



HELPING HANDS

10 tips for dealing with change in the workplace

(Excerpts from Calvin Sun in 10 Things)

5 1/4-inch floppy drives DOS, 20 megabyte hard drives,...The technology of the 1980s and 1990s bears no resemblance to the technology of today. Our jobs are very different than they were 10 years ago. Staff reductions, outsourcing, rearranging organizational structures, and upgraded platforms and tools are all a regular part of our workplace. Dealing with all of this change can be daunting. Here are some tips to help you deal with change in the workplace:

#1: Recognize that change does happen

Denying that change is or will be occurring, and continuing to live in the past, only makes things more difficult.

Set and manage your expectations. The more we understand that change will happen, the less upset and surprised we will be when we encounter that change.

#2: Be aware of your surroundings

Recognize when change might be occurring. Keep alert to subtle clues.

#3: Recognize the stages of change

The early stages include shock and denial (refusing to believe what has happened and instead believing everything will be all right), guilt (at not having done or said more or for not being the decedent), and anger. The final stage is acceptance (acknowledging what has happened) and moving on.

#4: Communicate with others

Communication is especially difficult when you face change. Effective communications can have a positive effect. You need details about the change, so that you can determine how it affects you. Don't just sit back and wait for things to happen. Talk. When dealing with co-workers, however, be aware that news can be distorted and can be mixed with rumor.

Part of the fear of change involves dealing with the unknown. If possible, try to minimize this factor by talking to others who have undergone such a change. What difficulties did they experience and how did they deal with them? How can you adapt their experiences to your own situation?

#5: Do a self assessment

What skills and strengths do you have? Where do you need to improve? By understanding your own strengths and weaknesses, and knowing as much as you can about the new situation, you have a better chance of landing on your feet.

#6: Be flexible

Change requires flexibility. The better able you are to adapt to change, the greater your chances of being successful.

#7: Continue to do your work

Resist the temptation to just sit there. Be active - continue to do your job as best you can. It will be therapeutic.

#8: Be positive in actions and attitude

Keeping a positive attitude can help you with the uncertainties of change. Instead of worrying about changes you will have to make, focus instead on how you can leverage your existing skills and experience. Look for new opportunities that fit your skills.

#9: Maintain your network

Your network of contacts, both inside and outside your company, can serve a valuable function. They can share with you their own experiences of change and tell you of job opportunities. More important, they can be a sounding board for your ideas and share with you their emotions about the change. Keep in touch with former classmates, co-workers, bosses, and colleagues.

#10: See the big picture

Change can be frightening, and disruptive. However, with the right attitude and actions, you can find opportunities in that change.

Benefits of Reading

(excerpts from scholastic.com)

Stimulate Your Imagination

We all play out stories in our heads as we read them, consciously and unconsciously — and that can develop your imagination.

Books sharpen the senses

Reading words like “garlic” can trigger smells while metaphors like “slimy person” can recall textures.

Books grow brain cells

Struggling readers have fewer cells in some regions. After six months of daily reading, struggling readers’ brains looked the same as those of people with stronger reading skills.

They make the heart bigger

Reading to preschoolers can help them be more empathetic. That’s because kids’ books are packed with characters who air their feelings — and because parents talk about the characters’ emotions.



Safe Trick or Treating Tips:

(excerpts from the Center for Disease Control and Prevention)

- Do not trick-or-treat alone. Walk in groups or with a trusted adult.
- Fasten reflective tape to costumes/bags to help drivers see you.
- Hold a flashlight while trick-or-treating to help you see and others see you. Always WALK and don't run from house to house.
- Look both ways before crossing the street. Use established crosswalks.
- Only walk on sidewalks
- Only visit well-lit houses. Don't stop at dark houses.
- Never accept rides from strangers.
- Be sure to wear flame-resistant costumes. Never walk near lit candles or luminaries.



IAM Peer Employee Assistance Program

The heart and soul of the District 141 Employee Assistance Program is the local lodge EAP peer coordinators. These dedicated men and women volunteer their personal time to assist other union members and their families who are experiencing personal difficulties. EAP coordinators do not make clinical diagnoses or clinical evaluations, however, they are trained to make a basic assessment of your situation and refer you to an appropriate resource for a more detailed evaluation. EAP coordinators will follow up to ensure you have been able to access services that address the difficulty you are experiencing.

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October, the tenth month of the current Gregorian calendar and the second month of autumn. It derives its name from octo, the Latin word meaning “eight,” as October was the eighth month of the old Roman calendar. The traditional birthstones of October are opal, rose sapphire, and tourmaline; and the calendula is the month’s traditional flower.

The ancient Celts thought that spirits and ghosts roamed the countryside on Halloween night. They began wearing masks and costumes to avoid being recognized as human.

Halloween candy sales average about two billion dollars annually in the United States.

Chocolate candy bars top the list as the most popular candy for trick-or-treaters with Snickers as number one.

Halloween is the 2nd most commercially successful holiday, with Christmas being the first.

Bobbing for apples is thought to have originated from the roman harvest festival that honors Pomona, the goddess of fruit trees.