



LIFE ENRICHMENT
EMPLOYEE ASSISTANCE PROGRAM
800•404•7960 www.eapliflife.org

Your Employee Assistance Program Newsletter

Winter 2005

Life Enrichment is a program of The Center for Family Services of Palm Beach County, Inc.

Where Do You Re-Charge Your Emotional Batteries?

There are numerous articles written on how to increase sales volume, handle office difficulties or give wonderful product presentations. But, after the business day winds down and the office lights go out, what does the next segment of the day hold for you?

When I mention the word "home," what comes to mind? What is your immediate feeling? Is it a place to recharge your "emotional batteries"...or a place you'd rather avoid? Is it a place of renewal, support and love or tension, arguing and dread?

One of the ways to reduce stress at home is to create a "buffer zone" between "work time" and "home time." That is, if you live with someone and/or have children, have a rule that states that no problems or complaints are to be discussed and handled for the first 30 to 60 minutes after arriving home. You can call it "home time" or "family time" or "relax time," but it is designated as off limits to all stressful events other than emergencies.... true emergencies, that is. If someone forgets and the onslaught begins when you walk in the door, simply remind the person that you will be happy to talk about that after "rest time" and as soon as "problem time" or "talk time" begins.

Along the same lines, recent research by Dr. John Gottman at the Gottman Institute in Seattle, Washington, has found that couples need to have a 5 to 1 ratio of positive experiences to negative ones for a relationship to be successful. That is, for every negative experience such as harsh words being spoken that lead to an upsetting argument, there needs to be five other experiences that are positive, such as compliments, favors, kind actions, romantic moments or thoughtful sharing. This keeps up the couple's "emotional bank account" so that when a negative event occurs, that "emotional withdrawal" doesn't send the relationship into "bankruptcy."

One way to accomplish this is to get a nice looking jar and fill it with "fun activity cards" describing things to do that take only 10 to 15 minutes. Each person takes 10 cards and writes down one activity per card that he or she would like to do or receive from the other person. It could be a back rub, foot massage, walk around the block, conversation where one person talks about anything and the other person just listens, listening to certain music, being fed a dessert, having your hair washed or anything you'd like as long as it doesn't go against either of your values and isn't disrespectful. You pick one card each day and do

whatever it says. Can you just give to your mate and enjoy it? Can you receive and take in whatever your mate gives to you? This simple exercise can do wonders.

With Spring in the air and Valentine's Day passing, April Fools Day is right around the corner! We all want to make a good living and have financial independence. But, we should never be foolish enough to ignore our emotional lives. If some people put in the same effort into their career as they do their relationship, their business would fold in six months.

How well do you recharge your emotional batteries each day? The answer to that question may not only help determine your motivation, energy level and attitude at work, but how fulfilled and meaningful your life feels.

Is "home where the heart is?" Hopefully, your home is a place you want to run *to*, rather than *from*. May Spring be a time of renewal and your home filled with many heartfelt moments that later become your most treasured memories.

*C. Paul Wanio, Ph.D., LMFT, LMHC
Life Enrichment EAP Clinical
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What is an EAP?

An Employee Assistance Program (EAP) is a proven strategy for assisting employees and their families with personal and work related problems and concerns which they may experience from time to time. These problems and concerns can and do affect the work performance of an employee.

An EAP is based on the concern for the high human and financial costs to industry and the community which manifest themselves in such factors as:

- *Absenteeism*
- *High Staff Turnover*
- *Lateness for Work*
- *Accidents in the Workplace*
- *Poor Productivity*
- *Friction Between Employees*

By offering employees and their immediate families the opportunity to obtain professional assistance through counseling, problems and concerns can be resolved before they impact upon the employee's work performance.

By actively encouraging self referral by employees and their immediate families, Employee Assistance Programs are early intervention strategies for workplaces.

An EAP includes:

1. The provision of an independent, confidential professional general counseling service that is accessible to all employees and their immediate families.
2. Awareness Briefings, Training Programs and other services tailored to meet the needs of the client organization.
3. Evaluation of the services provided in order to ensure the highest quality of service possible.

An Employee Assistance Program is:

- **Free-** Free of charge to users of the service
- **Confidential-** Names and information provided in counseling are confidential
- **Voluntary-** Use of the services is always voluntary
- **Professional Counselors-** are professionally qualified and experienced in EAP
- **Brief Counseling-** Offers assessments, short term counseling and referral
- **Family Coverage-** Employees' families have access to the EAP

For additional information on how Life Enrichment EAP can help you,
contact us: 800-404-7960 www.eapliflife.org

Communication Tips for Parents

Listening:

- ☛ Pay attention
- ☛ Do not interrupt
- ☛ Do not prepare what to say while your teen is speaking
- ☛ Reserve judgment until your teen is finished and has asked you for a response

Looking:

- ☛ Be aware of your teen's body language.
- ☛ Is your teen nervous or uncomfortable
- ☛ During the conversation acknowledge what your teen is saying- nod your head and make eye contact

Responding:

- ☛ I am very concerned about ...
- ☛ I understand that it is difficult...
- ☛ Try not to start sentences with " you should....." or "If I were you....."
- ☛ Make sure you understand what your teen means.



