

# Academic Staff Institute

Modeling and Promoting Self-Care and Wellbeing in the Workplace

Presented by UW-Madison's Employee Assistance Office



# Agenda

Introduction

Overview of Stress and Burnout

Supporting Yourself

Supporting Your Team

Overview of Employee Assistance  
Resources

Q&A

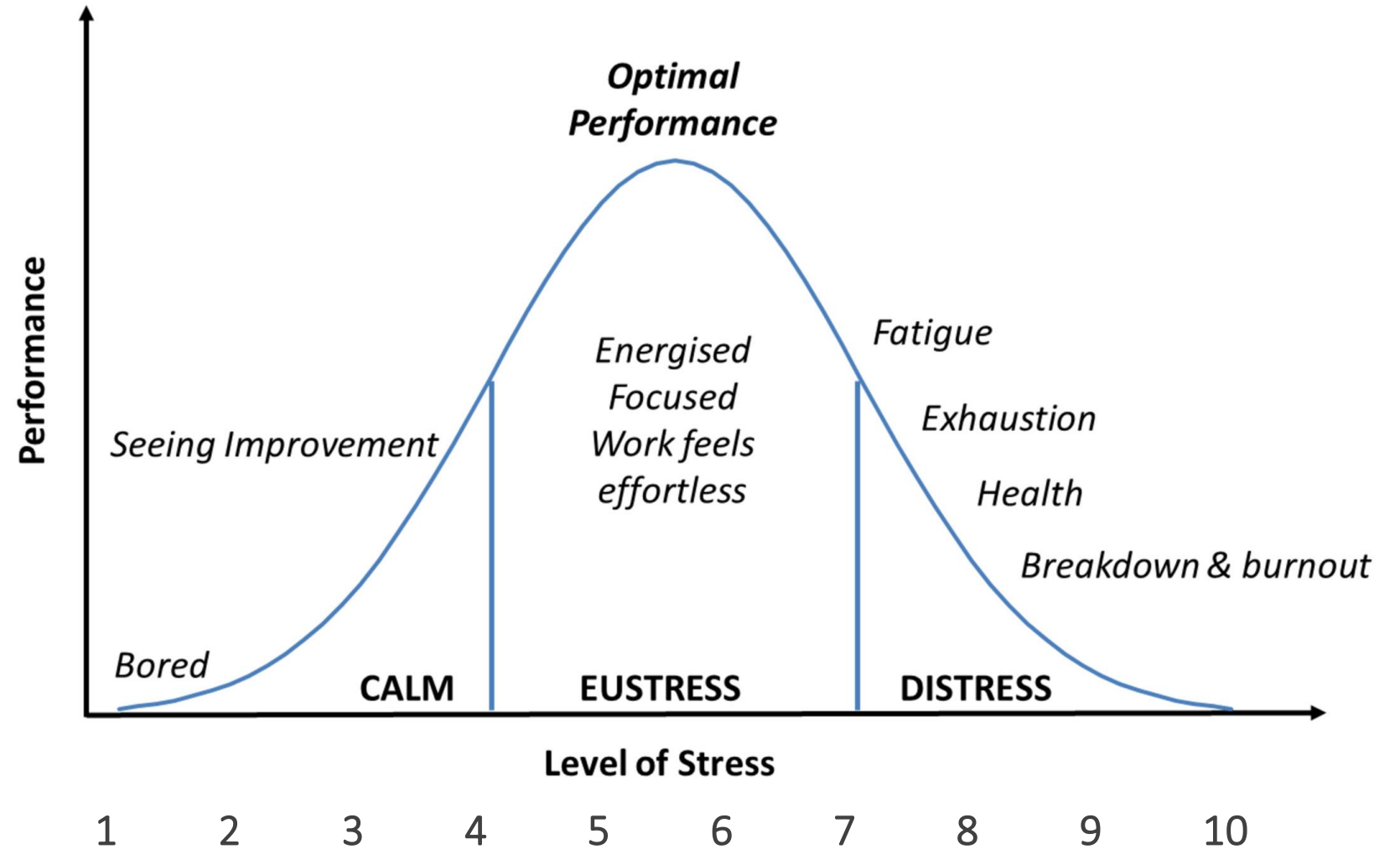
To participate in PollEverywhere—

On computer: [www.polleverywhere.com/hrcop716](http://www.polleverywhere.com/hrcop716)

