

# FrontLine Employee

Wellness, Productivity, & You!

City of Saskatoon Employee & Family Assistance Program 306-975-3327

## Know Your Strongest Skills

**C**ould you quickly describe your skills and abilities in a chance encounter with a CEO? Be the expert on yourself, and improve self-awareness by periodically taking inventory of your skills. Take a look at the free online Dictionary of Occupational Titles ([www.occupationalinfo.org](http://www.occupationalinfo.org)). Search your job (or a similar one). Notice the skills listed, and whether there are some you possess but have never considered. Repeat with your past jobs, and a job you'd like in the future. Now examine soft skills. A list can be found at [bit.ly/softskills123](http://bit.ly/softskills123). Soft skills are closely linked with emotional intelligence, and those who hire know they can predict job success. Their importance can't be overstated. Consider all you've gathered about yourself. You now have a renewed understanding of yourself, how to advance your career, and how to sell your most important product—you.



## “Instigate” Yourself to Exercise

**N**ew research suggests an “instigation habit” could be your solution to improving exercise frequency.

An instigation habit triggers your motivation to take the next step and “just do it.” Its purpose is to reduce the amount of time you spend talking yourself out of it. An instigation may “zoom” you past this rumination stage that zaps your motivation. Instigations are trigger events like an alarm clock going off, the moment you arrive home after work, or putting gym shoes on first thing in the morning. The “auto-response” takes about 30 days.



[www.iastate.edu](http://www.iastate.edu) [search “exercise habit”]

## Understanding Texting Shorthand for Parents

**I**t is healthy and normal for young people to establish bonds, but texting has added a whole new dimension to this phenomenon—a growing shorthand of acronyms. Texting shorthand can be fun, but it presents challenges for parents wanting to know about their children’s activities. If knowing more about texting shorthand is important so your children are not KPC (keeping parents clueless), then visit NetLingo.com. It’s the one-stop source for texting acronyms. Some may not leave you LOL (laughing out loud), but you will learn what “420” means (marijuana.) Source: Netlingo.com.



## A Budget Isn't Just About Money

**A** budget does far more than track expenses; it can positively influence many parts of your life. If you have been resistant about budgeting, you should reconsider, because having a budget helps you 1) have more control of your life, rather than money controlling you; 2) reduce domestic conflict; 3) improve your sleep; 4) reduce worry; 5) increase feelings of optimism; 6) improve your mood; 7) stop doom-and-gloom thinking; 8) save money; 9) help others (budgets often include a “giving back” section); 10) focus on shared family goals that bring you closer together. Can you think of more?



## Treating the Aftermath of Trauma

**A**ll of us handle stress differently, including traumatic stress—experienced when a severe injury or the threat of severe injury or death occurs, or while witnessing these things affecting others. Believability of the threat and fear are key factors that produce traumatic stress. How you react to traumatic stress does not demonstrate weakness or other personality flaws. However, lingering symptoms may cause you to think, “I should snap out of this.” Caution: Overcoming traumatic stress is not necessarily a do-it-yourself project. This avenue of thought could lead you to avoid the best form of help—counseling with a professional who could help you return to a pre-trauma state. If you experience sleep disturbances, intrusive thoughts, mood swings, flashbacks, or are easily startled following a traumatic event, talk to a professional counselor, your doctor, or employee assistance professional. Like a cut or other physical injury, traumatic stress left untreated or ignored can fester too. Not with bacteria, of course, but with bothersome symptoms that may cause additional issues if they remain chronic. Proper treatment approaches exist to help you overcome traumatic stress and prevent it from interfering with your life.



## Am I Under Too Much Stress?

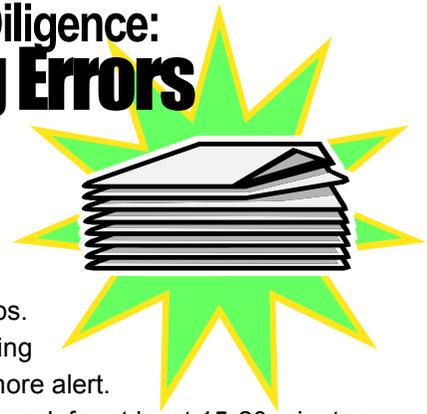
**C**ould you be under too much stress and not realize it? Being overstressed (in distress) doesn't necessarily include worry, dread, anxiety, or sleep problems. Though common, these symptoms are not experienced by everyone. Instead, you might experience rashes or diarrhea, bicker more with a life partner, have neck pain, or become disorganized and forgetful. Being quick to anger (“snappiness”) is a sign of increasing distress, but self-awareness for spotting it may be minimal. Others are more likely to point it out. Reaction to stress stems from the body's “fight or flight” response to a perceived threat. This response can manifest in different ways, but because life stress is often psychological (fear of being fired, late to work, etc.), there is nowhere to run. Stress therefore will take its toll on your body. When undesirable symptoms of stress appear and don't relent, it's time to intervene. Find a large list of stress symptoms at [www.stress.org/stress-effects](http://www.stress.org/stress-effects).



