EAP Designates November as Stress Less Month

Are you looking for some ways to address your stress? Would you like to experience a relaxing break during your work day? If so, check the line up of events for the EAP Stress Less Month taking place throughout November.

A number of programs will be provided by CDPHP. All UAlbany employees are eligible to attend regardless of your health insurance provider. The line up of events include:

- Guided relaxation sessions
- Therapy dog visit
- “Maintain not gain” during the holidays program for weight management sessions
- Holiday hints for caregivers of loved ones with dementia or Alzheimer’s disease
- Tools for stress management program

Giveaways and door prizes will be available as well. EAP hopes faculty and staff will take time to use these opportunities to “stress less” during the month of November and gain tools to use throughout the year!

See page 6 for the complete schedule of events.

EAP Wellness Calendars Are Now Available!

We are just a few months away from a new year. That means it’s time to start handing out the annual EAP wellness calendars! This colorful calendar offers an array of tips for your health and well-being that will help you throughout 2017 and beyond. To request a copy be sent to you via campus mail, call the EAP Office at 442-5483 or click on the “Special Promotions” icon on the EAP website’s home page.

http://www.albany.edu/eap

One per employee while the supply lasts.

“To accomplish great things, we must not only act, but also dream; not only plan, but also believe.”

~ Anatole France
French poet and novelist
(1844-1924)
How Incivility Spreads in the Workplace

Uncivil behaviors in the workplace may include condescending statements, put-downs, sarcasm, and/or even silence if it is used purposely to withhold a compliment or kind remark. Incivility can be contagious. Employees may develop reflexes to reciprocate it and passively become uncivil toward others who did not provoke it. Fatigue from ruminating about negative exchanges may be common. Employees normally disinclined to act uncivilly may begin doing so. Does any of this sound familiar? To repair and maintain your work group to keep it healthy and collaborative, regularly spend time giving feedback to each other in group meetings. Discuss communication issues and spend time inquiring about unresolved problems. Doing so will reduce tension among you and decrease the frequency of incivility that leads to dissatisfaction and job turnover.

Source: http://msutoday.msu.edu [search ‘incivility’]

Soft Skills: Healthy Competitiveness

We appreciate and demand competitiveness from our athletes, but competitiveness at work is often shunned. It shouldn’t be. The key is to be competitive in healthy ways. Competitiveness can help you achieve more, stay excited about your job, move quickly on opportunities, and win for your employer. Here are some ways to stay healthily competitive:

• Avoid pairing your desire to achieve with the need to outdo coworkers for whatever acknowledgment, prize, or profit may result.
• Resist the reflex to engage in this sort of rivalry.
• Rather than seeking to challenge others, challenge yourself to top your personal best.

Competitiveness is a tool. Use its energy to reach your goal, not as an unbridled personality trait that rubs others the wrong way. The secret to healthy competitiveness is being open to feedback, cheering others on, and sharing the glory. If you demonstrate this mastery of empathy, you will win more support from peers. They will cheer you on, and they will demonstrate more patience and understanding at those times when your competitive spirit gets a bit pushy or too “go-getting.”

Here is your competitive spirit health check: Do you mentally turn opportunities for success into contests that pit you against another person? Reject the urge to respond with competitiveness in this way. Practice asking, “Is this a team opportunity, rather than a solo opportunity?” With these few rules, you will win more gold for yourself and your employer.

Resource for Articles: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.

“Teamwork divides the tasks and multiplies the success.”
~ Unknown
October is Domestic Violence Awareness Month. Every day, week, and month throughout the year it’s important to stay aware of this type of violence and remember that there is help and support available.

For information on domestic violence, contact UAlbany EAP and/or access the New York State Office for the Prevention of Domestic Violence website: http://www.opdv.ny.gov/

Or, call the NYS Hotline: 1-800-942-6906, for English & Español/Multi-language Accessibility.

Deaf or Hard of Hearing: Dial 7-1-1

Become an EAP Ambassador

“You’ve never attended an EAP event? Would you like to join me at the next EAP Lunchtime Wellness Program?”

To encourage UAlbany employees to take advantage of their EAP benefit, the EAP Committee invites employees to become an “EAP Ambassador” by inviting a co-worker who has never attended an EAP Lunchtime Wellness Program to join them.