On mobile: text to number 37607, the message HRCOP716



# Stress Curve



# How's your stress?

1 = Bored

2 = Bored/Calm

3 = Calm

4 = Calm/Somewhat Energized

5 = Energized/Focused

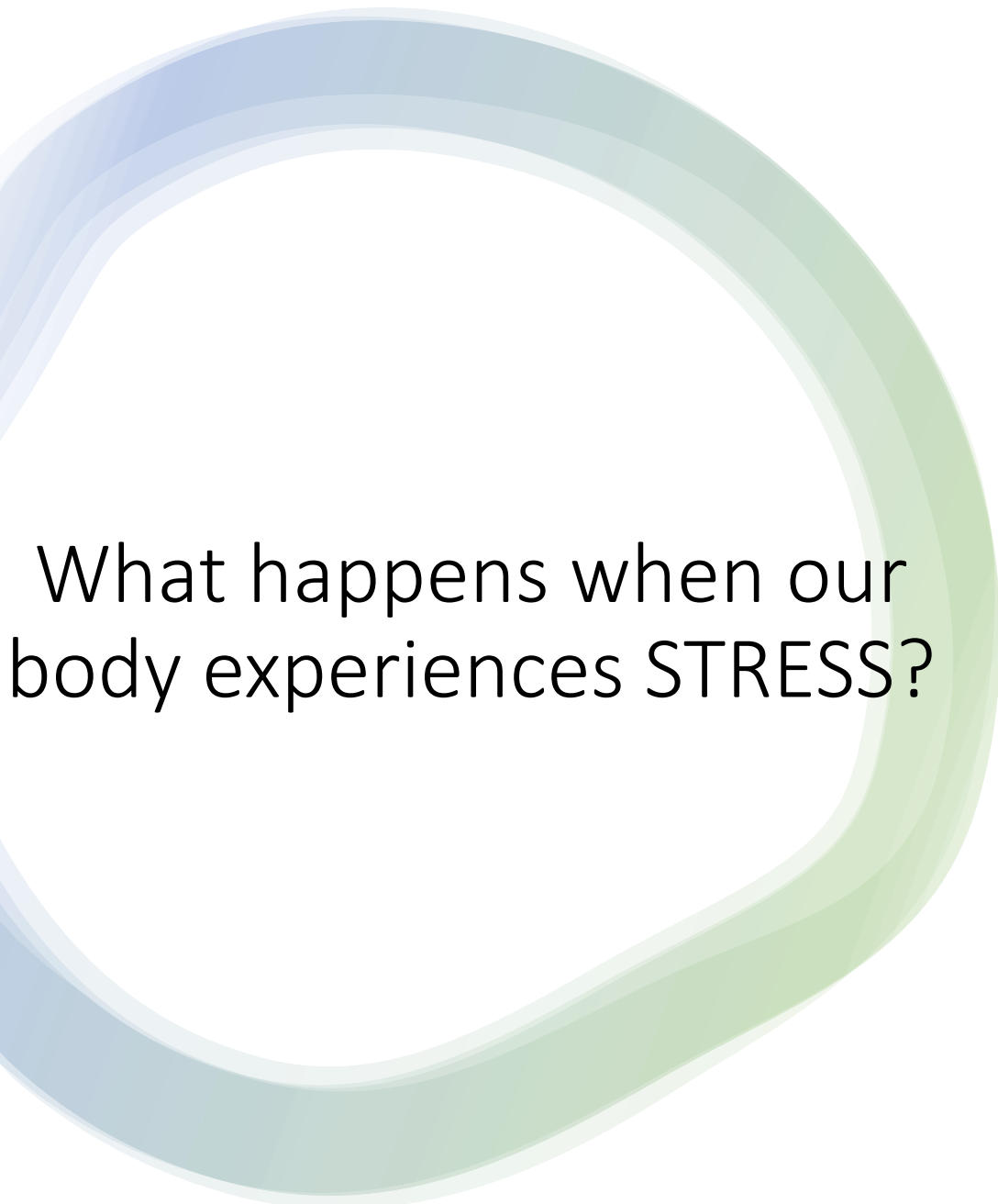
6 = Energized/Focused/Sometimes Fatigued

