

# You can

## 4th Quarter 2020 Manager Newsletter



### Four ways to be an inclusive manager

From small teams to large, diversity matters. And the more complex the job, the more important it is to use different perspectives and skills. That means being an inclusive manager. [Click here to learn more...](#)



### Create a culture of mental wellbeing

What do you do to encourage wellness for your team? Mental health is an important part of physical health. And mental health concerns can impact your organization. [To learn more, click here...](#)



### Emotional wellbeing in a virtual workplace

If your team's been working from home during the pandemic, that can make it tougher to notice if someone you work with could be struggling with a mental health issue. [Click here to learn more...](#)

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# Four ways to be an inclusive manager

[Return to index page](#)

From small teams to large, diversity matters. And the more complex the job, the more important it is to use different perspectives and skills. That means being an inclusive manager. Here are five ways you can accomplish that task:

- **Listen and learn.** It's easy to get caught up in your own way of doing things. But you can't be inclusive if you think you already know it all. Seek employee feedback. And listen to it — really listen. You might be surprised at what you learn.
- **Know how to handle conflict.** Believe it or not, an absence of conflict can be a sign of an unhealthy team. Why? Teams that lack trust don't express themselves. An inclusive manager will encourage members to speak up, even if it means disagreement. Conflict, if managed appropriately, can be an opportunity for growth.

- **Be a conductor, not the orchestra.** As a manager, you operate like a conductor — giving your team directions and encouragement. They make the best “music” when they play together. And it's up to you to know when to encourage a member to play a little louder or play a little softer.
- **Don't just “open your door”.** Many managers assume an open door policy will encourage employee input. That's a great place to start. But it puts the burden of communication on your staff. Talk to your staff about how they're doing, what's working and what needs improvement.

Effective teams can tackle complex problems. And inclusive managers create effective teams. Bringing diverse ideas to the table can help you find success.

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# Create a culture of mental wellbeing



[Return to index page](#)

What do you do to encourage wellness for your team? Mental health is an important part of physical health. And mental health concerns can impact your organization. In fact, untreated mental illness can account for approximately \$105 billion in lost productivity each year in the United States.<sup>1</sup>

## The impact of stigma

Even though mental health issues are widespread, there's a lot of misinformation. And many believe mental illness is a sign of weakness or makes people dangerous.<sup>2</sup> It's not uncommon to hear the media reference mental illness in relation to horrific crimes.

Considering this stigma, it's no surprise that people are afraid of being judged. They may be afraid of missing out on opportunities in the workplace. And people sometimes internalize these stigmatizing beliefs, thinking of themselves with negative labels like, "crazy."

Worst of all, stigma prevents people from seeking help for their mental health problems. In fact, up to 75 percent of people with a mental health issue don't seek professional support.<sup>3</sup>

## Lead the way

As a manager, you're in a unique position to set the tone when it comes to health and wellness. You don't need to diagnose or solve problems (in fact — you shouldn't for liability reasons). But you can help reduce stigma and point your staff toward resources.

## Spread education and reduce stigma

How do you support mental well-being in your workplace while avoiding issues of liability? One of the best things you can do is create opportunities to learn about mental health issues. Consider these programs:

- **Stamp out stigma.** Find out about mental health issues and pledge to help reduce stigma at [stampoutstigma.com](http://stampoutstigma.com).
- **The Campaign to Change Direction.** Learn five of the signs a person might be suffering emotionally and how you can show compassion at [changedirection.org](http://changedirection.org).

A healthy workplace is a productive workplace. Think of the ways you support physical health initiatives. And remember — mental health is a critical piece of overall health. You can't be healthy unless you're emotionally and mentally well.

<sup>1</sup>Williams, Ray. [The Silent Tsunami: Mental Health in the Workplace](#). Accessed on February 6, 2018.

<sup>2</sup>Morin, Amy. [The 5 Most Common Misconceptions About Mental Illness](#). Accessed on February 6, 2018.

<sup>3</sup>Stigma Still a Major Hurdle in Getting People the Mental Health Care They Need. Accessed on February 6, 2018.

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# Emotional wellbeing in a virtual workplace

[Return to index page](#)

If your team's been working from home during the pandemic, you've probably noticed it's different from working together in an office. You may find yourself often talking with your team about work but less about day-to-day life. And that can make it tougher to notice if someone you work with could be struggling with a mental health issue.

Being proactive can help you support your team. See if any of these tips might work for you.

## **Talk about making emotional wellbeing a priority.**

Add it to your team meeting agenda. Share examples of reasons people often reach out for help. These may include:

- Stress and anxiety
- Depression
- Trouble sleeping
- Substance misuse
- Feelings of being overwhelmed or burned out
- Low motivation

## **Share a link to a self-screening tool such as [MindCheck®](#).**

Taking a reading on emotional wellbeing can help identify times when you can use extra support.

**Send information about company benefits.** Encourage your team to use any wellness resources they can access. These could include an Employee Assistance Program or other benefits that can help with emotional wellbeing. Send reminders that include easy instructions for them to reach out for support.

**Encourage self-care.** Share tips for disconnecting from work and finding more joy in life. Remind your team that it's okay to schedule a "mental health day" off if things get to be too much.

**Build a sense of connectedness.** Make use of video chats, schedule informal check-ins or have colleagues buddy up to spend a few minutes a week chatting on the phone or online. Working at home can feel isolating at times. By building bridges into the work week, you can help your team members give each other a sense of camaraderie.

Ask other teams what they're doing. Talk to other managers in your organization. Try a web search. Keep your eyes open for ideas and keep emotional wellbeing in focus.

You don't have to try to be a counselor for everyone on your team to make a difference. Try making mental health a priority both at work and in your own life. It can go a long way toward creating a virtual culture that supports emotional wellbeing.

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# Just because

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