



BRiDGES

STRENGTH. HOPE. COMMUNITY.

Employee Assistance Program

Fall, 2024

WORKPLACE WELLNESS NEWSLETTER

YOUR RESOURCE FOR ADVICE, GUIDANCE, AND SUPPORT

A Message From Your EAP:

As the crisp autumn air settles in and the leaves begin their vibrant transformation, we are reminded that Fall is the perfect time of year to embrace change and fuel renewal.

In this issue, we'll explore resources and tips designed to support you as the winter weather approaches. Whether you're looking for strategies to make an important change in your life, cope with end-of-the-year stressors, or find some support through the holidays, this issue is for you.

So, grab a cozy cup of tea, find a comfortable spot, and enjoy the read. Here's to a season filled with positive changes, renewed energy, and continued success!



Announcements

- We are currently booking Fall onsite training and table events
- We are accepting 2025 Supervisor of the Year Nominations
- EAP Appointments can be scheduled by calling 315-697-3947.

Office Closures

October 14th - Indigenous People's Day

November 11th - Veteran's Day

November 28th - Thanksgiving Day

November 29th - Office Closed

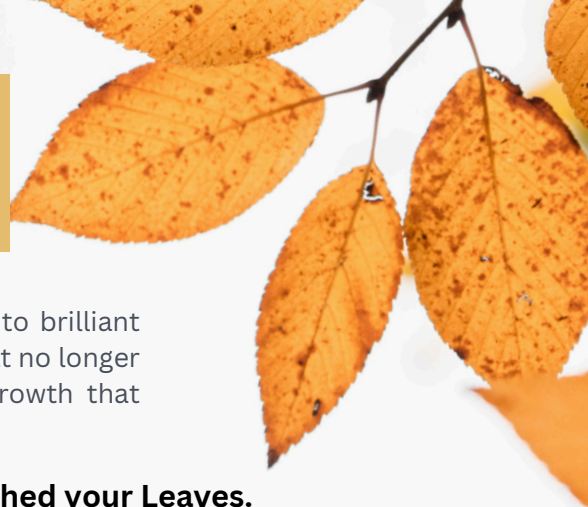
December 25th - Christmas Day

January 1st - New Year's Day

BRiDGES can be reached by phone Monday-Friday between the hours of 8am and 5pm. Voicemail is continually monitored. Calls are returned promptly during business hours.

For immediate assistance, call or chat 988 Suicide and Crisis Lifeline or 911 for emergency assistance.

EMPLOYEE LOUNGE



In the fall, we are reminded of the beauty of change. As leaves transform into brilliant colors and trees shed their foliage, we too have the opportunity to release what no longer serves us. By letting go of old old burdens, we can make room for new growth that represents the life we truly want to live.

Here are Some Things to Consider When You're About to Shed your Leaves.

Embrace a Growth Mindset

What opportunities do you have for growth? Recognize that failure is part of the process.

Create a Plan

What small action can you take that will help you reach this goal?

Practice Self-Compassion

Be kind to yourself during this process. Change is supposed to take time.

Set Clear Goals

Get specific and direct with what you want.

Stay Accountable

Share your goals with your circle. Regular check-ins can inspire you to keep motivated.

Celebrate Milestones

Even the small milestones matter. Don't forget to focus on all that has gone right.

Take Time to Visualize Goals

When you reach your goal, what will life look like?

Reflect and Adjust

If something isn't working, be flexible and willing to adjust your approach.

Seek Support

Surround yourself with individuals who encourage your efforts. **Call BRIDGES EAP at 315.697.3947 for support with your goals.**

Threads of Hope: Practicing Gratitude

Regular gratitude practice cultivates a positive mindset, helping us appreciate that small joys in life and fostering a deeper sense of contentment.

We want to know what you're grateful for.



View Group Poll and
[Enter Your Answer Here](#)



End of the Year Stressors

The Holidays can bring unique stress to our lives that can complicate things. Often times, our plates will fill with responsibilities, extra costs can be burdensome, and our family lives can be strained. This puts us at risk of leaning into harmful coping. BRiDGES EAP is here as a confidential support to talk out holidays' related stressors and discuss healthy ways to cope!

3 Tips for Coping Through Stress

1. **Prioritize Self-Care:**

In a season filled with giving, don't forget to give to yourself. Make time for activities that recharge you. Prioritize breaks, focus on getting a good nights rest, and make sure you're eating throughout the day.