7 = Fatigued

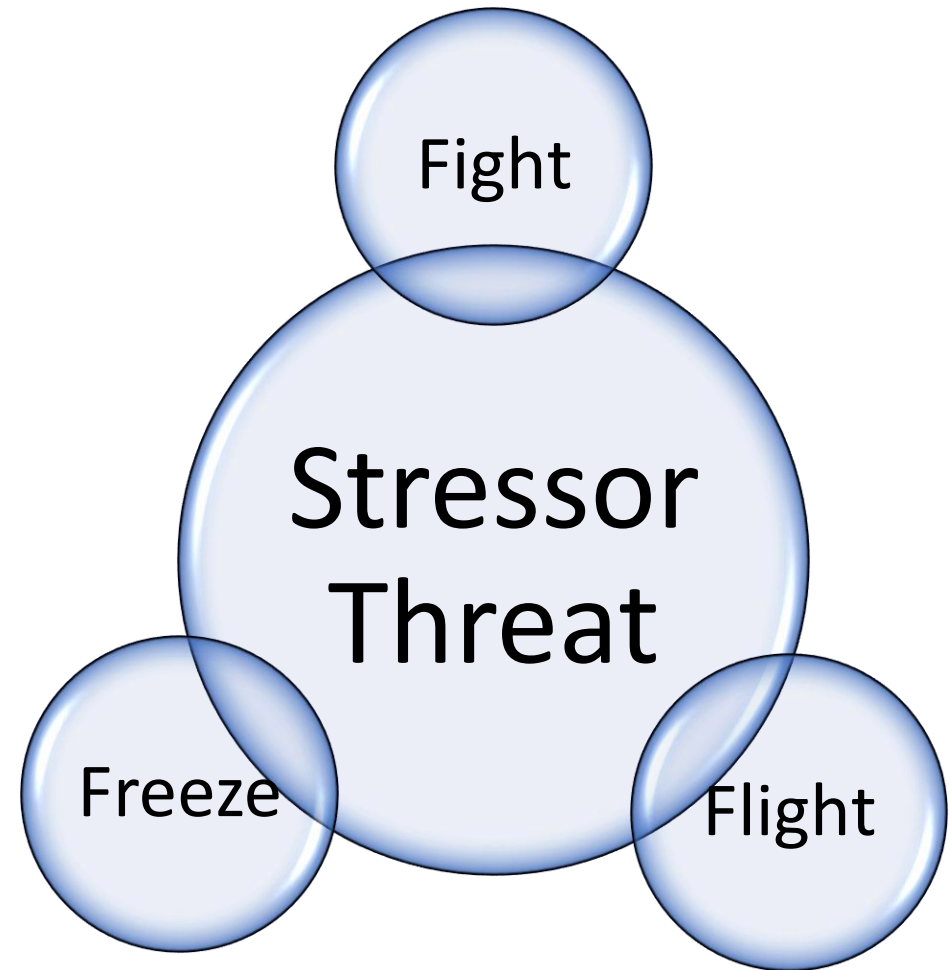
8 = Exhausted

9 = Starting to Burn Out

10 = Burned out



What happens when our  
body experiences STRESS?



# What Is Your Style Under Stress?

Masking	Masking: Understating, sugarcoating, sarcasm
Avoiding	Avoiding: Steering away from sensitive subjects
Withdrawing	Withdrawing: Pulling out of the conversation
Controlling	Controlling: Coercing others to your way of thinking
Labeling	Labeling: Putting a label on people or ideas so we can dismiss them under a general stereotype or category
Attacking	Attacking: Making the person suffer, bad-mouthing



Patterson, Kerry. (Eds.) (2012) *Crucial conversations :tools for talking when stakes are high* New York : McGraw-Hill, Print.

