

Journal of **Employee Assistance**

The magazine of the Employee Assistance Professionals Association

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Are Online Screening Programs Effective?

Also inside:

Coaching: An Opportunity for EA Professionals?

Recovering Workers: A Resource for EAPs



Employee Assistance
Professionals Association

HEALTH SENTRY

Volume 20, Issue 1



Some adults with ADHD have very successful careers. Others may struggle with a variety of challenges...

For Succeeding in the Workplace with ADHD

Attention deficit hyperactive disorder (ADHD) presents challenges for the adult in the workplace. The counselor or a psychologist, social worker or a professional is extremely helpful in identifying and maximizing these factors.

Some adults with ADHD have very successful careers. Others may struggle with a variety of challenges, including distractibility, procrastination, and complex projects. Each individual has a unique picture as you go about identifying accommodations and modifications.

And movement in the surrounding environment and distractibility (daydreams) can be a challenge for adults with ADHD. The following strategies may help:

Find a quiet cubicle, take work home, or work in a room not in the office. Use headphones, classical music or other background music to block office noises.

Use a conference room, where you can respond directly to voice mail, and respond to messages every day. Use a notebook to avoid interruption of the meeting.

Write down what come to you during meetings so that you can communicate more effectively.

- Perform one task at a time. Do not start a new task until the current one is done.

Adults with the hyperactive type of ADHD often do better in jobs that allow a great deal of movement, such as sales, but if you have a sedentary job, the following strategies may help:

- Take intermittent breaks to do photocopying, go to the mailroom, or walk to the water fountain.
- Take notes in meetings to prevent restlessness.
- Move around, exercise, take a walk, or run up and down the stairs.
- Bring lunch – instead of going out to buy it – so the lunch hour can be a time for exercise.

Failing to remember deadlines and other responsibilities can antagonize coworkers, especially when working on a team.

To improve memory, try the suggestions below:

- Use tape recording devices or take copious notes at meetings.
- Write checklists for complicated tasks.
- Use a bulletin board or computer reminder list for appointments and memos.
- Learn how to use a day planner and have it with you to keep track of tasks and events.
- Write notes on sticky pads and put them in a highly visible place.

For more information on adult ADHD visit www.help4adhd.org for tips, help and more.

Distribute an EAP behavioral health newsletter for a fraction of the cost of doing your own.

Health Sentry

from the publisher of *EAP Digest*

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By Douglas G. Jacobs, M.D.

A recent study of workers who participated in depression screening found that more than half sought treatment within three months, indicating that such programs are having the desired impact.

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by James M. Hunt, Ph.D.

Helping managers make EAP referrals and address performance problems can lead to developmental coaching activities that will benefit all employees.

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by Michael Watson, MFT, CEAP

A California utility launched a program that uses recovering workers to help others with substance abuse problems get treatment.

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by George A. Brymer

A growing number of unhappy employees are feeling trapped in their jobs. Can EAPs help managers keep them from bolting when job markets improve?

Managing the Return to Work 16

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Employees returning to work after long layoffs or job losses can experience a wide range of emotions, and EAPs are well positioned to help supervisors manage those emotions.

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by Andrea Lardani and Pilar Lorenzo

Using the telephone to deliver employee assistance services has provided an EAP in Argentina with another tool with which to assist clients.

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“While something of a natural fit, there are some significant challenges and risks for EAPs and EA professionals in launching a coaching effort.”

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and the EA Professional”*

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Something Larger and More Meaningful

by Maria Lund, LEAP, LPC, CEAP



Maria Lund

I'm writing this column just a few days after the U.S. Thanksgiving holiday, a time when family members come together to celebrate and renew the bonds we share with each other. While these occasions can be hectic and sometimes stressful, they remind us that we are not alone, that we are part of something larger and more meaningful than the day-to-day lives we lead.

The EAPA Annual Conference is, in many ways, like a family gathering. Granted, this was a difficult year for many to us to attend the conference, given the financial pressures facing us individually and as a profession. I made it to the conference and was glad I did. It was comforting to see so many friends and colleagues from around the world, all of them relieved to be able to put aside their worries and responsibilities for a few days and devote time to learning, networking, and having fun.

But there were several other reasons I was glad I attended. First, it was helpful to gain perspectives on what others in the employee assistance field are doing in areas like disability management, coaching, and online counseling. Sharing my insights with others and listening to their ideas and experiences helped remind me that I am part of a "family" of EA professionals whose collective wisdom can guide me through difficult situations and point me in new directions.

It was also helpful to learn new tips and effective practices that I can use to improve basic services like supervisory referrals, critical incident services, substance abuse screening and stress management. These are tools I can take back to my office and put to use immediately,

increasing my value for both my employer and employee clients.

The conference was also an opportunity for me to think about what information and resources we all need to help us be at our best. The EAPA Communications Advisory Panel, which I chair, held its annual meeting at the conference and discussed this question at length. We developed a brief survey and have posted it on the EAPA Website (a link will be sent to you in the e-member newsletter).

We're looking for your ideas on how the *Journal of Employee Assistance* can best meet your needs, and the survey responses will help us meet that goal. Please complete the survey so we can gather your ideas about how the *Journal* can help support you in what you do.

After you complete the survey, take a look at the articles in this issue of the *Journal*. They address a wide range of topics—telephonic counseling, helping employees return to work after long absences, and the current state of workplace screening programs, to name just three. There are also a couple of letters to the editor, plus the usual assortment of News Briefs and Info Sources items. While not all of the content may be of interest to you, I'm confident you'll find something valuable in these pages.

Once the Communications Advisory Panel compiles and discusses the survey responses, you may notice some changes to the *Journal*—some new columns and departments, for example, or perhaps some expanded coverage of issues facing EAPs outside the United States. You may also see articles that build on presentations made at the EAPA Annual Conference and other EAP meet-

ings. These changes will, I hope, make the *Journal* even more valuable to you.

Both the *Journal* and the EAPA Annual Conference are parts of the "glue" that hold the employee assistance family together. I rely on both of them to keep me centered, to connect me with the association and profession to which I belong and to friends and colleagues who add meaning to my work and life. I hope you'll do your part to make our family stronger by responding to the survey and attending next year's conference in Tampa, Florida.

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