



## Timely Information for Personal Success

### Tips for Assisting Those with Addiction Problems

According to the Substance Abuse and Mental Health Services Administration, an estimated 500 million work-days are lost annually due to alcoholism. Consequently, managers and employers who notice an employee having difficulty on the job may want to assess whether alcohol or drug use is affecting this person's productivity. However, it can be difficult to know what to do or say. Hazelden counselors have developed some steps and suggestions to help approach the subject with an employee:

- **Educate** — Educate employees about company policies regarding alcohol and drug use.
- **Document** — Managers should keep a record of the employee's work performance - good and bad. In that way the manager will be able to document any changes.
- **Intervene** — Managers should have an informal talk to alert the employee about his/her unsatisfactory job performance, communicate company expectations, and discuss consequences. They should not discuss drug and alcohol abuse specifically. Keep the

conversation on job performance issues. EAPs shouldn't delay or beat around the bush. The sooner you talk to the employee, the sooner that he or she can get help.

#### Intervention Tips:

- **Timing** — Wait to talk to an employee when he/she is sober and clearheaded.
- **Rehearse** — Consider writing down what you want to say, and practice how you'd answer a variety of responses from an employee. This will make your discussion easier. Remember that denial is a common reaction among those who are abusing alcohol or other drugs.
- **Choose words carefully** — Express your concern in an honest and caring way. Be sure to use "I" or "we" phrases such as, "I'm worried" or "We are worried." This way, an employee can't argue with your feelings.
- **Discuss behavior patterns** — Inquire about the employee's family life, work environment, past and current use of alcohol or drugs, and other personal concerns. These are

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### Recognizing Child Abuse

Child abuse and neglect occur in all parts of society, but the risk factors are greater in families where parents are having one or more of the following problems:

- Economic, housing, or personal issues;
- Isolation from family or community;
- Difficulty controlling anger or managing stress;
- Dealing with physical or mental health issues;
- Abusing alcohol or drugs; and
- Lack of interest in the care and safety of their children.

Helping parents who might be struggling in any of these areas reduces the likelihood that children will be abused or neglected.

Children and even adults will tip off signs of abuse and neglect in different ways. For example, a child: 1) may demonstrate sudden changes in behavior; 2) may not have received help for physical or medical problems brought to the parents' attention; 3) may have learning problems that cannot be attributed to specific physical or psychological causes; or 4) may appear withdrawn, avoid physical

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## CLIP-N-SAVE!

[www.foodfit.com](http://www.foodfit.com)

# Healthy Recipe: Simply Sautéed Chicken Cutlets

### INGREDIENTS:

- 4 skinless, boneless chicken breasts, about 5 ounces each
- 1 teaspoon kosher salt
- 1/4 teaspoon freshly ground black pepper
- 1-1/2 tablespoons olive oil

### NUTRITIONAL INFORMATION:

- Calories per serving:: 202
- Fat: 7 g.
- Protein: 33 g.
- Sodium: 238 mg.
- Carbohydrates: 0 g.
- Fiber: 0 g.
- Saturated fat: 1g.

### DIRECTIONS:

1. Place breasts between wax paper or Saran™ wrap and flatten with a mallet.
2. Season chicken with salt, pepper, and then drizzle with olive oil.
3. Place a sauté pan large enough to accommodate all cutlets over medium-high heat. Add cutlets and lower heat to medium. Cook until well-browned on one side, about 4 to 5 minutes. Turn cutlets over and cook for another 2 to 3 minutes.

**Serving size:** 1 cutlet. ✓

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## Oh My Aching Headache!

**Q:** What are tension headaches and what can be done about them?

**A:** Headaches are among the most overlooked chronic health problems. Tension headaches in particular can be described as dull, persistent pain. Those who suffer from them may be intolerant to either noise or light. Tension headaches are not associated with nausea or vomiting, and are generally not aggravated by physical activity. Some suggestions: stretch and massage the muscles in your shoulders, neck, jaw, and scalp. In general, headache sufferers should not skip or delay meals. Be sure also to drink plenty of fluids. Consider notifying a physician about your headaches if they worsen or last longer than 24 hours, or if you develop a temperature greater than 100.4 degrees Fahrenheit. Call a physician immediately if you develop a temperature greater than 102, blurred or double vision, a stiff neck, begin vomiting, or if you become extremely confused or drowsy. ✓

(Source: Mercy Health System of Oklahoma ([www.mercyok.net](http://www.mercyok.net)). This information is for educational purposes only, and should not be construed as a substitute for medical advice.

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areas of inquiry that you, as an EAP counselor, can safely explore because of the confidentiality barrier between EAPs and company management.

- **Determine what is important to the employee** — Talk to the employee about the effect of alcohol or drugs on whatever he/she cares about most - career, family, etc. Even if an employee doesn't care for himself/herself, he/she may get help for

the sake of the family.

- **Follow up** — Stick to your plan. Once you've confronted an employee, following through with appropriate support is extremely important.
- **Confirm and refer** — Evaluate the extent of any problem through professional assessment. ✓

Source: Hazelden Foundation ([www.hazelden.org](http://www.hazelden.org)). **Editor's note:** See this month's "Employee Assistance Report" for more information on this topic. April is Alcohol Awareness Month.

### Child Abuse

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contact or eye contact, and prefer to be alone.

A parent or other adult guardian may: 1) demonstrate little concern for the child, and rarely respond to requests for information or visits; 2) ask the child care provider to use harsh physical discipline if the child misbehaves; 3) either deny the existence of — or blame the child for — problems at home or elsewhere; and 4) see the child as bad or worthless. The following are some additional suggestions for preventing child abuse:

- **Unexplained injuries aren't the only signs of abuse.** Fear of a certain adult, difficulty trusting others or making

friends, sudden changes in eating or sleeping patterns, inappropriate sexual behavior, poor hygiene, secrecy, and hostility are often signs of family problems and may indicate a child is being neglected or abused.

- **Teach children their rights.** When children are taught that they are special and have the right to be safe, they are less likely to think abuse is their fault, and they will be more likely to report an offender. ✓

Source: "Preventing and Reporting Child Abuse and Neglect," Colorado Department of Education. **Editor's note:** April is Child Abuse Prevention Month.