# Honoring Work Boundaries Leads to Self-care

A line of white paper cutouts of people holding hands, set against a green background. The cutouts are simple, stylized figures with circular heads and rectangular bodies. They are arranged in a line, holding hands, and are slightly out of focus, creating a sense of depth. The background is a solid, light green color.

*(read that again!!!)*

*Honoring Work Boundaries Leads to Self-care*

# Honoring Work Boundaries Leads to Self-care

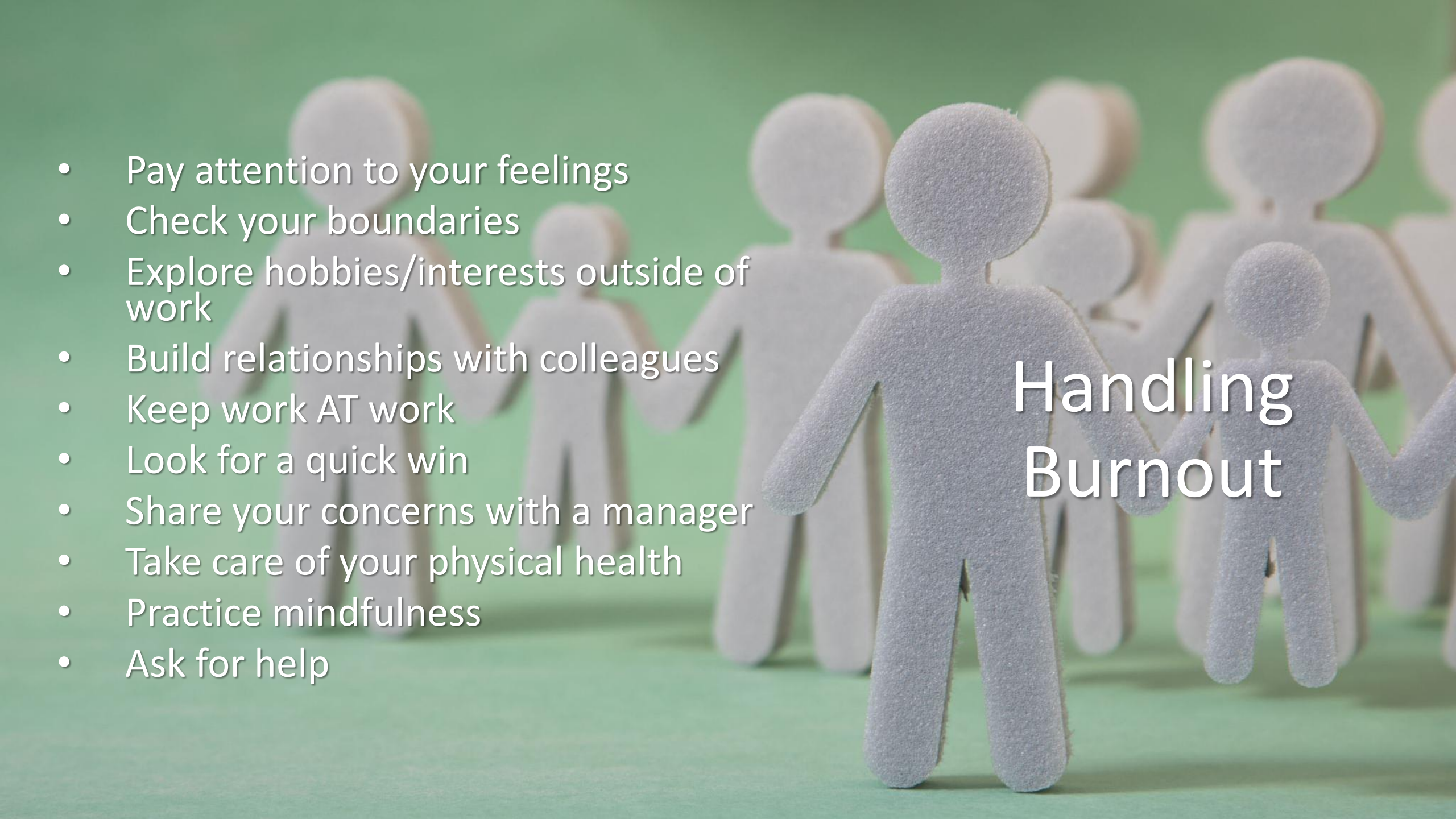
- Physical Boundaries
- Emotional and Intellectual Boundaries
- Priority and Workload Boundaries
- Time Boundaries
- Communication Boundaries