2. **Establish Boundaries:**

Set limits when it comes to things like social events and family gatherings, money spent on gifts and food, or other obligations you may have. Where can you loosen your burden?

3. **Reach out for support:**

Having the support of someone else can help alleviate stress and gain perspective during challenging times. For someone removed and private to talk to this holiday season, consider calling BRiDGES EAP. **We can be reached at 315.697.3947.**



Helpful Links:

NerdWallet's Holiday Budget Guide: <https://www.nerdwallet.com/article/finance/how-to-build-a-holiday-budget-that-works-every-year>

Hope for the Bereaved, Coping with Holiday Grief: <https://hopeforbereaved.com/resources/coping-holidays/>

12 Tips to Maintain Your Recovery During the Holidays: <https://www.psychologytoday.com/us/blog/some-assembly-required/202312/12-tips-to-maintain-your-recovery-during-the-holidays>



Mobile View



2025 Supervisor of the Year

BRiDGES is accepting nominations for exceptional leaders in Madison County who, through compassionate leadership and resilience, have made a positive impact on our community while championing a positive work environment.

To Nominate a Supervisor

<https://forms.gle/6bxmLgz3XgW6VbXT7>

Deadline: December 16th, 2024



DEAR EAP.

Do you have a personal or professional dilemma you'd like guidance on? Dear EAP is here to offer support and guidance to employees who submit anonymous letters about personal or professional issues.



Submit Your Forms to Dear EAP

How it Works:

1. Follow this [link](https://forms.gle/aHwJG6m4KFpJ4X1B9) to submit your anonymous letter
2. EAP will review submissions regularly and follow-up with you directly if requested
3. We'll select questions to feature in the next newsletter, along with our advice



<https://forms.gle/aHwJG6m4KFpJ4X1B9>

BRiDGES EAP is here for any personal or work related problem, call us today at 315-697-3947 for phone or in-person support.

MANAGER'S CORNER

The Art of Assertive Communication in Leadership

The art of assertive leadership involves expressing thoughts and needs clearly and respectfully while considering others' perspectives. This approach is essential for managers as it fosters open dialogue, effectively resolves conflicts, and builds trust within a team, leading to a more positive and collaborative work environment.

Assertive communication can be especially important for managers during the fall and holiday season. Employees will look to you to set clear expectations on goals, discussing coverage and time off, and to address conflict as it arises.

When Using Assertive Communication

- Use “I” Statements
- Maintain Eye Contact
- Practice Active Listening
- Know Your Boundaries
- Be Direct
- Be Consistent
- Show Appreciation

Remember, this is a skill we can develop. If you're struggling with being assertive seek out support from leadership or BRiDGES EAP at 315.697.3947.



Am I Assertive Quiz

Read the questions and keep track of how many times you answer yes.

I am comfortable meeting new people in **social situations**

I can express **strong feelings** such as anger, frustration, or disappointment

I can easily **request help** and information from others

I feel capable of **learning new things** and performing new tasks

I am able to acknowledge and take responsibility for **my own mistakes**

I tell others when **their behavior** is not acceptable to me

I believe **my needs** are as important as those of others and should be considered

I **value my own experience** and wisdom

I can **express anger** or disappointment without blaming others

I **can assert** my beliefs when the majority disagrees with me

I am comfortable **delegating tasks** to others

I am able to **Say “No”** without feeling guilty or anxious

I am able to express **my honest opinion** to others, even if they don't agree

I can **discuss my beliefs** without judging those who don't agree with me

How Many Times Did You Answer, “Yes”?

More than 10:

You are skilled in assertive communication.

Less than 10:

You have opportunity to expand your assertive communication skills

EAP Supports Leadership

You can call EAP for leadership related support. We are here to process stress caused by the demands of your role, challenging situations you encounter, and troubled employees you lead. Call BRiDGES EAP at 315.697.3947 to talk out any situation that is weighing on you.



Thrive Together: Leadership Network

Are you Feeling Overwhelmed by the Demands of Leadership?

Join **Thrive Together: Leadership Network** and learn how to harness resilience skills to combat burnout in the workplace and effectively manage stress. For more information visit our website at <https://bridgescouncil.org/team-awareness/>



[Sign Up](#)
[Here!](#)

Leaders of All Kind are Welcome!

Virtual Meetings
2nd Friday of each month
12PM-1PM

Bring BRiDGES to your Worksite!

