

HRA-ECI

February 2018

Mental Health

FEBRUARY MEETING

Speaker: Mike Tozer

Topic: Mental Health in the workplace

Friday, February 9th, 2018

11:30AM– 1:00PM

**Lake Land College
Workforce
Development Center**

**305 Richmond Ave East,
Mattoon, IL 61938**

Lunch will be provided

**RSVP By 4pm Wednesday,
February 7th**

Don't forget your business cards!

February Meeting:

Presentation: Mental Health in the Workplace

Presenter: Mike Tozer is a Licensed Clinical Professional Counselor and has been in the counseling profession since 1986. He graduated from Eastern Illinois University with his Bachelor's Degree in Psychology and Master's Degree in Community Counseling. He currently works at Sarah Bush Lincoln Health as an Employee Assistance Professional. He was formerly employed at Eastern Illinois University where he developed the CRAWL Program, which is the intervention program for college students who have committed student conduct code violations. He has presented at a number of National Conferences which include, The American Counseling Association, The American College Counseling Association, NASPA Conference, IAODAPCA, and many others. Mike was the director of Addiction Treatment for Adults at CEAD Council in Charleston, IL where he developed a treatment modality for Methamphetamine treatment. Mike has spent his career committed to helping individuals, families, organizations and communities seek their full potential and live fulfilling lives.



Summary: This presentation will cover how employers can identify signs an employee is struggling and how to approach them in a manner they are receptive to receiving help. In addition, participants will learn how identifying these signs and making referrals to appropriate providers can increase work satisfaction as well as the company's return on investment.

4 Ways to Write More Effective Job Descriptions

More and more employers are attempting to grab the attention of job seekers with creative job postings. Employers might think a creative post will stand out and gain more attention from candidates, but usually the opposite happens. Job-seekers just want a clear picture of what their day-to-day will look like, not extra fluff. Below are four ways to write a more effective job description.

1. Pick a job title that makes sense for the job

Creative job titles can be confusing for a job seeker to understand. If they are too confusing the candidate will bypass it completely. Most candidates can connect to more straight forward job titles.

2. Paint an accurate picture of the day-to-day duties

Job Seekers want to know what their day-to-day duties will look like and what the end goal is. This helps the candidate to understand what is expected of them.

3. Describe what the perks look like

Give details about the perks of the job or working for that particular company. Make sure the perks mentioned actually apply to that particular job.

4. Don't forget about the legal side

Make sure your job description complies with all federal and local laws. Stray away from wording that can seem discriminatory. Always include essential job functions especially if they are physical tasks. Always remain honest and let them know exactly what they will be doing.

Mucha, Rachel. "Get the Perfect Candidate: 4 Ways to Write More Effective Job Descriptions." *HR News & Insights*, 26 Jan. 2018, www.hrmorning.com/get-the-perfect-candidate-4-ways-to-write-more-effective-job-descriptions/.

The Winter Blues

Everyone has heard of the Winter Blues but did you know it is medically recognized? The Winter Blues are a milder version of Seasonal Affective Disorder or SAD. 6% of the US population suffers from SAD while 14% of the US population suffers from the Winter Blues.

Five Ways Winter Blues Affect Workers

1. Lethargy
2. Difficulty waking up in the morning
3. Decreased energy
4. Weight gain
5. Lower concentration

Here are 5 ways to combat winter SADness

1. Offer outside breaks
2. Offer flexible hours
3. Increase natural/bright light
4. Provide healthy food/exercise options
5. Promote your EAP
6. Up the employer-employee dialog



Bell, R. (2018, January 17). By the Numbers: Winter Blues and SAD at Work – Workforce Magazine. Retrieved February 02, 2018, from <http://www.workforce.com/2018/01/17/numbers-winter-blues-sad-work/>

2018 SHRM National Conference

The 2018 SHRM National Conference will be held in Chicago June 17-20. Chicago SHRM is looking for volunteers to help with the conference-for every shift worked, volunteers receive one (1) free conference day or a huge discount on a full conference registration.

Volunteer link

<http://campaign.r20.constantcontact.com/render?m=1102000774041&ca=0f3e7122-2c4c-4033-a109-896c0924f01f>

Conference Link

<https://annual.shrm.org>

SHRM offers a variety of scholarship opportunities to its members. For a complete list of scholarships visit www.shrmfoundation.org/scholarships.com



IGNITING BUSINESS ELEVATING CAREERS BUILDING COMMUNITY

Reminders!

- The lunch fee is now \$12 unless you are registered as an all-inclusive member!
- Interested in joining HRA-ECI? The 2018 membership form is attached!
- Know someone interested in going HRA-ECI? Contact a member of the board about bringing a guest for a meeting!



Beth Glanzer, President
Ashlee Stanfield, President- Elect
Candice Fletcher, Vice President of
Membership

Morgan Semple, Treasurer
Jennifer Parker, Secretary
Dustha Wahls, Legislative Officer
Rachel Collins, Past President

JANUARY 2018

**Let us know if
you're interested in
joining the board!**

**Visit our *HRAECI Website and Facebook!* You
can view all of our Newsletters, see upcoming
events, post a job, and much much more!!!**

<http://hraeci.shrm.org/>

<http://www.facebook.com/hraeci.shrm.org>

Start where you are.
Use what you have.
Do what you can.
Arthur Ashe