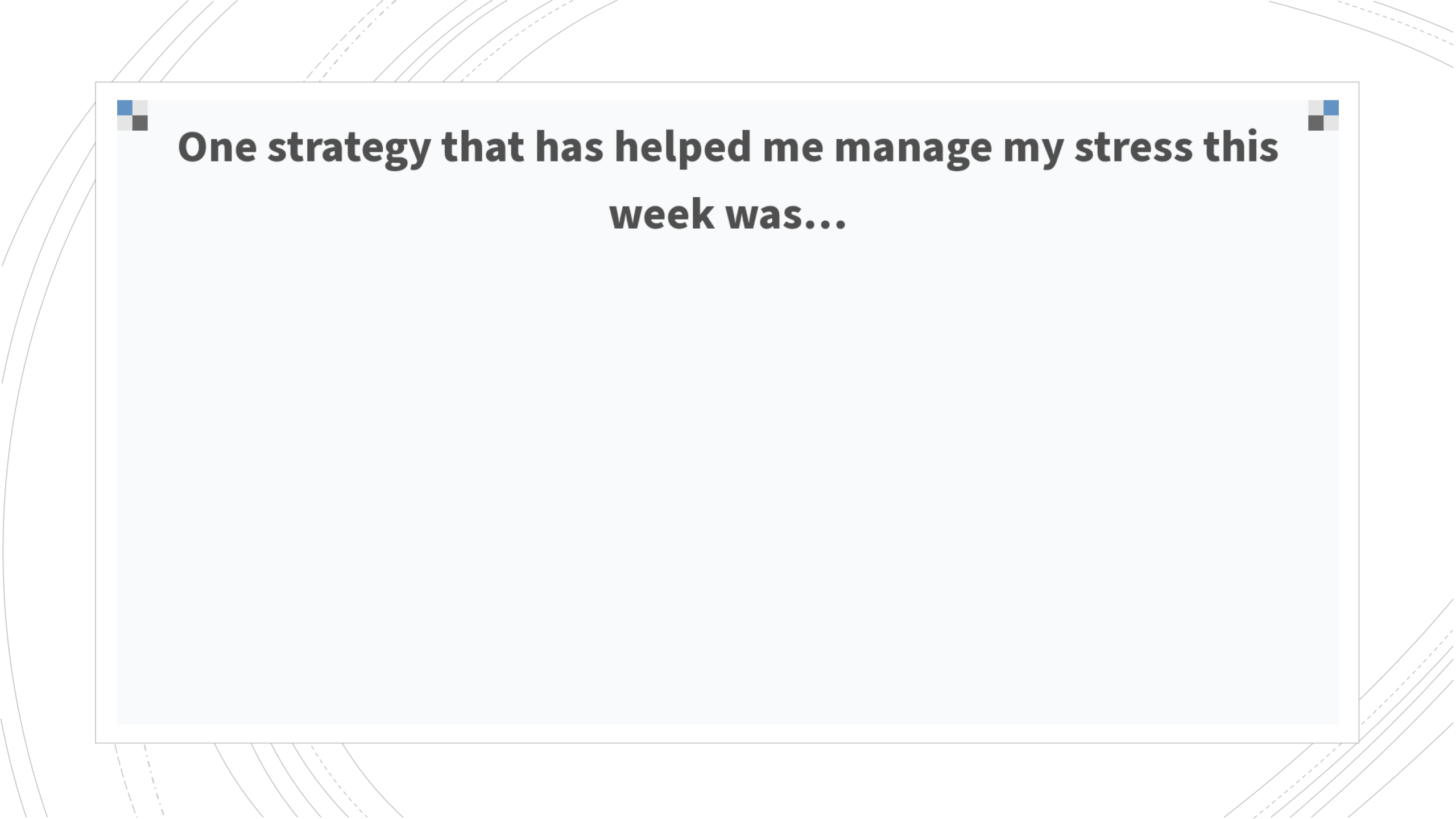
A group of white paper cutouts of human figures holding hands in a circle against a green background. The figures are arranged in a line, with some in the foreground and others in the background, creating a sense of depth. The text "Listen to Your BODY!" is overlaid in the center of the image.

