



Interpersonal Communication - Social Skills for Success

HelpNet

March 2019

Starting March 19th

- Visit the HelpNet website.
- Click on Work Life Web in the top right corner of the page.
- Enter your company's user name.
- Scroll to Online Seminar and find the March seminar.
- Follow the instructions stated.

TOLL-FREE:

800-969-6162

WEBSITE:

www.helpneteap.com

USERNAME:

Bronson

**WHATEVER YOU NEED,
WE ARE HERE TO HELP.**

Just call or log on to get started.

ONLINE SEMINAR

An ability to interact with others in an appropriate way is essential for success. Yet, a growing reliance on digital communication in the modern workplace has made emails the medium of choice for every day interactions, and this has impacted upon the way that we naturally interact, slowly diminishing our chance to develop our interpersonal skills.

This session will explore verbal and non-verbal communication and help participants understand how their behavior may be interpreted by others, helping to grow positive and effective working relationships.

Your Employee Assistance Program can help you, 24/7, with communication and social skills for the workplace and in the home.



Respecting Space

HelpNet

March 2019

**WHATEVER YOU NEED,
WE ARE HERE TO HELP.**

Just call or log on to get started.

TOLL-FREE:

800-969-6162

WEBSITE:

www.helpneteap.com

USERNAME:

Bronson

Collaborating closely – and well

Workplaces contain many personalities, often having to work closely together. That's when productivity and camaraderie depend on being mindful of personal space in ways such as:

- **Respecting the personal space bubble.** Be cognizant of colleagues' personal space preferences. If you're unsure, ask.
- **Respecting the auditory bubble.** Notice if you're talking or listening to music at a volume that others may find distracting.

How can your Employee Assistance Program help? Professional counseling, resources, information, and referrals can help you understand interpersonal relationships and develop strategies for respecting each other's needs for personal space—a great start to forming healthy workplace relationships.

YOUR EMPLOYEE ASSISTANCE PROGRAM

Available any time, any day, your Employee Assistance Program is a free, confidential benefit to help you balance your work, family, and personal life.



El respeto del espacio del otro

HelpNet

Marzo 2019

**NECESITE LO QUE NECESITE,
ESTAMOS AQUÍ PARA AYUDAR.**

Basta llamar o iniciar sesión para comenzar.

**LINEA GRATUITO:
800-969-6162**

**SITIO WEB:
www.helpnetep.com**

**NOMBRE DE USUARIO:
Bronson**

Colaboración estrecha, y productiva

En los ambientes laborales conviven muchos tipos de personalidades, que generalmente tienen que trabajar en estrecha colaboración. Es entonces cuando la productividad y la camaradería dependen de tener consciencia de los espacios personales, por ejemplo:

- **Respeto al límite físico personal.** Ocúpese de familiarizarse con las preferencias de los colegas con respecto al espacio personal. Si no está seguro, pregunte.
- **Respeto al límite auditivo.** Preste atención a si usted está hablando o escuchando música a un volumen que podría distraer a otras personas.

¿Cómo puede ayudarlo su Programa de asistencia al empleado? Consejería profesional, recursos, información y remisiones pueden ayudarlo a comprender las relaciones interpersonales y a desarrollar estrategias para respetar las necesidades mutuas de espacio personal, lo que es un magnífico punto de partida para establecer relaciones laborales sanas.

SU PROGRAMA DE ASISTENCIA AL EMPLEADO

Disponible en cualquier momento, cualquier día, su Programa de asistencia al empleado es un beneficio gratuito y confidencial que lo ayuda a equilibrar los aspectos laboral, familiar y personal de su vida.