Throughout the 2016-2017 academic year, “ambassadors” who bring first-time attendees will be entered into a drawing for an EAP wellness giveaway. A drawing will be held at the end of the fall AND the spring semesters. Ambassadors will fill out an entry form when they bring the first-timer to the EAP Lunchtime Wellness event. So, keep a lookout for an EAP program topic of interest and send out an invite to a co-worker!
Conflict Resolution

Productivity suffers when conflicts drag on. Using conflict resolution skills makes you a valuable employee and colleague. Here are some easy tips:
- Communicate often, and check differences quickly with coworkers. You’ll zap most conflicts this way.
- When differences linger, carve out time for focused discussion.
- Share your concerns by describing what you experience—what, where, and when. For example, “Tom, I noticed that you are not coming to Monday meetings prepared.” And share the impact: “This makes meetings take longer.”
- Omit theories about motives. For example, “I think you don’t want to be part of this team.”
- Ask, “Am I doing something or not doing something that contributes to this issue?”
- Join the solution. “How can we solve this problem and create a better situation?”
- Agree to follow up. Doing so will reinforce changes and help to promote an even better working relationship.

Stress Management: Discover Your “Flow”

One important stress management technique that helps build resilience is detachment. An example of this is taking a vacation. Another powerful and healthy way to detach that you may not have heard of is “flow activity.” A flow activity is any activity that can absorb your complete attention in a meaningful, goal-directed, pleasurable, and completely distracting way, such as gardening, painting, reading for pleasure, needlework, or dancing. When you are busy and under stress, it’s easy to fall into an “eat-sleep-work-repeat” cycle. Interrupting this course of stress with two to three hours a week of flow activities that help you completely detach will significantly elevate your happiness. You will experience more balance and engagement on the job and in your life.

Learn more at http://www.ted.com [Search: “mihaly”]

All in the Family... 

Elder Care Needs Across the Miles

Q. My father, who is 84, is having memory difficulty. Can the EAP assist me in finding someone who can conduct an evaluation? He lives far away.

A. Yes, the EAP can assist you with finding a source of help. Although your father does not live with you, you are facing the problem of finding services. This makes it appropriate for the EAP to help you. Eldercare issues faced by adult children are increasing dramatically. EAP is ready to help whether you live close to your relative or far away.
Etiquette for Runners

Contributed by Linda Gallagher, EAP Committee Member, UUP Representative

During the spring and fall a number of running and walking events are held in our communities. Do you know the proper etiquette when running at an event? Here are the general rules:

- Follow the Rules of the Race outlined on the race entry form! All runners have a collective responsibility to keep the event safe. Races generally discourage running with dogs, headphones, cell phones, and jogging strollers.
- If you are walking in a group, stay to the back of the pack and follow the two abreast rule.
- Pay attention to your surroundings. The course may or may not be closed to traffic. It is your responsibility to watch for oncoming traffic!
- Say thank you to the volunteers manning the aid station.
- Exit the chute and wait for friends or family in a central location.

The rules of the road and trails are:

- Run against traffic if running on the road. If running on the sidewalk or multi-use trails, travel on the right and pass on the left.
- Never run more than two abreast if you are running in a group.
- Stop at stop signs and ensure oncoming traffic yields to you before proceeding across a road.

More tips can be found on the link [http://www.rrca.org/education/etiquette-for-runners](http://www.rrca.org/education/etiquette-for-runners)

For the Love of Fall and Apples!

Fall in the northeast is a lovely time of year to enjoy the beautiful colors and to get outside for some apple-picking adventures. EAP Committee members Kimberly Comproski and Merissa Mabee (M/C representatives) did a little research and would like to share with you some local resources along with a tasty apple recipe!

**LOCAL APPLE ORCHARDS**

**INDIAN LADDER FARMS**
342 Altamont-Voorheesville Road
Altamont, NY 12009
518-765-2956  [www.indianladderfarms.com](http://www.indianladderfarms.com)

**BOWMAN ORCHARDS**
141 Sugar Hill Rd
Rexford, NY 12148
518-371-2042  [www.bowmanorchards.com](http://www.bowmanorchards.com)

**GOOLD ORCHARDS**
1297 Brookview Station Road
Castleton, NY 12033-9738
518-732-7317  [www.goold.com](http://www.goold.com)

**LIBERTY RIDGE FARM**
29 Bevis Road
Schaghticoke, NY 12154
518-664-1515  [www.libertyridgefarmny.com](http://www.libertyridgefarmny.com)

**ALTAMONT ORCHARDS**
6654 Dunnsville Rd
Altamont, NY 12009
518-861-6515  [www.altamontorchards.com](http://www.altamontorchards.com)

For an **Apple Pie Bread Pudding** recipe, [click here](http://www.rrca.org/education/etiquette-for-runners).