Listen to Your **BODY!**

- 
- Pay attention to your feelings
  - Check your boundaries
  - Explore hobbies/interests outside of work
  - Build relationships with colleagues
  - Keep work AT work
  - Look for a quick win
  - Share your concerns with a manager
  - Take care of your physical health
  - Practice mindfulness
  - Ask for help


## Handling Burnout

# Breathing Exercise



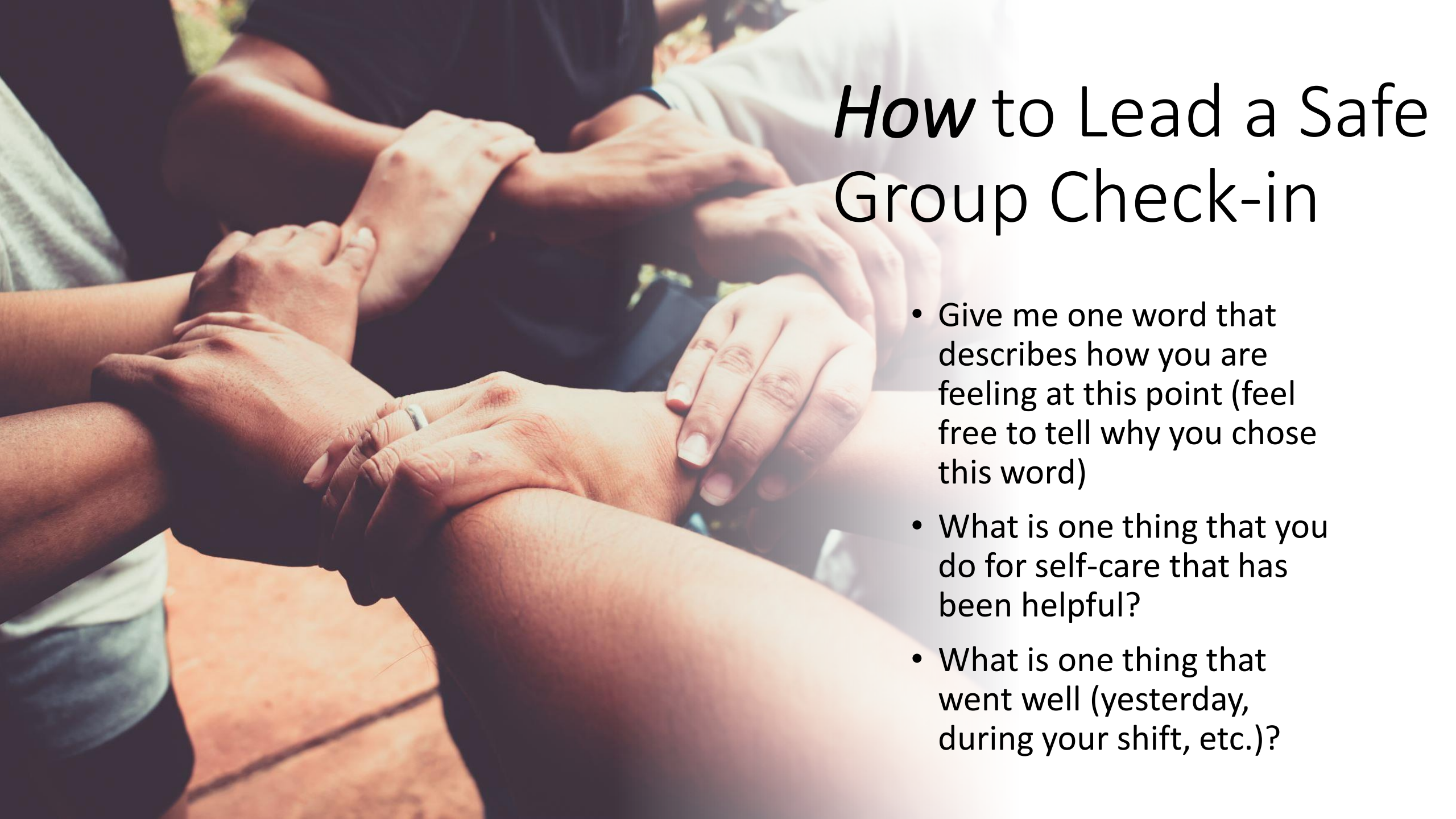
**One strategy that has helped me manage my stress this week was...**