Adolescent Development

Teens are individuals with unique personality and special interests, likes and dislikes. In general, however, there is a series of developmental tasks that everyone faces during their adolescent years.

A teenager's development can be divided into three stages:

- Early
- Middle
- Late Adolescence.

The normal feelings and behaviors of adolescents for each stage are described below:

Early (12-14)

Movement towards independence:

- Struggle with sense of identity
- Moodiness
- Improved abilities to use speech to express oneself
- More likely to express feelings by actions instead of words
- Close friendships gain importance
- Less affection shown to parents, with occasional rudeness
- Realization that parents are not perfect: identification of their faults
- Search for new people to love in addition to parents
- Tendency to return to childish behavior, fought off by excessive activity
- Peer group influences interest and clothing styles

Career Interest:

- Mostly interested in present and near future

Sexuality:

- Girls ahead of boys (developmentally)
- Same-sex friends and group activities
- Shyness, blushing and modesty
- Show off qualities
- Greater interest in privacy

- Experimentation with body (Masturbation)
- Worries about being normal

Ethics and Self-Direction:

- Rule and limit setting
- Occasional experimentation with cigarettes, drugs and alcohol
- Capacity for abstract thought

Middle (14 - 17 Years)

Movement Toward independence:

- Self involvement, alternating between unrealistically high expectations and poor self concepts
- Complaints that parents interfere with independence
- Extremely concerned with appearance and with one's body
- Feeling of strangeness about one's body
- Lowered opinion of parents, withdrawal of emotions from them
- Effort to make new friends
- Strong emphasis on the peer group with the group identity of selectivity, superiority and competitiveness
- Periods of sadness as the psychological loss of parents takes place
- Examination of inner experiences which may include writing a diary

Career Interest:

- Intellectual interests gain importance
- Some sexual and aggressive energies directed in creative and career interest

Sexuality:

- Concern about sexual attractiveness
- Frequently changing relationships
- Movement towards heterosexuality with fears of homosexuality
- Tenderness and fears shown towards opposite sex
- Feelings of love and compassion

Ethics and Self-Direction:

- Development of ideals and selection of role models
- More consistent evidence of conscience
- Greater capacity for setting goals
- Interest in moral reasoning

Late (17-19)

Movement toward independence

- Firmer identity
- Ability to delay gratification
- Ability to think ideas through
- Ability to express feelings in words
- More developed sense of humor
- Stable interest
- Greater emotional stability
- Ability to make independent decisions
- Ability to compromise
- Pride in one's work
- Self-reliance
- Greater concern for others

Career Interest:

- Higher level of concern for the future
- Thoughts about one's role in life

Sexuality:

- Concerned with serious relationships
- Clear sexual identity
- Capacities for tender and sensual love

Ethics and Direction:

- Capable of useful insight
- Stress on personal dignity and self-esteem
- Ability to set goals and follow through
- Acceptance of social institutions and cultural traditions
- Self-regulation of self-esteem

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**For Over 20 years....
South Florida's Premier EAP**

Life Enrichment EAP NEWS:

Life Enrichment EAP is happy to announce the appointment of a new staff member to it's department C. Paul Wanio, Ph.D, LMHC, LMFT.

Dr. Wanio has over 25 years experience - he is an accomplished writer, seminar and workshop leader and psychotherapist. He is the author of book, "I Love You...I Think: When Sex Disguises Itself As Love." Paul brings to the department a terrific sense of humor and a great team spirit. He can be reached at 561-616-1244.

Call Life Enrichment EAP at 561-616-1241 to schedule a seminar for your organization.

Finally, The Life Enrichment EAP is studying workplace issues. Each quarter we will be polling employees. We want to know.....

"What makes an organization a great place in which to work at?" Please log onto www.eaplife.org and e-mail us your answers.



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Other News:

We developed our website this past summer. Please log on and share your thoughts with us.

The Life Enrichment EAP is now offering other seminars to our customers:

- ❖ Conflict in the Work Place
- ❖ Workplace Diversity:
Building productive diverse work teams.
- ❖ Understanding differences among co-workers
- ❖ Changing organizations:
The gift of change
- ❖ Balancing Work and Family
- ❖ Gossip in the workplace