



# THE EMPLOYEE ENHANCEMENT NEWSLETTER

Public Employee Benefits Alliance

HELPFUL RESOURCES FROM YOUR  
EMPLOYEE ASSISTANCE PROGRAM

JUNE  
2021

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# Workplace Success: Enthusiasm and Attitude

## **Having a positive attitude in the workplace can help with potential promotions.**

What is the difference between “You’re hired!” and “Thank you for your interest, but . . .”? In a word: enthusiasm. Enthusiasm can mean the difference in not just getting a job, but succeeding in a job and even advancing in your career. A positive and enthusiastic attitude is a critical component of workplace success.

## **Employers promote employees who not only produce, but also motivate others in the workplace.**

When employers look at prospective candidates, beyond skills, experience, and training, they look for those who demonstrate enthusiasm—those they believe will complete assigned tasks in an upbeat and cooperative manner. All other things being equal, a candidate who can demonstrate a positive attitude and eagerness to tackle the job will have an advantage over one who displays an attitude viewed by the employer as negative or disinterested. In fact, many employers would rather provide job-skills training to an enthusiastic but inexperienced worker than hire someone with perfect qualifications but a less-than-positive attitude. Managers sometimes worry that this type of person will not get along with supervisors and coworkers, treat customers disrespectfully, and not put much effort into his or her work. On the other hand, employees who are viewed as enthusiastic are known to provide good customer service, resolve interpersonal conflict effectively, and work productively with others.

There are many ways in which an individual might demonstrate enthusiasm in the workplace. For example, in a job interview, he or she might smile, sit up straight, make eye contact, and discuss training and work experiences in an upbeat manner. Once hired into a position, an enthusiastic employee will typically show up on time, show interest in his or her job, and demonstrate a willingness to listen, learn, and try new things. In customer service settings, an enthusiastic employee will approach customers proactively and offer assistance or seek out tasks and projects when there is down time. This positive attitude helps employees go above and beyond to get along with coworkers and managers—even difficult ones—and respond to constructive criticism with maturity and willingness to improve. Overall, an employee with enthusiasm comes across as someone who wants to be at work and who is willing to do what it takes to get the job done.

A positive attitude is an “I can” attitude. It’s important for you to learn how to develop a positive attitude and, almost as important, how to showcase that to others, including employers. Turn negative thinking into positive thinking, and display enthusiasm during an interview and on the job.

## **Never underestimate the power of PMA!**

PMA, or Positive Mental Attitude, is one’s ability to maintain the belief that he or she can transform or change a tough situation into something better. This activity will help participants take difficult situations and find ways to empower themselves to turn negative thinking into positive thinking.

Ask yourself the following questions:

- What is a positive attitude? If I have a positive attitude, what actions might I display? What does a positive attitude “look” like to others?
- What is a negative attitude? If I have a negative attitude, what actions might I display? What does a negative attitude “look” like to others?

Then say: “Developing a positive attitude starts from learning to believe in one’s self. In order to believe in ourselves, we must first understand our personal strengths.” Consider and share your personal strengths.

## **PMA Activity**

Write the below statements on a piece of chart paper, and grab a set of dice. Sit with a friend or a trusted colleague, or a small group, and take turns rolling the dice two or three times. Complete the following statement upon each roll:

Roll a 1: I am thankful for . . .

Roll a 2: Other people compliment me on my ability to . . .

Roll a 3: Something I would like other people to know about me is . . .

Roll a 4: I feel really good about myself when . . .

Roll a 5: I am proud of my ability to . . .

Roll a 6: Something nice I recently did for someone else was . . .

Why do you think the statement for Roll #6 was included in this activity? It's because helping or "doing" for others often helps people feel good about themselves. When you feel good about yourself, you often demonstrate a positive attitude that can be seen by others. Discuss with participants how internal feelings have the ability to impact those around you. How might a positive attitude help you on a job?