# *Why* Lead a Safe Group Check-in?

A close-up photograph of several people's hands clasped together in a circle, symbolizing teamwork, support, and unity. The hands are of various skin tones and are positioned in a way that suggests a group huddle or a supportive gesture. The background is softly blurred, focusing attention on the hands.

Purpose:

- Sense of team belonging
- Minimize the feeling of isolation
- Check the “emotional pulse” of the Team
- Providing validation and support vs. attempting to “fix” things



# *How* to Lead a Safe Group Check-in

- Give me one word that describes how you are feeling at this point (feel free to tell why you chose this word)
- What is one thing that you do for self-care that has been helpful?
- What is one thing that went well (yesterday, during your shift, etc.)?

# How to Lead a Safe Individual Check-in

Give

Give them notice of what you'd like to talk about

Find

Find a private place to speak, share your observations and avoid judgments or making a diagnosis.

Use

Use unattached, non accusatory language

Be

Be specific and detailed about the things that you have noticed.



# Questions/Concerns From Supervisors



What if employee is creating work life boundaries but isn't getting the work done?



I don't want to be the one that always seems like I'm complaining about something.



What happens when an employee doesn't seek help for their problems?



I have an employee who is reluctant or even resistant to get help, what do I do?



# Supporting Boundaries

It is normal to have a reaction to someone else's struggles, and it's normal to want to take away pain or discomfort

Do not be sworn to secrecy

If they reference having a mental health crisis, you don't need to know what led to it or how they are addressing it. As a supervisor, your focus is:

1. Providing relevant with resources: EAO, DDR, stating support for leave
2. Modeling/promoting self-care
3. Practicing empathy while still holding people accountable for performance and behavior

# How to Respond

It's okay to jump in ...

