



Employee Assistance Program

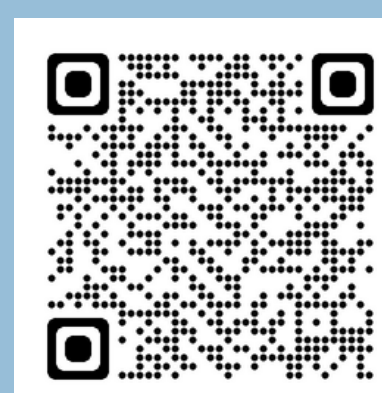
Life doesn't stop when you are at work. EAP will help you manage both.

## For Managers: How to Support your Employees when something unexpected happens

When a stressful event occurs it is to take care of their employees. Taking the time to offer support helps the recovery and healing process.

- 1 Be flexible workload and schedule as appropriate.** Some employees might need to decrease their usual workload, whereas others will appreciate getting back into a feeling of routine. For the first couple of days or weeks, it might be difficult for some employees to even show up for work.
- 2 Modify rules and procedures temporarily.** It might help employees to have leeway. Talk with employees to figure out what areas they might appreciate some flexibility in.
- 3 Model taking breaks and stress management.** It is important for you as a manager to take care of yourself and to model this behavior as well, so your employees understand the importance of prioritizing their needs during this stressful time.
- 4 Encourage opportunities for informal debriefings for employees.** Depending on how your program is run, find times during the day that your employees might naturally be together and join these times to convey any updates or allow for employees to express and communicate any fears or concerns that they are having.
- 5 Increase Support.** Focus on team work. Are there ways that your employees might be able to support each other in their duties or are there ways that you can possibly step in to help take the load off someone if needed?

Call or visit the Child & Family Services Employee Assistance Program website for confidential support today.



Contact Us Directly!

Call 716-681-4300

Visit [eap.cfsbny.org](http://eap.cfsbny.org)