

Change:

Opportunity Potential

When we make the choice to change, we may find the experience challenging and exciting. Yet when changes, such as A-76 and restructuring, are forced on us, we feel quite differently.

We can be left feeling very vulnerable because our 'safety net' has been violated. We may feel threatened, scared and our focus is on the possible negative outcomes. A feeling of loss of control makes us feel helpless and vulnerable. A-76 and restructuring cause the rumor mill to work overtime - which usually self-defeating and uses valuable emotional energy. Management may do their best to communicate, but this does not stop anxiety because no one can tell you exactly how everything is 'going to turn out'.

While change can represent opportunity, it is normal to grieve for the old ways and to miss the familiar. At the same time, it is also important to be aware of our stress levels and to take special care of ourselves. This means ensuring that we get enough rest, eat healthy foods and participate in activities such as exercise, relaxation techniques and hobbies that can help us relieve everyday stress.

EAP can help

EAP guidance can help employees (in groups or individually) :

- Learn what they can and cannot control in the situation
- Recognize that disruptions are a natural response to change
- Permit people to ventilate their feelings
- Diffuse uncomfortable reactions
- Learn about using personal resources and strengths
- Consider different ways of dealing with our challenges
- Discuss successful coping techniques previously used and then help establish healthy coping mechanisms to deal with the stress of change
- By providing support and encouragement
- Get in touch with professionals who are experts in dealing with change
- Discover that opportunities arise from change.

EAP Services

EAP consultants also provide services such as:

- Job coaching,
- Transition management, and
- Anger management.

EAP provides individualized services for employees, such as:

- Stress management
- Balancing work-private life
- Goal development & expectations
- Specific training needs
- Manage change

For individuals or groups

- Crisis Interventions
- Short-term counseling
- Case management & coordination for longer-term concerns

EAP provided services are Free and Confidential

For appointments, assistance or additional information, call :
(301) 496-3164

The EAP Office is open:
Mon - Friday, 8:00 a.m. to 5:00 p.m.
in Bldg 31, Room B2B57

Coping with Change

- Tell yourself the truth - Allow yourself to be upset, worried or sad
- Reach out to others - Discuss your feelings with supportive coworkers, friends, family, or the EAP
- Stay focused - Use "to-do" lists to keep your goals clear
- Be patient - It takes time to sort through all your emotions and adjust to change
- Let go of the past - Keep moving forward. Prepare yourself with a positive attitude and new skills
- Reflect and ask yourself, "What have I learned from this experience?"
- Ask questions to clarify what seems unclear
- Concentrate on the task at hand and focus on "one day at a time"
- To minimize worry about what lies ahead, ask yourself "Is there anything that I can do about this?" If yes, then identify the action to be taken. If not, acknowledge that "I have no control over this" and stick to the things that you can influence.

NIH Related Services

Employee Assistance Program

301-496-3164

<http://www.nih.gov/od/ors/ds/eap>

Occupational Medical Service

301-496-4411

<http://www.nih.gov/od/ors/ds/oms.html>

Office of the Ombudsman/Center for Cooperative Resolution 301-594-7231

<http://www4.od.nih.gov/ccr>

Work and Family Life Center

301-435-1619

<http://wflc.od.nih.gov>

Office of Equal Opportunity

301-496-6301

<http://oeo.od.nih.gov>

Recreation and Welfare Association

301-496-6061

<http://www.recgov.org/r&w/r&w.html>

Resources for ORS staff

ORS Center for Career Resources

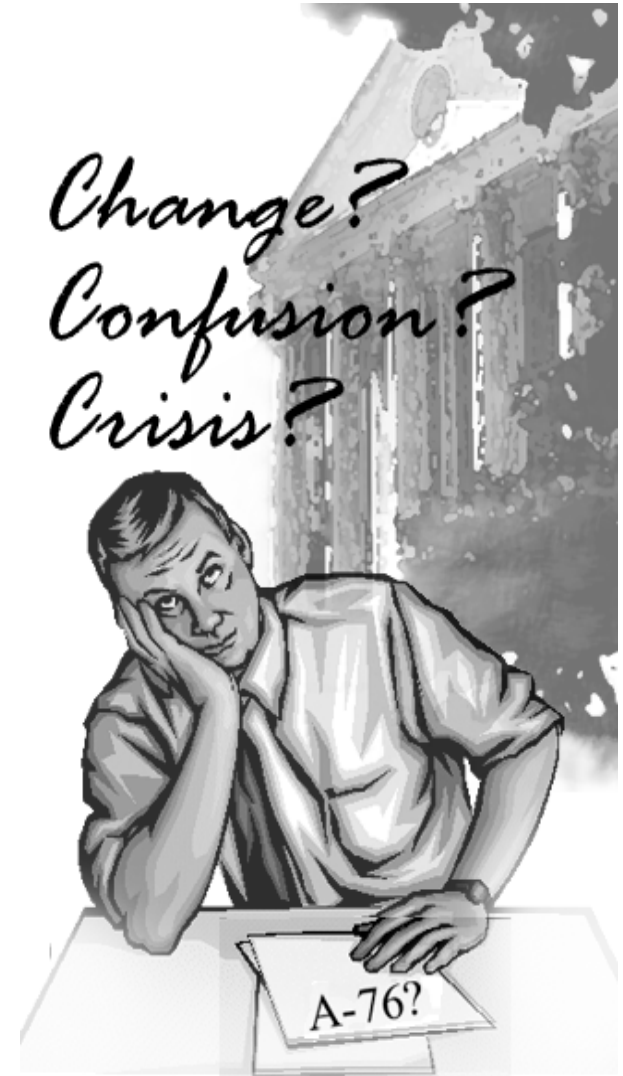
301 402-1082

<http://www.nih.gov/od/ors/od/oam/career.htm>

ORS Center for Alternate Dispute

Resolution 301-435-2329

<http://www.nih.gov/od/ors/od/cadr.htm>



NIH EAP **Employee Assistance Program**

Division of Safety, Office of Research Services
National Institutes of Health
Department of Health & Human Services