Return to the Workplace
what we’ll talk about today

Recognizing the Change process and its Impact

Recognizing Signs and Symptoms of Stress and Anxiety

Planning for the Future
# Change and Loss

## Organizational Change
- occurs over time
- involves loss, uncertainty and lack of control

## Possible Losses
- security, competence, relationships, sense of direction, and territory

## Reactions to Change
- shock, resentment, anger, anxiety, sadness, relief, and/or excitement

## Opportunities
- when people move through the loss and accept the change.
- This time period can be different for each individual.

Open Communication is extremely important during this process.
Guidelines For Managing Change

- Become your own best advocate
- Develop a strategy for moving forward
- Make time for stillness and solitude
- Set realistic goals and be patient with yourself
- Work on a positive attitude/Reframe reality
- Develop resiliency
Stress and Anxiety

- Stressors due to change can cause fear and anxiety
- Signs and symptoms vary among individual
- Set realistic goals to help alleviate stress and anxiety
- Be aware of how you are reacting to changes
- Be wary of information overload
Possible Stressors

- Safety at work
- Vaccine issues
- Support for family
- New routine
- Transportation
- Childcare Issues
Symptoms of Stress

<table>
<thead>
<tr>
<th>Physical</th>
<th>Emotional</th>
<th>Cognitive</th>
<th>In the Workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Neck, back, stomach pain</td>
<td>• Depression, Anger, Irritability, Free floating anxiety, Hopelessness, Resentment, Nervousness</td>
<td>• Poor concentration, Negativity, Inflexibility, Demanding, Victim mentality, Racing thoughts, Impaired memory, Withdrawal</td>
<td>• Resistance to change, Absenteeism, Presenteeism, Leaving early / arriving late, Poor performance, Accidents, Changes in appearance and attitude</td>
</tr>
<tr>
<td>• Headaches</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>• Change in appetite</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>• Fatigue</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>• Increased blood pressure and heart rate</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td></td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>
Strategies to Manage Stress and Anxiety

- Pay attention to and acknowledge how you’re feeling
- Get the Facts
- Avoid Triggering Conversations
- Monitor and manage exposure to social media and the news
- Focus on what you have the power to change
- Reach out to friends and family for support
- Stick to your routines
- Make time for stress management
- Practice self-care
Be Wary of Negative Thought Processes

- Misinterpretation
- Defensiveness/mistrust
- Over reaction – “The sky is falling”
- Taking things too personally
- Negativity – “No good will come from this”
- Assuming everyone sees the situation the same as you
- Closed-mindedness
BREATHE

B • Breathe…give yourself permission to take 5-10 minutes.

R • Relax…consciously relax anywhere you feel tense

E • Exhale…drop your breathing down to your belly.

A • Action/Acceptance…shift into action, accept what is out of your

T • Thoughts…stay in the moment, separate facts from assumptions.

H • Help…It’s okay to ask. Create a support group. You are not alone.

E • Exercise…move the energy and clear your head. Go for a walk.
6 Steps of Problem Solving

1. Define the problem
2. List solutions
3. Evaluate the pros and cons of each solution
4. Choosing a solution and planning to put it into action
5. Do it
6. Review the outcome
As You Move Forward

- Practice relaxation techniques: breathing, mindfulness, visualizations
- Journal about your feeling and emotions
- Have conversations with coworkers about future plans once back in the office
- Have a plan for how you want to interact with others once back
Employee Assistance Program

• No cost, no co-pay, not part of insurance
• Easily accessed – 24/7 availability
• Any issue
• Legal / Financial resources
• Adult and childcare resources
• CONFIDENTIAL
• 800-624-5544
• Website eap.ndbh.com
Thank you for being with us today. We appreciate your time and attention.

Please let us know if you have any questions.
Resources

- https://www.thehrdirector.com/features/the-workplace/ten-top-tips-returning-workplace/