## More Worker Diligence: Reducing Errors

**A**lways seeking perfection will exhaust you, but eliminating more errors is possible with a few tips.

- 1) Do creative work during the day when you are more alert.
- 2) Step away from your work for at least 15-20 minutes before checking it for mistakes. Not doing so will cause you to overlook even obvious errors.
- 3) Your reputation at work is built via three primary channels: quality work, responsiveness to others, and ability to engage productively with those around you. Knowing this can motivate you to pursue more error-free work.
- 4) Understand the “doctrine of completed staff work.” A Google search will reveal how heartily this principle is valued by management. Completed staff work means doing things so thoroughly that an answer to nearly every possible question accompanies the final product. Understand and apply this principle whenever possible and you'll amaze others with your competence and ability to deliver.



## Prevent Sports-related Concussions

**A**ugust is back-to-sports practice month. These few pass-along tips can help reduce risk of sports-related concussions:

- 1) Wear protective equipment in practices.
- 2) Never assume a helmet makes you invincible against head injury (especially if used like a battering ram).
- 3) A helmet protects against external injury, but remember, the brain floats in a fluid. It can be bruised or injured with strong impact.
- 4) Having no symptoms following a blow to the head does not mean a concussion won't appear 2-3 days later. If in doubt, sit out.
- 5) Always seek medical care following a blow to the head, and follow a doctor's instructions even if you feel fine.
- 6) Never risk a second concussion by dismissing symptoms you think are minimal following a head blow. Find concussion checklists at [cdc.gov](http://cdc.gov).



## Supporting Our Youth

Submitted by: Danielle McFadyen  
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www.peopleproblems.ca 306-664-0000

As our children transition to adulthood, they go through this foreign, tumultuous time called the teenage years. Okay, I'm kidding – sort of. Adolescents can be a difficult time. Our bodies are growing and changing, we are trying to figure out who we are and what we stand for, we start to get our first glimpse of autonomy. As kids go through the teenage years, one thing is for certain – the world is about them. Called adolescent egocentrism, it is part of growth and development as youth become focused on themselves. Essentially, we all become a bit selfish through the teenage years.

Adolescent egocentrism gives teenagers the impression that there is a magnifying glass peering down on them. This is what leads to kids staying home from school because they have a pimple – they are worried everyone will be staring at them. Teens make everything about them; they are the stars of their own show. While adolescent egocentrism is nothing new, our teens today are affected by it in a different way. Most of our youth do not know a world without the internet and without social media. Social media *is* a magnifying glass. Every move teens make is being documented and recorded. Every positive move is given praise and “likes,” every misstep is kept on record, not easily deleted or forgotten.

For parents, teachers, aunts, and just the general public, it can be hard to understand and support our youth because it is difficult to relate. For us adults, we maybe don't know what it is like to grow up documenting everything on Instagram, but we can relate to how painful it is when a friend shows off a picture we don't like. We maybe can't understand what it's like to have a public breakup, but we all know and heartbreak that comes from ending a first love or crush. I think sometimes as caregivers we may want to swoop in and fix or solve issues for our young people, when sometimes the best fix is simply to listen. While teenagers may sometimes seem like a species from another planet, if we sit and listen we can often relate and find shared experiences. Who knows, maybe the teen in your life may even want to hear about your experience.....okay that might be a stretch.

# Workshops for Fall 2015

morrison + schenn-visentini Broadway Counselling & Therapy

**Location of Workshops:** Suite 201, 626 Broadway Avenue, Saskatoon

**Fee:** \$200 per participant per workshop

## Softening The Anxious Mind: Managing Anxiety & Stress

**Six-Week Workshop** facilitated by Barbara Morrison, BSW, MSW, RSW

Co-facilitated by Scott Morrison, B.A. (Philosophy), BSW (Candidate)

**Dates:** Monday evenings, 7-8:30 pm: September 21-November 2 (No group October 12)

**This workshop will assist participants in:**

- Understanding what happens, physiologically and psychologically, in the body and mind when we experience both short-term and long-term stress and anxiety
- Understanding what fuels anxious feelings and body symptoms
- Learning ways of reducing stress and anxiety utilizing a holistic approach – focusing on all aspects of well being

## Communication in Relationships: Honest Disclosure + Active Listening

**Four-Week Workshop** facilitated by Barbara Morrison, BSW, MSW, RSW

Co-facilitated by Scott Morrison, B.A. (Philosophy), BSW (Candidate)

**Dates:** Monday evenings, 7-9 pm: November 23-December 14

**This workshop will assist participants in:**

- Learning communication skills, both verbal and non-verbal
- Learning about communication pitfalls
- Understanding non-defensive and defensive communication, including the “amygdala hijack”
- Learning to create a safe environment that fosters open and honest communication
- Learning the art of negotiation, while avoiding power struggles