For more ideas on what to do this fall in the Capital Region, go to: [http://www.albany.com/fall/](http://www.albany.com/fall/)

**NOTE:** EAP provides this list as a community resource and does not promote/advertise any particular business or company.
November 2016

EAP-sponsored services and programs are open to UAlbany and Research Foundation faculty, staff, family members, UAS and University Foundation employees, retirees, and GSEU members.

Special thanks to:

CDPHP
Therapy Dog International
Alzheimer’s Association of Northeastern NY

To register:

http://www.albany.edu/eap/event_sign-up.htm

FOR MORE INFORMATION:
Brenda Seckerson, MA, CEAP
UAlbany EAP Coordinator
Phone: 518.442.5483
Email: bseckerson@albany.edu
EAP Website: albany.edu/eap

UAlbany’s Employee Assistance Program (EAP) declares November as Stress Less Month. Take advantage of the various lunchtime wellness programs throughout the month which are designed to help you learn ways to address some of life’s stressors. Registration required for most events. UPTOWN CAMPUS events:

“Guided Relaxation for Stress Management” provided by CDPHP*
This program will be offered TWICE. PLUS, the Therapy Dogs will be visiting!

Thursday, November 3:
- Noon—12:30 pm, Assembly Hall, Campus Center
- 12:45 pm —1:15 pm, Assembly Hall, Campus Center
- Noon—1:30 pm, Fireside Lounge, Therapy Dogs provided by Therapy Dog International. Just stop in!

“How to Maintain and Not Gain During the Holiday Season”
A three-session program provided by CDPHP*
Thursdays, November 10, 17, and December 1:
Noon—1:00 pm, Standish Board Room, Science Library

“Holiday Hints for Caregivers” provided by the Alzheimer’s Association of Northeastern New York
Monday, November 14:
Noon—1:00 pm, Assembly Hall, Campus Center

“Tools to Manage Stress” provided by CDPHP*
Tuesday, November 30:
12:00 pm — 1:00 pm, Room 375, Campus Center

*All employees are eligible to attend programs provided by CDPHP. A minimum of 10 CDPHP members is required for the program. When registering, please indicate whether you are a member.

NOTE: Program attendance can be used towards CDPHP Life Points.

For more program details, visit the EAP website calendar.
http://www.albany.edu/eap/monthly_eap_calendar.htm
Emotional Eating versus Mindful Eating

Have you ever made room for dessert even though you’re already full or dove into a pint of ice cream when you’re feeling down? We all might have experienced this at some point in our daily busy routines, but has it become a stubborn habit that does not want to leave you? If the answer is yes, you can do something about it! Join us for this wellness session to help you deal with emotional eating by considering the mindful eating approach.

Presenters: Jignasha Shah, Sage College Graduate Student in the Master of Science Applied Nutrition Program and Jamie Swirn, Sage College Post Baccalaureate Student in Nutrition Science.

To Register
Contact: Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
442-5483
OR REGISTER ONLINE:
HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM

Tuesday, November 1
12 noon—1:00 pm
Café Conference Room
Health Sciences Campus
Looking for Reading Ideas? Check the EAP Office Lending Library.

Contributed by Seema Mathura, EAP Office Work Study Student

October is widely known as National Bullying Prevention Month. The campaign, founded in 2006 by PACER’s National Bullying Prevention Center, is held during the month of October and unites communities nationwide to educate and raise awareness of bullying prevention. In this month’s EAP library listing, check out these books that deal with bullying from different perspectives and how you can help prevent it or understand how to deal with it.

It’s the deadliest combination going: bullies who terrorize, bullied kids who are afraid to tell, bystanders who watch and adults who see the incidents as a normal part of childhood. In this updated edition of The Bully, The Bullied and the Bystander, which includes a new section on cyberbullying, Barbara Coloroso, a trusted parenting educator, gives parents, caregivers, educators and kids the tools to break the cycle of violence. Coloroso explains the three kinds of bullying, the difference between the genders when it comes to being a bully, four abilities that protect your child from succumbing to bullying, seven steps to take if your child is a bully, and much more.

The Bully at Work exposes the destructive, silent epidemic that devastates the lives, careers and families of millions. Those being bullied at work feel more than merely overworked and underappreciated. The fear, shame, humiliation and loss of dignity that originate at work can creep into every other aspect of their lives. Gary and Ruth Namie, North American pioneers at the Workplace Bullying and Trauma Institute (bullyinstitute.org), teach you personal strategies to identify allies, build your confidence, and stand up to your tormentor or decide when to walk away with your sanity and dignity intact.

