



5 SIGNS

your employee IS NEARING BURNOUT

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When an employee perceives they are no longer able to meet the demands of their job, they may experience burnout – a state of prolonged physical, emotional, or mental stress.

Here are **five signs** that your employee may be nearing burnout, and how you can help:

1. They express feeling overwhelmed and experiencing increased stress in volume of workload or completing work-related tasks.

2. You notice behavioral changes at work. Their appearance has changed or the excitement they would normally have at work has dissipated. You may notice that they are isolating or withdrawing from other coworkers or participating minimally in meetings.

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3. They are experiencing more physical symptoms related to stress, such as headaches, body aches, or stomach issues.

4. They are taking more time off from work, or you notice increased absenteeism. Employees who typically are punctual may be nearing burnout if you notice increased time off from work or a pattern of them leaving work early or coming in late to work.

5. Decreased job performance. When high-performing employees begin to miss deadlines or the quality of their work begins to decline, they may be experiencing burnout.

If you notice any of these signs, having a conversation with your employee by stating what you have observed and your concerns you have for them as an individual, will allow your employee to feel supported and comfortable starting a dialogue with you. Together, you can brainstorm solutions to work-related stressors.

Additionally, encouraging your employee to talk to a Village counselor by utilizing their EAP benefit will decrease the barriers and stigma in reaching out for additional help. An organization of healthy employees allows the business to grow and prosper, and it can begin with a supervisor reaching out to an employee to let them know they are valued and are encouraged to get additional help.



As The Village Employee Assistance Program Clinical Supervisor, **Darren Carter** helps clients better cope and overcome life stressors to achieve their goals and promote wellness. He is

trained in and implements evidence-based practices for a variety of mental health concerns into his practice with individual and couples counseling.

Darren received his Master of Science in psychology and Master of Education in counseling degrees from North Dakota State University in Fargo. He is a Licensed Professional Clinical Counselor and National Certified Counselor. His specialties include anger, anxiety, depression, grief, obsessive-compulsive disorder, self-esteem, stress, and trauma.

In his spare time Darren enjoys spending time with his wife, Elizabeth (Betsy), and their two cats, running, reading history books on U.S. presidents, attending church, watching Bison football games, and spending time with friends and family.

Offering your support:

HOW TO WELCOME AN EMPLOYEE BACK AFTER A SUICIDE ATTEMPT

When an employee returns to work following a suicide attempt, it can be difficult as a supervisor to know what you can do to best support them. You may worry that you could say the wrong thing or generally be uncomfortable discussing mental health matters. Here are a few tips on how you can best support your employee returning to work following a suicide attempt.

Have regular check-ins with an employee returning to work after a suicide attempt. It will let them know they are cared for as an individual in your company. Asking an employee how they are doing will not cause them to attempt suicide again. Check-ins may only need to be a few minutes, but it allows the employee to voice any challenges they are facing in completing work tasks and a way for them and their supervisor to brainstorm solutions.

Plan to ease the employee back to full job responsibilities, if possible. You can anticipate that the employee may not be able to reach their productivity goals immediately when they return to work. They are likely anxious just being back to work and worried about how others may perceive them, or they may have concerns about their workload. Be understanding and collaborate with them on a plan to gradually increase their workload over a period of time.

If you are concerned about the person's safety, **trust your instincts, take them aside** and ask: "Are you thinking about killing yourself?" As difficult a question as this is to speak, it will not jeopardize their safety, and may help them to honestly share their thoughts. If the employee says they want to die by suicide, do the following:

- Ask if they have a plan to attempt suicide again.
- Ask if they have the means to follow through with their plan.
- Do not leave them alone.
- Arrange to get them to safety by calling emergency services or an emergency contact immediately to get them to the ER safely.

During times of great stress, when we need help the most, we are least equipped to remember the resources available to us. That's why it's so important to consistently remind your staff about **The Village EAP** in a variety of mediums.

In addition to sharing these newsletters and update emails, provide visual reminders!

Each year, The Village EAP creates a series of promotional ads that can be displayed as posters, printed as check stuffers, or placed as ads in your employee newsletters or on your company intranet.

*Download digital files from this year's campaign from VillageEAP.com (case-sensitive password: **VillageEAP**) Click "I am a Supervisor," then "EAP Promotional Materials"*

Encourage use of mental health counseling using The Village EAP. Remember, you can be a great support for your employee, but you cannot be their therapist. People naturally want to help any way we can. Remind yourself that professional boundaries are healthy for you and the employee and still need to be in place during this time of transition back to work.

Remind all employees about The Village benefits they have available to them. It can be easy for us to forget what benefits we have available during the hustle and bustle of work and family life, especially during a particularly challenging year. Occasional reminders to all employees that encourage them to use the wellness benefits provided by The Village will let employees know that their mental health and wellness is supported by leadership. Doing so can begin to weaken the stigma that surrounds reaching out and seeking services. Breaking this stigma can go a long way in improving not only employee well-being, but also productivity in the workplace.

And remember, we are here for you, too. If you have questions or concerns on how to best support your employee, call our **Supervisor Helpline** or schedule a confidential counseling appointment for yourself. Call The Village EAP toll free at 1-800-627-8220. **Simply identify that you'd like to use your Village EAP benefit with your employer.**

