



Home of the
**Employee
Assistance
Center**

Supervisor Wire

www.careofmacomb.com

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Lunch and Learn— “Grow” Your Employees!



Downsizing calls for “growing” the employees that you have and preventing expensive employee attrition and recruitment. One way to do this is through a “Lunch and Learn.”

With a “downsized” workforce, it is difficult to find the time to give continuous training to your employees. Job descriptions have grown tremendously to make up for a smaller workforce; yet, despite the lack of time in a workday, employers cannot afford to neglect their training and development.

One way to creatively handle this time dilemma is to offer “Lunch and Learn” seminars for your employees. “Lunch and Learns” are informal workshops coordinated at the workplace during a one hour lunch period. They can be brown-bag sessions, an inexpensive lunch can be offered or a creative sandwich or salad “potluck” could be planned. Whatever the food option may be, it will provide a relaxed and informal learning environment for groups of your employees. Utilize the talent that you have in your work environment! Take this time to let your employees shine if they can offer instruction on their area of expertise. Ideas for Lunch and Learn Programs could cover some aspect of one of the following:

Job Skills/Professional Development- Focus on offering skills training that will serve as a purpose of cross-training your employees in areas that are lacking in your workforce. Utilize current “novice” employees to share their knowledge in such aspects as computer software training, customer service

Products/Service Training- A great opportunity to train veteran and new employees on current services or new products/ services offered. Utilize your veterans to present information on current services to your new employees.

Personal/Life Skills- An occasional session that is non-office related is always an option. An employee that is involved in a craft could “showcase” their talents and

teach others. A walking or health-conscious group can be formed. Ask local public and health agencies to provide speakers for such topics as parenting, health issues, etc.

Keep these informal sessions as an *option* for employees— not a requirement. Also, try to stick to topics that can be easily covered (*with questions and answer time*) within a typical lunch period. Occasionally allowing an extra fifteen minutes for Lunch and Learn participants may prove an added benefit and incentive for attendance.

Key Points For a Successful Lunch and Learn:

- **Select Topics**
- **Recruit enthusiastically and actively**
- **Pick an appropriate location**
- **Clearly specify lunch option**

The benefits of a Lunch and Learn for your employees are numerous! There is effective utilization of company time where you are able to deliver more training at minimal additional cost. Also, employees appreciate having a choice on going to training or the voluntary approach to offering their input in a training. In addition, many employees enjoy being in the spotlight and enjoy displaying the expertise that they possess in a given subject.

Finally, Lunch and Learn sessions provide a cost-effective opportunity to have better trained employees that are motivated. Call the EAC today to explore how many hours of free training that you have available.

TEAMBUILDING IDEA

This spring, group your employees into teams and have them assigned to a planter box outside near the entrance way or inside the building in a sun-exposed area. Provide the materials or funding to “spruce up” the place, while also giving them a sense of pride and a few moments of relaxation. Invite a local nursery to visit during a designated lunch hour to give employees gardening tips, coupons, etc.

COMMIT!

20 minutes per week for six weeks...
... to a fun teambuilding activity and you are bound to see positive results!

Balancing Work and Family

A survey by Catalyst, a New York based research company, has discovered that 51% of women and 43% of men have difficulty finding the right balance of work and home life. If left unbalanced, employees may begin to feel frustrated and resentful which could eventually lead to burnout, both at home and at work.

Finding balance is a process by which you first need to recognize the importance of having physical, emotional and spiritual health 24 hours a day, 7 days a week. Secondly, you understand the need to have clear boundaries and fair rules both at home and at work. It requires being introspective, motivated, and consistent. Making decisions to change must be followed by action and by ongoing reevaluation. A good starting point is to gain an understanding of what is important to you now. You need to be able to separate the "big stuff" from the "little stuff" in order to focus your energies and reach your goals.

One of the biggest problems facing home life today is working late and/or taking work home. At the same time, one of the biggest problems in the workplace today is the problem of having employees bring their personal problems to work. Employers say, "We need people who come to work ready to get the job

done." Employees say, "When I get home I need to be able to spend more quality time with my family and friends." Unfortunately, time gets blurred and employees find they are taking their personal life into the office, not getting done what they need at work as a result, and then spending time at home trying to catch up on work. It becomes a vicious cycle. Is there a better way? Yes!

The EAC offers a one hour workshop on Balancing Work and Family. The goal of the workshop is to help participants recognize what areas they feel "unbalanced" in and set short term and long term goals for resolution. Stresses are identified and employees learn how the quality of their personal life has a direct impact on the quality of their professional life, and vice-versa. A stable personal life allows employees to direct their attention and energy toward your work, customers, and teammates, allowing for better physical and emotional health and productivity. ***Call today to schedule a workshop for your staff! 866.888.1555 x232***

Save the Date!

**Employee Assistance Center is partnering with the
Michigan Business and Professionals Association for our
3rd Annual Work/Life Conference & Expo.**

Friday August 11, 2006

8:00 A.M.—2:00 P.M.

Sterling Inn, Sterling Heights, MI

CARE



Home of the
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Office Hours:
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 1/2 Mile Road) in Fraser