone use, internet use, personal mail, employment of relatives, visitors, and other general information.

Having an employee handbook helps guide the employee and is a useful tool for the supervisor who cannot be expected to know everything. When a question is asked such as “May I use bereavement time to attend my grandma’s funeral”, you’ll know exactly where to look to find the answer!

Call the EAC for more detailed information and additional suggestions for what to include.

FISH! Philosophy

People are eager to bring their passionate, authentic and energetic selves to their jobs. Unfortunately, their jobs often won't let them, which really doesn't make good business sense. The success of any organization is based on the individual success of each person in that organization, so we can guess that if you choke personal creativity then you choke that organization's chance to flourish.

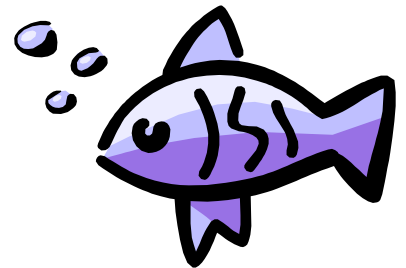
FISH! is a philosophy that is alive in individuals, industries and organizations throughout the world, both large and small, championed by leaders, executives, owners, HR and training professionals and individuals committed to creating a culture of trust, accountability and innovation. Fish! believes in rocking any status quo that's in the way of people living and working in a wholehearted, passionate, productive way.

Let's face it; the success of any organization is directly proportional to the personal success of its individual associates. Every organization needs people who are passionate, committed and free to live the organization's vision through their own personal values.

Since we live in an era where there's enormous emphasis on productivity and maximizing human capital, the opportunity and privilege to inspire personal transformation that leads to organizational transformation is here and now. That's the beauty of the four simple but powerful principles that are the bedrock of The FISH!

Philosophy:

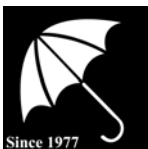
- Be There
- Play
- Make Their Day
- Choose Your Attitude



That's the promise of FISH! A life-long philosophy that helps us feel inspired about the work we do. FISH! helps build great organizations by affirming one another, and in time, earning each other's heart and soul. Making money is easy but finding meaning in our work is not.

To learn more about the FISH! Philosophy, attend the 2nd Annual Productivity in the Workplace Conference on September 27, 2005. The FISHettes from the Van Dyke Public Schools will be our lunch presentation!

Information reprinted from www.fishphilosophy.com



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M, T, TH: 8:30 am - 9:00 pm
W & F: 8:30 am - 5:00 pm
Clinician on call 24/7

The EAC is located within the CARE office, which is on the southeast corner of Utica Road & Masonic (13 ½ Mile Road) in Fraser