

HOW TO BE AN EFFECTIVE PARTICIPANT IN MEETINGS

The key to a productive meeting is productive participants. It's important that you always attend a meeting well prepared so you can participate when appropriate and know how to follow-up with meeting leaders. Follow the tips below to help you before, during, and after a meeting.



Before the Meeting

By preparing for a meeting, you can help contribute to productive discussion and be a valuable meeting participant. Follow the guidelines below to see what you should do in advance:

- Tell the meeting leader you'll be attending, and ask him or her if you can have a copy of the agenda. This will help you identify the purpose of the meeting, so you can go in prepared and confident.
- Know how to get to the location and get there on time.
- Find out what your purpose is at the meeting and get materials ready in advance. This can include putting together notes, studying proposals or charts, or drawing up diagrams.

During the Meeting

While you're in the meeting, contribute with useful comments and questions, and help others do the same:

- Speak up when you have something of value to say.
- Address the items on task. However tempting, don't mention items that aren't part of the meeting agenda.
- If you've prepared notes ahead of time, use them, and also take well-organized notes of what is being discussed.
- Treat others with respect and listen to their ideas. Take time to think about what others are saying, instead of judging or criticizing too quickly.
- Ask questions when you need to. Don't be afraid to look silly if you don't understand something.

After the Meeting

When the meeting is over, you can still be a productive participant. Review what has happened, and follow these key points:

- Talk to the meeting leader. Tell them what went well or what could be more effective next time.
- If you were delegated job duties in the meeting, make sure to attend to them. Keep your supervisor posted on your progress.
- Think about your behavior in the meeting. Were you productive? Could you be more productive? See what improvements you can make, and go for them.

Source: *Life Advantages*

PET CARE TEACHES CHILDREN RESPONSIBILITY

Lucy Mao says her children once treated Chibi, their Alaskan husky, as their treasured possession.

That was in the beginning. Two years later, the novelty of having a dog has long since worn off. The California mom often hears groans and sighs when she reminds Monica, 10, Caitlin, 8, and Nathan, 7, to feed or walk the family pooch.

"I tell them, 'If you don't do it, who's going to do it?'" she says. "Chibi can't feed herself."



Tapping that sense of compassion is a smart step in teaching your kids to fulfill their responsibility to care for the pet they begged you to get, says Los Angeles psychologist Shari L. Kuchenbecker, Ph.D., who specializes in child development.

"Empathy is one of the finest skills to nurture in your child when it comes to caring for a pet," she says. Ask your kids how they would feel if they weren't fed or properly cared for. This will give your kids the pet's perspective, which can be very motivating.

The feeling of accomplishment can also be encouraging, so make sure your children can succeed at the chores you give them. "Don't give them a job that's bigger than they are," Dr. Kuchenbecker says. For younger kids, filling the water bowl could be a big achievement. Older kids can take charge of bathing the dog.

Such rewards can sometimes be a hard sell, however. Then it's time to get tough. Don't let your kids visit with friends or play in the park until they've taken care of Fido.

"Many parents don't want to be seen as the tough guy," says Dr. Kuchenbecker. "But you want your kids to grow up to be responsible, caring and capable individuals."

Choosing the Right Pet for Your Family

Deciding what kind of pet is right for your family is a huge decision and requires a great amount of thought and research. You have to consider the ages and personalities of your children, along with many other important issues. On the other hand, while having a pet can be a lot of work, it can also provide valuable experiences for your family and help to teach children about responsibility by giving them an opportunity to take care of something. Here are some helpful topics to think about if you are considering whether or not to add a pet to your family.

Selecting a Pet

- For smaller children, a low-maintenance pet may be best. Consider guinea pigs (which are docile and rarely bite), rats (which are intelligent and tend to not be aggressive), rabbits, or hamsters.