Space is limited to 10 participants per group. **Please register early.**

## Learning to Be Me, A Group for Girls Aged 12-13

**Six-Week Workshop** facilitated by Jen Schenn-Visentini, BSW, RSW

**Dates:** Thursday evenings, 7:00 – 8:30 pm; October 8, 15, 22, 29; November 4 & 19 (no session Nov. 12)

**This workshop explores the thoughts, feelings, and emotions that 12-13 year old girls experience.**

**Topics include:**

- Communication skills with parents/caregivers/siblings
- Anxiety
- Self esteem and Body image
- Peer pressure
- Jealousy
- Staying positive

**To register for any of the above workshops; or for additional information, please**

**email:** [morrison@broadwaytherapy.ca](mailto:morrison@broadwaytherapy.ca)

[www.broadwaytherapy.ca](http://www.broadwaytherapy.ca)

# EFAP NEWS

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★ The next **EFAP Peer Advisor meeting** - September 9, 2015, at 1:00 p.m. at Parks Avenue P Greenhouse. Presentations on: Meditation – Phyllis Hodges, PCM

Financial Counselling – MNP

★ The next **EFAP Admin Committee meeting** - Sept 8, 2015 at 1:30 p.m. at the EFAP Office.

★ The next **EFAP Board of Directors meeting** - Sept. 17, 2015 at 2:30 p.m. at the Wastewater Treatment Plant on Whiteswan Drive.

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## EFAP Board of Directors Meetings for Remainder of 2015:

September 17, 2015

December 17, 2015

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## Peer Advisor Meetings for Remainder of 2015:

August 12 (no meeting)

September 9 (Maria)

October 14 (Tanner/Megan/Jon)

November 11 (no mtg)

December 9 (Maria)

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**To access counselling services, please call the counselling agency directly to book your appointment. The contracted agencies are:**

Broadway Counselling & Therapy— 306-653-3232

Crossroads Therapeutic Solutions— 306-665-6661

Family Counselling Centre— 306-652-3121

Penney Murphy & Associates— 306-242-1010

Professional Counselling and Associates— 306-934-5898

Professional Psychologists and Counsellors—306-664-0000

*If you have any questions or would like Maria to recommend a counsellor please call the EFAP office at 306-975-3327*

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## **City of Saskatoon Employee & Family Assistance Program Peer Advisor List**

JoAnn Baraniecki	<i>AF – Assessment and Taxation</i>	306 975 2255
Jackie Soderberg	<i>AF – Corporate Revenue</i>	306 975 2400
Audrey Van Dijk	<i>AF – Facilities and Fleet Management</i>	306 975 2670
Sharon Schaefer	<i>AF – Facilities and Fleet Management</i>	306-975-2547
Patricia Pollard	<i>AF – Facilities and Fleet Management</i>	
Jodi Fick-Dryka	<i>CH – Human Resources</i>	306 975 2661
Janaya Wintonyk-Pilot	<i>CY – Building Standards</i>	306 975 2872
Carrie Hutchison	<i>CY- Community Development</i>	306 975 3381
Judy Krause	<i>CY – Parks</i>	306 975 7514
Trevor Brownlee	<i>Fire</i>	
Jim Brayshaw	<i>Fire</i>	
Viki Cirkvencic	<i>Fire</i>	
Brian Conway	<i>Fire</i>	
Deb Davies	<i>Fire</i>	
Duff Gray	<i>Fire</i>	
Glenn Ledray	<i>Fire</i>	
Brent Lucyshyn	<i>Fire</i>	
Michael Prychak	<i>Fire</i>	
Nick Quigley	<i>Fire</i>	
Anthony Tataryn	<i>Fire</i>	
Cindy Delorme	<i>Library</i>	306 975 7592
Holly Pfeifer	<i>Library</i>	306 975 8127
Kim Boechler	<i>Police</i>	306 975 8259
Deanna Campbell	<i>TU – Access Transit</i>	306 975-2344
Brenda Crowe	<i>TU – Access Transit</i>	306 657-8548
Tanner Peberdy	<i>TU – Saskatoon Light &amp; Power</i>	306 975 2414
Meghan Rauckman	<i>TU – Saskatoon Light &amp; Power</i>	306 975 3489
Jon Sargent	<i>TU – Saskatoon Light &amp; Power</i>	306 975 2414
Jesse Anderson	<i>TU - Public Works</i>	306 975 2565
Wade Butler	<i>TU - Public Works</i>	306 975 2471
Jackie Morley	<i>TU – Transit</i>	306-975-8462
April Nosper	<i>TU – Transit</i>	306 270 6556
Susan Dobrowney	<i>TU – Saskatoon Water</i>	306 975 2534
Levina Hobbs	<i>TU – Saskatoon Water</i>	306 975 2534
Eldon Wilkinson	<i>TU – Saskatoon Water</i>	306 975 2534