*Note: If the people in your group know each other well, feel free to substitute questions that ask about the positive qualities of the participants.*

## **Journaling Activity**

Do you think that attitude (whether positive or negative) is something people are born with or that they have power to control within themselves? Think about a time when your attitude (either positive or negative) impacted you and those around you. When is it most challenging for you to keep a positive mental attitude? What do you do to help keep yourself positive during difficult times?

## **Extension Activity**

Keep a log for one week. Write down 50 (or 40 or 30) great things that happen each day. Include even the small things like these:

- Someone held the door open for me.
- I found a quarter on the sidewalk.
- When I went shopping, the clerk at the store was really friendly and helpful.

The goal of this activity is to help you focus on the positive. Consider if you felt any different during the week as a result—either in your interactions with others or in your own feelings about yourself.

*Source: U.S. Department of Labor (DOL). (n.d.). Mastering soft skills for workplace success: Enthusiasm and attitude [Excerpt] (B. Schuette, Ed.). Retrieved October 18, 2018, from <https://www.dol.gov/>*

# Post-Traumatic Stress Disorder (PTSD) Awareness Month

## June 2021

### What is post-traumatic stress disorder or PTSD?

PTSD is a real illness. You can get PTSD after living through or seeing a dangerous event. PTSD makes you feel stressed and afraid after the danger is over. It affects your life and the people around you. If you have PTSD, you can get treatment and feel better.

### How do I know if I have PTSD?

Your doctor can help you find out. Call your doctor if you have any of these problems:

- Bad dreams
- Flashbacks, or feeling like the scary event is happening again
- Scary thoughts you can't control
- Staying away from places and things that remind you of what happened
- Feeling worried, guilty, or sad
- Feeling alone
- Trouble sleeping
- Feeling on edge
- Angry outbursts
- Thoughts of hurting yourself or others

### Facts About PTSD

- PTSD can affect anyone at any age.
- Millions of Americans get PTSD every year.
- Many war veterans have had PTSD.
- Women tend to get PTSD more often than men.
- PTSD can be treated. You can feel better.
- A doctor or mental health professional who has experience in treating people with PTSD can help you. Treatment may include “talk” therapy, medication, or both. Treatment might take 6 to 12 weeks. For some people, it takes longer. Treatment is not the same for everyone. What works for you might not work for someone else.

### How the EAP can Help

If you think you may be suffering from PTSD, your EAP can help. We will provide in-the-moment telephonic support, conduct an assessment, and determine an appropriate plan of action, which may include short-term counseling, referrals to support groups and other community resources, or a referral to your health plan for more intensive support and/or medication. Helpful information about PTSD is also available.

*Source: National Institute of Mental Health (NIMH). (n.d.). Post-traumatic stress disorder (NIH Publication No. TR-08-6388). Retrieved October 25, 2016, from <http://www.nlm.nih.gov>*

# Gardening Health and Safety Tips

Gardening can be a great way to enjoy the outdoors, get physical activity, relieve stress, beautify the community, and grow nutritious fruits and vegetables. If you are a beginner or expert gardener, health and safety should always be a priority. Below are some tips to help keep you safe and healthy so that you can enjoy the beauty and bounty gardening can bring.

## **Dress to protect.**

Gear up to protect yourself from lawn and garden pests, harmful chemicals, sharp or motorized equipment, insects and harmful rays of too much sun:

- Wear safety goggles, sturdy shoes and long pants to prevent injury when using power tools and equipment.
- Protect your hearing when using machinery. If you have to raise your voice to talk to someone who is an arm's length away, the noise can be potentially harmful to your hearing.
- Wear gloves to lower the risk for skin irritations, cuts and certain contaminants.
- Use insect repellent containing DEET. Protect yourself from diseases caused by mosquitoes and ticks. Wear long-sleeved shirts, and tuck your pants into your socks. You may also want to wear high rubber boots, since ticks are usually located close to the ground.
- Lower your risk for sunburn and skin cancer. Wear long sleeves, wide-brimmed hats, sun shades and sunscreen with sun protective factor (SPF) 15 or higher.