- Dogs require more maintenance, so they may be a better choice for older children. Note: Be especially careful of dogs if there are babies in the picture. Young children tend to grab onto what's near them, and a dog may not realize the child is being playful, rather than trying to attack. Dog breeds that may be too aggressive for younger children include Rottweilers, Pit Bulls, Shar-Peis, Dalmatians, and Cocker Spaniels.

Taking Care of a Pet

- Pet food and waste should be kept away from small children. Also, wash your child's hands after he or she comes in contact with pets, pet toys, pet food, or pet dishes.
- If you choose to have fish as pets, don't allow children to touch the water, as it's unsanitary.

Consider the Dangers of Having a Pet

- Young children and babies should not be left alone with any animal. Dogs and snakes can attack and hurt children. Dogs may become jealous of a new child, so watch for danger signs. If a dog wants your attention while you're holding a child, this could be a sign of jealousy, and a sign that the dog may try to hurt the new baby.
- Do not let a pet cat sleep in a crib with a baby. The cat could smother a child or spread disease or illness.
- If your child receives a severe scratch, deep bite, or deep tooth puncture from an animal, see a doctor immediately. If the injury is minor, wash the area with cold water, applying a dry bandage, and checking over the next few days for signs of infection. If the scratch or bite is from a cat, your child may be at risk for cat scratch fever. If the cat scratch or bite is slow to heal or surrounding lymph nodes swell, visit your doctor to see if antibiotics are advised.
- Diseases, ailments, and skin and parasitic problems can be given to children from pets. Make sure pets have required vaccinations, and keep them free of fleas and worms. Check your children for ringworm (appearing on the skin as a circular or oval area with tiny bumps and round edges), and have your veterinarian check your pets for the condition.
- The feces of animals can carry parasites or bacteria that can spread to humans. Reptile feces can carry salmonella bacteria. Cat feces can contain a parasite that causes a human disease called toxoplasmosis. Toxoplasmosis causes mild flu-like symptoms in adults and can affect a developing fetus. Make sure to wash your hands and your child's hands after coming in contact with a pet or pet waste.
- Don't let small children hold small animals. Have an adult hold the pet, and then monitor the child as it pets the animal.
- Consider that family members may have allergies to pets. If you're considering getting a pet, visit a family who already has the same type of pet and watch for allergic reactions.

Source: Life Advantages

KIDS' BOREDOM BUSTERS: QUICK, FUN ACTIVITIES

Summer months are prime time for "informal learning," child development experts say. Brain research shows as children play and pretend, they are re-enacting experiences they've had and trying to make sense of the world.

Here are eight inexpensive summer ideas appropriate for grade school children.



1. Obstacle Course

Cost: Zero

Details: Set up objects to crawl over or walk through in yard or indoor play area. Use lawn chairs, stools, seasaw horses, boards, tires or plastic pipes. But pay attention to safety.

2. Kid-Size Tent

Cost: About \$1 apiece for 1-by-2-inch strips of wood, plus \$4 for clothesline.

Details: Lash five poles together into a teepee shape with length of clothesline; drape a sheet around it and fasten with clothespin.

3. Bubbles Aplenty

Cost: \$2 for fly swatter

Details: In a washbasin, mix a gallon of warm water with about 4 tablespoons of dishwashing soap and 1 tablespoon of corn syrup. Dip a new fly swatter into soap and swirl through the air to watch bubbles fly.

4. Nest Building

Cost: Zero

Details: Pretend you're a bird and gather enough twigs and bits of string from yard or park to make a nest.

5. Race Car Box

Cost: Negligible

Details: Find a cardboard box big enough to sit in. Tape a plastic plate to the "dash" as a steering wheel; stick a wooden spoon into a corner as a gearshift.

6. Hallway Bowling

Cost: \$1 to \$2 for art supplies

Details: Using markers, tempera paints and foil, decorate six toilet paper tubes or empty juice cans. Stand them on their ends to form a "V"; knock them over with a tennis ball. Award points for different colors.

