

Diversity & Inclusion During the Holidays

'Tis the Season: How to Survive the Holidays

The holiday season can bring out a wide array of emotions including both joy and stress. Learn healthy coping skills to help you take on the holiday season.

To watch this webinar, visit www.supportlinc.com.

Locate the What's on Your Mind? search bar and enter 'holiday stress'. Click on the Training tab.

Respecting the unique needs, perspectives and potential of all team members is the cornerstone of diversity and inclusion efforts. This holiday season, you can earn deeper trust and commitment from your colleagues by honoring their important faith and cultural traditions. Use these suggestions to help celebrate the differences within your team.

1. Recognize ALL Holidays

Ask staff which, if any, holidays they plan to celebrate and add those dates to shared company calendars. Or create a holiday calendar and share it via email, post it on your intranet portal and at your workplace if applicable. Plan meetings and events around these dates to ensure all staff are included.

2. Educate Yourself

Research and familiarize yourself with the basic tenets of

represented cultures and religions. Developing this understanding on your own avoids placing burden on individual team members to "teach" you or speak to the entirety of a collective experience.

3. Provide Opportunities to Share

While emphasizing that sharing is optional and at each person's comfort level, the holidays do offer the chance to learn more about one another. Meeting ice breakers throughout the season can be your "favorite holiday" tradition, photo or memento.

If your team is working remotely, start an email chain to share stories and information about different cultural celebrations.

Food is a fun and casual way to learn about other cultures. Host a virtual holiday celebration where everyone prepares a traditional family recipe, explains its importance and shares memories.

4. Keep it Going

After the holidays are over, continue finding reasons to celebrate different cultures, heritage and beliefs. Plan events for observances such as Black History Month in February, Pride Month in June and Hispanic Heritage Month in September. Hold potlucks, host featured speakers and use your communications channels to share individual experiences.

When staff feel valued, they have a greater sense of responsibility and connection, are more productive and try harder to contribute to your organization's success.

To access services available through SupportLinc, call 1-800-475-3EAP (3327) or visit www.supportlinc.com

Ways to Weave Self-Care into Your Workday

As a company leader, it's can be easier to focus on your staff's wellbeing than practice self-care. However, staying attuned your needs helps you be your most constructive, effective and authentic self. Consider these simple tips:

1. Disregard Your Inner Critic

Perfectionism or the weight of accountability can be the enemy of productivity. Ask, "What would I say to a colleague right now?" and then offer yourself that same encouragement and reassurance.

2. Value Your Own Time

Each morning, write down the three most important tasks to accomplish that day. Then, as others request your time and attention throughout the day, consider the impact on your priorities and only say yes accordingly.

3. Pat Yourself on the Back

Don't move on to your next project without acknowledging completion of the current one. Take a moment to enjoy the sense of satisfaction. Alongside your To Do's, keep a list of accomplishments and review it often for motivation.

4. Surround Yourself with Good People

Maintaining healthy and supportive relationships is an important aspect of self-care. Focus on relationships with individuals who encourage you – whether it is inside or outside of the workplace.

5. Let Your Workspace Inspire You

Your desk area should feel like a reflection of your best self. Display photos, artwork or quotes that provide reminders of what matters to you. If you are struggling with clarity, take a moment to tidy your workspace.

6. Regularly Recharge

Treat your wellbeing like your laptop and don't let your battery reach 0%. Calendar time for quick breaks. Stepping away from your work for even a few minutes will help you refresh and make it easier to take on the rest of your day.

Source: <https://hbr.org/2017/06/6-ways-to-weave-self-care-into-your-workday>www.wellbeing.place

The Holiday Toolkit

This easy-to-navigate resource offers you guidance and tools to make the most of the season.

To find this toolkit, visit www.supportlinc.com.

Locate the What's on Your Mind? search bar and enter 'toolkit'. Click on the Toolkit tab to access.