## **Put safety first.**

Powered and unpowered tools and equipment can cause serious injury. Limit distractions, use chemicals and equipment properly, and be aware of hazards to lower your risk for injury:

- Follow instructions and warning labels on chemicals and lawn and garden equipment.
- Make sure equipment is working properly.
- Sharpen tools carefully.
- Keep harmful chemicals, tools and equipment out of children's reach.

## **Know your limits in the heat.**

Even being out for short periods of time in high temperatures can cause serious health problems. Monitor your activities and time in the sun to lower your risk for heat-related illness:

- If you're outside in hot weather for most of the day, you'll need to make an effort to drink more fluids.
- Avoid drinking liquids that contain alcohol or large amounts of sugar, especially in the heat.
- Take breaks often. Try to rest in shaded areas so that your body's thermostat will have a chance to recover. Stop working if you experience breathlessness or muscle soreness.
- Pay attention to signs of heat-related illness, including extremely high body temperature, headache, rapid pulse, dizziness, nausea, confusion or unconsciousness.
- Watch people who are at higher risk for heat-related illness, including infants and children up to 4 years of age; people 65 years of age or older; people who are overweight; people who push themselves too hard during work or exercise; and people who are physically ill or who take certain medications (i.e. for depression, insomnia or poor circulation).
- Eat healthy foods to help keep you energized.

## **Tips for Persons with Disabilities**

Talk to your health care provider if you have physical, mental or environmental concerns that may impair your ability to work in the garden safely:

- If you have arthritis, use tools that are easy to grasp and that fit your ability. Research shows that 2½ hours per week of moderate physical activity can give you more energy and can help relieve arthritis pain and stiffness.

- If you are taking medications that may make you drowsy or impair your judgment or reaction time, don't operate machinery, climb ladders or do activities that may increase your risk for injury.
- Listen to your body. Monitor your heart rate, level of fatigue and physical discomfort.
- Call 911 if you get injured or experience chest and arm pain, dizziness, light-headedness or heat-related illness.

### Enjoy the benefits of physical activity.

Gardening is an excellent way to get physical activity. Active people are less likely than inactive people to be obese or have high blood pressure, type 2 diabetes, osteoporosis, heart disease, stroke, depression, colon cancer or premature death:

- Be active for at least 2½ hours a week. Include activities that raise your breathing and heart rates and that strengthen your muscles. Help kids and teens be active for at least one hour a day.
- If you have been inactive, start out with just a few minutes of physical activity each day. Gradually build up time and intensity.
- Vary your gardening activities to keep your interest and to broaden the range of benefits.

### Get vaccinated.

Vaccinations can prevent many diseases and save lives. All adults should get a tetanus vaccination every 10 years. Tetanus lives in the soil and enters the body through breaks in the skin. Because gardeners use sharp tools, dig in the dirt and handle plants with sharp points, they are particularly prone to tetanus infections.

Before you start gardening this season, make sure your tetanus/diphtheria (Td) vaccination is up-to-date. Ask your health care provider if you need any other vaccinations.

*Source: U.S. Centers for Disease Control and Prevention (CDC). (Reviewed 2015, December 23). Gardening health and safety tips. Retrieved July 15, 2019, from <https://www.cdc.gov>*

## Father's Day Gift Ideas

Father's Day is celebrated on Sunday, June 20th this year. Below are some meaningful gift ideas for the special fathers in your life.

- Tools
- Drinkwear i.e. cooling pint glasses, rocks glasses
- Sock Fancy monthly sock subscription
- Yeti products
- Engraved pocket knife
- Wallet
- Cologne
- Smart watch
- Fitbit
- Masterclass Gift Card
- AirPods
- Grill accessories
- Men's grooming i.e. shaving kit, beard products
- Golf outing
- Personalized cutting board
- Massage
- Computer/travel bag
- Drone

## Smoothie Recipe

2 cups spinach    1 cup frozen mango    2 frozen bananas  
2 cups water    1 cup frozen pineapple

Tightly pack 2 cups of leafy greens in a measuring cup and then toss into your blender.  
Add water and blend together until all leafy chunks are gone.  
Add mango, pineapple and bananas and blend again until smooth.