7. Buried Treasure

Cost: Minimal

Details: Wrap a small shoebox and lid in foil and fill with costume jewelry, medals or ribbons. Dress up as a pirate and bury it. Draw a map so you can retrieve it later.

8. Flying Saucers

Cost: \$2 for packet of premium paper plates, \$1.50 for bowls, \$1 for glue

Details: Turn one heavy-duty paper plate upside down on another and glue edges together, then glue on an inverted paper bowl. Use markers to draw doors, portholes and insignia. Send it flying.

ZIKA VIRUS PREVENTION

If you're concerned about contracting Zika virus or fear that you have already contacted the virus, here's some important information you'll want to be aware of to make informed decisions about your health.

- No vaccine exists to prevent Zika virus disease (Zika).
- Prevent Zika by avoiding mosquito bites.
- Mosquitoes that spread Zika virus bite mostly during the daytime.
- Mosquitoes that spread Zika virus also spread dengue and chikungunya viruses.
- Prevent sexual transmission of Zika by using condoms or not having sex.



When traveling to countries where Zika virus or other viruses spread by mosquitoes are found, take the following steps:

- Wear long-sleeved shirts and long pants.
- Stay in places with air conditioning or that use window and door screens to keep mosquitoes outside.
- Sleep under a mosquito bed net if you are overseas or outside and are not able to protect yourself from mosquito bites.
- Use insect repellents. All EPA-registered insect repellents are evaluated for effectiveness.
 - Always follow the product label instructions
 - Reapply insect repellent as directed.
 - Do not spray repellent on the skin under clothing.
 - If you are also using sunscreen, apply sunscreen before applying insect repellent.
- If you have a baby or child:
 - Do not use insect repellent on babies younger than 2 months of age.
 - Dress your child in clothing that covers arms and legs, or
 - Cover crib, stroller, and baby carrier with mosquito netting.
 - Do not apply insect repellent onto a child's hands, eyes, mouth, and cut or irritated skin.
 - Adults: Spray insect repellent onto your hands and then apply to a child's face.
- Treat clothing and gear with permethrin or purchase permethrin-treated items.
 - Treated clothing remains protective after multiple washings. See product information to learn how long the protection will last.
 - If treating items yourself, follow the product instructions carefully.
 - Do NOT use permethrin products directly on skin. They are intended to treat clothing.

If you have Zika, protect others from getting sick. During the first week of infection, Zika virus can be found in the blood and passed from an infected person to another mosquito through mosquito bites. An infected mosquito can then spread the virus to other people. To help prevent others from getting sick, avoid mosquito bites during the first week of illness

Zika virus can be spread during sex by a man infected with Zika to his sex partners. We do not know how long the virus is present in the semen of men who have had Zika. We do know that the virus can stay in semen longer than in blood.

To help prevent spreading Zika from sex, you can use condoms the right way every time you have sex. This includes vaginal, anal, and oral (mouth-to-penis) sex. Not having sex is the best way to be sure that someone does not get sexually transmitted Zika virus.

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Summertime

& the EAP

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School is out and it is time to relax.

Sometimes, summer seems busier than the school year!

Your EAP can help! We're here all summer long and ready to assist.
vacation | summer camp | back-to-school | packing for college | budgeting | work | etc.

Not sure which way to turn? Give us a call.
Your EAP is here to assist you in locating options and
services to address life's stressors.

Call us at 1-800-343-3822
to speak with an Intake Counselor.

EAP Services are available to all employees and their
household members.

Your call is 100% confidential.

For help to de-stress, you can set up
counseling sessions.

For a legal matter you've been avoiding,
you can speak with an attorney.

For a financial issue you've been ignoring,
you can speak with a financial professional.

To arrange for childcare or elder care resources, an
Intake Counselor can help locate services.

Have a Safe and Happy Summer!



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Optimized for all devices including: desktops, laptops, tablets, smart phones and more.

It is now easier than ever to access the online resources provided by your EAP, Alliance Work Partners.

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