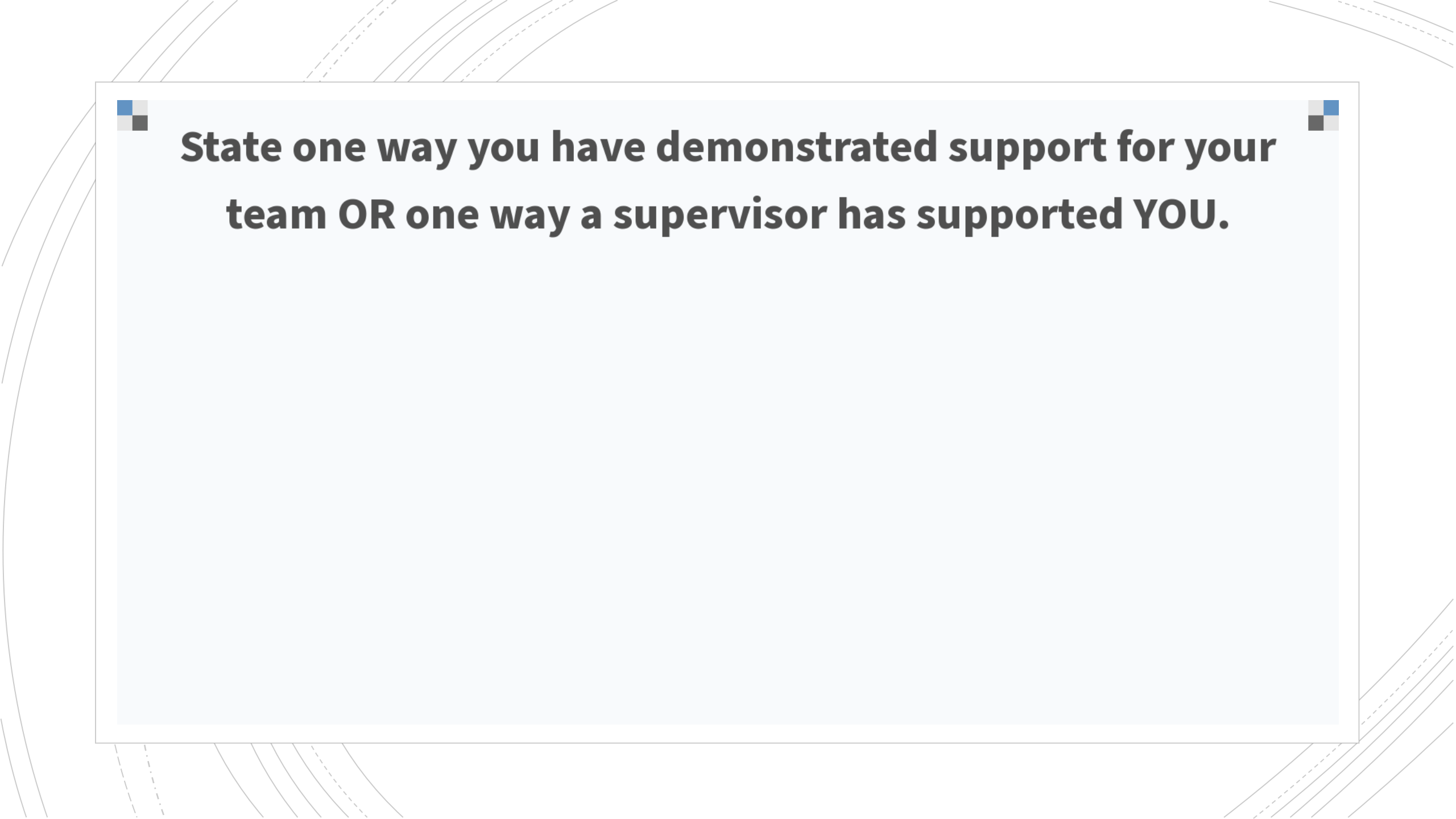
“It sounds like you're about to provide some medical information. I want you to get any help you might need and protect your privacy and rights at work. EAO and DDR are two resources...”

“(Name), if I can just jump in for a moment. I can tell this is important to you, I'm sorry for this frustration. I want to help you and in order to do that...” and redirect to the more appropriate time, place, or service.

Use specific behavioral examples ...

Avoid: “You were so depressed in that meeting”

Instead try: “You were tearful in the meeting, your speech was slower and quieter than usual, and you stated doubt about the projects you've been working on.”



**State one way you have demonstrated support for your team OR one way a supervisor has supported YOU.**

# What is Employee Assistance??

- Free
- Confidential
- 1-5 sessions
- Personal counseling and Workplace Consultation
- Training
- Crisis response
- Legal, financial and childcare
- Convenience services and more...

# Counseling and Consultation

## Personal Issues

- Relationships
- Anxiety/  
Depression/Stress
- Parenting/Family
- Alcohol/Drug Use
- Smoking Cessation
- Grief/Loss
- Financial Stress
- Legal Problems
- Health Problems

## Workplace Concerns

- Management Consultation
- Employee to Supervisor  
Conflict
- Employee to Employee Conflict
- Job Performance Struggles
- Hostile Intimidating Behavior
- Sexual Harassment

# How to Access

EAO

Call 608-263-2987 or

Email: [eao@mailplus.wisc.edu](mailto:eao@mailplus.wisc.edu)

Provide a brief description of need  
(personal, work-related, or supervisor-  
related concern)

Appointment will be arranged in a timely  
manner

LifeMatters

Call 800-634-6433, 24/7/365

Online [mylifematters.com](http://mylifematters.com)

Sign In: Bucky 1

Text “Hello” to 61295

Provide brief description of need  
Receive a referral to an affiliate counselor or  
appropriate service provider based on your  
needs



QUESTIONS?

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