June 2011

Real-Life Help

Assistance and resources for personal, family and work issues

Monthly Webinar • Tuesday, June 21st

Details on Page 2

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Get Credit for Your Work

You can do great work, but if nobody else knows you were responsible for the outstanding results, you won't get recognized.

Here are some ideas on how to get noticed at work:

- Go ahead, blow your own horn about your contributions
- Project yourself as an authority and someone in-the-know
- Make your contributions completely visible
- Seek out projects you can own
- Don't hide behind the scenes or stay under the radar

Disability Etiquette and You

Fear of the unknown and lack of knowledge about how to act can lead to uneasiness when meeting a person who has a disability.

When supervisors and co-workers use "disability etiquette," employees with disabilities feel more comfortable and work more productively. Disability etiquette is a broad subject with history and research to support it.

Practicing disability etiquette is easy, and you will feel good helping a disabled co-worker feel more welcome. Did you know that you should not automatically give assistance to a disabled person, but instead should ask first if the person wants help? If you are walking with a person who is using a guide dog, do you know what side of the dog to walk on? Answer: The side of the person, opposite the dog.

Download a disability etiquette guide at **www.unitedspinal.org**

Handling Criticism… Like a Pro

No matter what your job or position, we all experience criticism periodically. This calls for a strategy to lessen the impact so you can make it work for you. Whether you are corrected by peers in a group or criticized during an annual review, consider these tips to manage criticism like a pro:

- Accept that you have little or no control over criticism. It can help you keep a cool head.
- Consider any true parts of the criticism that could help you.
- Don't "attack" criticism. See what you can gain from it.
- Don't take it personally. Criticism is part of an organization's communication to employees.
- Accepting criticism can make a positive impact on the one offering it. Your response could enhance your reputation.

Monthly Webinar

Tuesday, June 21st
12 pm, 2 pm and 4 pm ET

"Adjusting to the Process of Aging"

Explore the physical changes and emotional adjustments that happen with aging. Learn how to achieve healthy aging.

You can register at hmsincorp.com

- Click "Employee/Family Login"
- Enter your User Name and Password
- Click "Online Work/Life Services"
- Scroll to online seminars, choose "Adjusting to the Process of Aging"
- Select your registration session
- Click "Register" on the "Welcome to e-learning center" page
- Enter your name, other information and submit
- You will receive a confirmation email of your registration

*Please note: Webinars are available only in English.

Drive without Distraction!

Distracted driving is a growing problem, with technology being the worst culprit. "Just stop it" may not be that easy. You may benefit from learning the art of "detachment."

Detachment does not mean indifference or laziness. Detachment is refusal to respond to an external stimulus (ringing phone or text buzz) and "letting go" in favor of remaining calm, in control and safe. Proclaim your independence from the "Oh my, I must take this call" experience.

Learn to detach.

EAP+ Work/Life Program

EAP+Work/Life

Get short-term assistance

- Referral for in-depth counseling, if needed
- Work/life specialists locate support resources, from caregiving to legal help
- Visit website for online articles and other resources
- In a crisis, emergency help is available 24/7

Talk to a counselor to learn coping skills. You may be referred to the appropriate professional for in-depth, long-term help.

Use self-search provider databases, get 4,000 updated and authoritative articles, view video clips, attend monthly online seminars and more.

Confidential assistance is available 24/7.

Just call
800.343.2186
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