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I want to be a firm supervisor when necessary as well as a nice guy my employees admire. I think most supervisors feel the same way, but I find myself correcting employees more often than I praise them. How can I increase my positive interactions?

Establish communication habits to use daily with employees that help you improve your interactions and grow your reputation with them. When approaching an employee for any reason, lead with something positive so they do not learn to associate your presence with correcting performance, a negative interaction, or other painful exchange. Ask employees for their solutions to problems, and treat them like pros, regardless of the position they hold. Intentionally interact with your employees when things are going well—get out of your office so you aren't seen as a one-person fire department only interacting when problems arise or things go badly. Participate in small talk; use these moments to learn about your employees' needs. Praise and be in awe of their past achievements, not just the ones you witness on the job. Finally, look for roadblocks to their success. Pay attention to what is impeding performance, and find small ways to make their workspace more comfortable.

I read that great leaders are eternal optimists, along with many other traits. I would like to be more optimistic in my leadership style. I realize how powerful this can be for employees, so I am open to whatever it takes. Can the EAP help me change my outlook?

Yes, you can learn to be optimistic and the EAP can help. It starts with understanding the value of optimism for your work unit. Optimistic leaders exude positive energy because their attitude is one of hope and confidence about the company's direction and success of its goals. The good news is that optimism is a habit of thinking, acquired by changing a few beliefs, practicing new skills, and seeing the results from doing so. For example, you can learn the habit of challenging negative thoughts. You can also learn how to focus more on the solution to a problem than on the negative ramifications of it. And you can act and behave optimistically—even if you don't feel like it—and then observe the positive results for yourself and others. These exercises and more will, over time, flip the switch to help you practice a more optimistic leadership style. Read about optimism, discuss your goal with the EAP, journal your results, and watch the positive effects on those around you.

Upon discharge from an alcoholism treatment program, my employee was allowed to come to work late twice per week, and to have extended lunches twice per week. I'm worried. What if coworkers are confused and ask questions since attendance issues were what led him into treatment?

It is more than likely that your employee is participating in certain Alcoholics Anonymous meetings that are not available after hours. You can't discuss the employee's health issues, but the reason for your employee's absence is unlikely to remain secret for long, because he will most likely share this information with coworkers. This is part of the normal recovery experience. The EAP and aftercare program he attends see sharing one's diagnosis and responding to inquiries by others as opportunities to practice acceptance of the diagnosis as a recovering person. Acknowledging being in recovery is considered a positive thing, not something for which to feel shame. In this scenario it is appropriate to refer inquiries from others to your employee; however, you are unlikely to get any.