Managing Workplace Bullying guides you through a practical and insightful process. It will help you to recognize and react effectively to bullying behavior at work. This book is full of realistic examples of bullying behavior, its consequences for those affected by it and strategies and tactics which can be effective at handling or managing it.

Visit the Library page on the EAP website for a full list of topics, books, and DVDs/CDs that the EAP Lending Library has available.
When you think about ADHD, do you picture a hyperactive child interrupting class or getting in trouble? What most people don’t realize is that there are more adults with ADHD than children, and that it can present differently in men and women.

While this disorder poses significant challenges, people with ADHD are often passionate, caring, creative and can enjoy highly successful lives. Join us as we learn about ADHD, understand the common obstacles faced and their impact, and explore strategies to manage it.

**To Register Contact:**

**Brenda Seckerson**  
EAP Coordinator  
**bseckerson@albany.edu**  
442-5483 or online at

[http://www.albany.edu/eap/event_sign-up.htm](http://www.albany.edu/eap/event_sign-up.htm)

**Thursday, October 6**  
12 Noon—1:00 pm  
Room 375  
Campus Center

**Deadline to register:**  
Wednesday, October 5
Did You Know?

As a University employee, what do you know about the history of UAlbany? The EAP Committee members invite you to check out this section of the EAP ENews throughout 2016 to discover historical and fun facts about the University. So, test your knowledge each month to see how much you know about UAlbany, this place where you work!

UAlbany students are the heart of the University community and their spirit and enthusiasm flows throughout the campus.

The University at Albany campus will come alive as alumni, students, their parents and families, faculty, staff, and the local community return for the annual Homecoming Weekend October 7 -9, 2016. Homecoming celebrates the University through knowledge, sports, culture, and entertainment.

Fun Facts...

♦ The University’s first homecoming weekend was held October 31, 1953. It featured a soccer game, punch party, and a dance.

♦ This first homecoming appears to have been organized by the senior class, reuniting the classes of 1951, 1952, and 1953.

♦ Every October since then, the UAlbany campus becomes a hub of activity during Homecoming, Fallbany, and Family Weekend. Recent activities include free concerts and exhibits, walking and bus tours, a comedy night, athletic events, class reunions, student performances, farmers’ market, Touchdown Tailgate and so much more.

♦ UAlbany homecoming weekends are organized by several University departments including Alumni Relations, Athletics, Communications and Marketing, and Office of Student Involvement.

For more information about UAlbany’s school-wide traditions visit: http://www.albany.edu/spirit/traditions.shtml
For more information regarding the upcoming homecoming, visit: http://www.alumni.albany.edu/s/1642/02-alumni/index.aspx?sid=1642&gid=2&pgid=413
6-Hour Defensive Driving Class

This 6 hour class can help to reduce your insurance fees or deduct points from your license. NYS requires attendance for the full 6 hours to receive credit.

Course Fee: $22
Paid at the time of registration
Make check payable to: NTSI
Drop off at the EAP Office MSC #200

Uptown Campus
Tuesday & Thursday
October 18 and October 20
5:30 pm—8:30 pm
Standish Board Room
Science Library
Registration deadline: October 14

Health Sciences Campus
Friday, December 9*
9:00 am—3:30 pm
Conference Room 110A
School of Public Health Building
*Includes a 30-minute lunch break.
NOTE: Supervisory approval and accrual charge necessary to attend.
Registration deadline: December 6

To Register Contact:
Brenda Seckerson,
EAP Coordinator
bseckerson@albany.edu
CALL 442-5483 OR REGISTER ONLINE
http://www.albany.edu/eap/event_sign-up.htm
National Drug Take-Back Initiative
October 22, 2016 10 am - 2 pm

Got Drugs?
Help prevent drug abuse.

The National Prescription Drug Take-Back Day is designed to provide a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the general public about the potential for abuse of medications.

To find a local drop-off site, go to: http://www.deadiversion.usdoj.gov/drug_disposal/takeback/

EAP is a joint labor/management program and is part of the NYS Employee Assistance Program - CSEA/C82/GSEU/MYSCOPBA/PEF/UUP. Contact Info: 1 Airline Drive, Albany, NY 12235. 518.486.9769

EAP website: http://www.albany.edu/eap

EAP-sponsored events and services are open to UAlbany & Research Foundation faculty, staff, family members, UAS employees, retirees and GSEU members.

Disclaimer: Material presented in this newsletter is intended for educational or informational purposes only. It is not intended to replace the advice of a qualified health professional.