We're available to come onsite for:

- Benefit Fairs
- Training Days
- Crisis Debriefs
- All-Staff Meetings



Call Us at 315.697.3947 to schedule



BRIDGES
STRENGTH. HOPE. COMMUNITY.

Employee Assistance Program

Workplace Wellness Flyer

Employee Assistance Program



We Can Help.

315-697-3947

The Employee Assistance Program is a free benefit for all employees who are experiencing personal or work related problems.

**Hours by Appointment
Only:**

**8am to 5pm M-F,
Tuesday Evening Sessions
Available Upon Request**

Call us or use your camera app to scan this QR code and visit our website!



COMMUNITY CORNER



October is Domestic Violence Awareness Month

This month, we stand in solidarity with survivors and all those affected by abuse. Your story matters, and we are here to listen and support you. If you feel comfortable sharing, we invite you to reach out. Together, we can break the silence. BRiDGES can be reached at 315.697.3947

You are not alone. Your voice matters.

Liberty Resources:

Help Restore Hope Center

1.855.966.9723

<https://www.liberty-resources.org/hrhc/>

The Help Restore Hope Center is staffed by a caring team of advocates, volunteers, therapists and nurses who want to empower people who have been touched by domestic violence or sexual assault.



Free & Confidential 24-Hour Hotlines

YWCA Mohawk Valley:

Domestic & Sexual Violence Crisis Hotline

Oneida County
315.797.7740

Herkimer County
315.866.4120

YWCA MV is a certified provider of domestic and sexual violence crisis services by New York State. Their programs include safe housing, case management, counseling, and peer support programs.

Vera House

Survivors' Network

315.425.0818

<https://www.verahouse.org/hope-and-healing/survivor-network>

A strong community of domestic and sexual violence survivors committed to sharing truth to bring awareness, education and advocacy to the community.

Safe Space

Survivors of Stalking Support Group

315.425.0818

<https://www.safespacecny.org/groups-services>

Tuesdays at 6:30PM in person

You are NOT alone if you've survived stalking
- and you deserve to heal.

988 | **SUICIDE & CRISIS
LIFELINE**

Whether you're facing emotional distress or just need someone to talk to call, text, or online chat with 988.



Connect with your local 211 for additional services in your area.

FOOD Sense

A MONTHLY FOOD
CO-OP FOR EVERYONE



315.437.1899

Lean on Food Sense to help reduce your grocery budget. Packages cost \$20.50 and include 12-15 grocery items at a discounted price.

<https://foodbankcny.org/our-programs/food-sense-program/>

CazCares Clothing Closet

315.655.3174

<https://cazcares.org/clothing-closet>

Clothing provided free of charge to residents of Cazenovia School District and Surrounding Areas of Madison County

HOPE for bereaved

As you journey from grief to HOPE

1-on-1 Grief Counseling

315.475.9675

<https://hopeforbereaved.com/services/1-on-1-counseling/>

In-Person, zoom, and phone grief counseling offered at no charge.



Home Energy Assistance Program (HEAP)

Lean into emergency HEAP benefits if you are in danger of running out of fuel or having your utility shut off. Contact your local county DSS office or visit <https://otda.ny.gov/programs/heap/> for more information

Legal Aid Society of Mid-New-York, Inc.

315.793.7000

<https://www.lasmny.org>

The Legal Aid Society of Mid-New York, Inc. is a not-for-profit law office providing free legal information, advice, and representation to people who cannot afford a lawyer. For more information visit,

Alcoholics Anonymous (AA)

District 0490

315.533.1227

<https://www.aadistrict0490.org/meeting-schedule.html>

Meetings are held 7 days per week across Oneida, Sherrill, Verona, McConnellsville, Sylvan Beach, Stockbridge, Morrisville, Peterboro. Visit website for locations and time.



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Employee Assistance Program

We Help Employees With:

- Family/Marital Issues
 - Financial Concerns
 - Stress and Anxiety
 - Addiction
 - Work/Life Balance
 - Leadership Skills
 - Conflict Resolution
- And More!***

Free & Confidential

To schedule an in-person, virtual, or phone session
call (315) 697-3947.

Hours By Appointment Only:
8am-5pm M-F,
Evening Sessions Available Upon Request

View Newsletter
on your Mobile



<https://bridgescouncil.org/employee-assistance-program/>