

CONNECTIONS INC

Employee Assistance Program | Employee & Family Solutions

LEADERSHIP AND THE EAP

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925 Westview Drive, Rock Valley, IA 51247 (712)-476-2889 or 1-800-779-6125

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Recall the Positive

I am responsible for performance evaluations of 21 employees. I have trouble recalling positive things they have done during the year. I hate to admit it but the negatives are easier to remember.

What can I do?

The difficulty you describe in remembering positive events is a natural one. We respond more acutely to experiences that have emotional intensity and drama. Our responses are from memory, thus the more intense the drama the more defined the recall. Two relatively simple strategies are helpful: First -Ask team members to keep track of their own successes. Second – Document responses with a spreadsheet or simple hand-made chart following a specific private quarterly feedback session with each employee. Privacy is important, and listening for a 5-15 minute one-on-one visit will give you a surprising amount of useful information. Ask for a recounting of recent successes



and informally document the responses.

You now have the basis for the annual evaluations.

There is a win-win bonus here: team

members focus on making contributions all year long and you can be proactive in dealing with unfolding events having a knowledge of employee perspectives. Insure success with a specific schedule for the quarterly feedback visits. Choose the last two weeks of a quarter or any regular and consistent schedule allowing you to reach all 21 of your direct reports.

ATTENTION: SUPERVISORS, MANAGERS, ADMINISTRATORS:

Session A: “Leadership Orientation to the EAP”, is always available on the website - for new leadership employees or as a refresher course.

Each employer has their own unique user name and password for the leadership section and also a username and password for the employee section. **Please check your wallet cards or contact your HR department for your username and password.**

Website Information – Webinars, skill builders, articles and much more are available in the Work/Life Services site. Log in on Connections website, and you will find this site in the drop down menus under Employee or Leadership Information. (To access webinars, continue to scroll down on the Work/Life Services opening page. All webinars are archived for later viewing.)

Leadership Orientation Schedule

Session B

Wednesday, June 15, 2016

Sheldon, IA

8:00am – 12:00pm

Please contact our office by calling 800-779-6125 or e-mailing Joy (joy@connectionseap.com) to register and for more details.

Connections Website: www.connectionseap.com

Information provided in LEADERSHIP and the EAP is for general information purposes only and is not intended to be specific guidance for any particular supervisor or human resource management concern. For specific guidance on handling individual employee concerns, consult with an EAP counselor.

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