



EMPLOYEE ASSISTANCE PROGRAM / WORKLIFE

solutions

The quickest and best way to contact the EAP is by calling **1-800-222-0364**

OUT OF RESPECT

Recognize and Inspire Your Employees

Raise the morale, productivity, and commitment of your team members with support from your Employee Assistance Program (EAP). Our expert counselors can help you motivate and recognize your employees through our array of management consultation services.

Driving Peak Performance

Mastering the art of inspirational leadership can help your team members achieve their full potential. Motivating your team starts with establishing a shared goal you can all work toward. Try the following strategies to keep your team members engaged and motivated.

Find common ground

Your relationship with your employees can be a powerful contributor to their feelings of engagement, empowerment, and satisfaction at work. To earn their loyalty, treat them as valued members of your team. Make an effort to build relationships with these team members as a way to improve trust, communication, and your understanding of their needs.





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Support independence

Employees who feel a greater sense of autonomy at work often feel more invested in their output—and the goals of the organization. Foster trust and self-sufficiency among your team members by:

- Including your team members in the planning, problem-solving, and decision-making processes
- Providing challenging work assignments that give employees an opportunity to learn and grow
- Creating an environment that encourages creativity and innovation

Giving your team members freedom and responsibility can raise their levels of engagement and motivation, so encourage them to take ownership of their work and trust their decision making.

Foster a positive environment

To connect with your team members, drop in and informally chat with them each week. Get to know your employees and open up to them.

Set an example by taking advantage of flexible work arrangements to help your employees feel comfortable with telecommuting or other work/life benefits. Encouraging work/life balance can help create a healthier workplace culture.

Contact your EAP for advice on motivating your team members or implementing the strategies above. Our licensed professionals can help you choose management techniques that can fully engage your team.

The Right Kind of Recognition

Valuing performance and inspiring your team often go hand in hand. Here are three guidelines to help you acknowledge high-performing team members:

1. Provide recognition often: Strive to offer positive feedback at least every two weeks. Consider using a scorecard to document the dates and reasons for your compliments. You can recognize team members by copying them on emails that praise their performance, writing thank-you notes, or verbally telling them they are doing great—individually or during a meeting with their peers.

2. Tie your recognition to your team’s mission: The key to expressing appreciation is to reinforce positive behaviors and link them to your agency’s values. Just saying, “Thanks for your hard work,” is probably not as effective as, “Thanks for going the extra mile to keep our customer satisfied. We have been trying to build a long-term relationship with this particular client. Your efforts will definitely help us with their contract renewal.”

3. Match the recognition to the achievement: Major accomplishments should be recognized using major rewards when possible. Staying late one Friday to update a spreadsheet with new data, for example, would not warrant the same recognition as completing a month-long project that saves thousands in annual expenses.

You can consult with your EAP for additional guidance on effectively recognizing your team members. Remember to check in with your human resources staff to learn what forms of recognition are allowed.

Get Expert Support from Your EAP

Your EAP’s array of consultation services can help enhance your role as a manager.

Consultation involves one or more meetings—on the phone or in person—with a EAP counselor to assist you with specific issues. Your EAP can help you identify potential solutions around particular concerns, such as stimulating better team collaboration, enhancing your team’s communication skills, or improving a particular employee’s performance. Consultation can also help you focus on your strengths, develop self-awareness, and—in turn—nurture the managerial skills you use every day.

Help is available at any time. Your EAP offers 24/7 services over the phone to help you address personal matters and handle sensitive workplace issues.

The EAP is a voluntary and confidential employee benefit available to you and your family at no cost. Call your EAP or visit FOH4You.com today.

24 HOURS A DAY
1-800-222-0364
 (TTY: 1-888-262-7848)
FOH4You.com