Managing People and Your Stress Level

Being a supervisor can be very stressful. Your staff needs your attention and direction. Your employer expects you to manage your staff and complete your daily responsibilities. Keeping your stress level in check can be a job in itself. There are a number of techniques you can use to help reduce stress and manage its effect on your life. The key is to become familiar with the various options and choose the method that works best for you. Here are some tips:

**Delegate** - delegating projects to your staff will free up your time, reduce your stress level and allow you to develop new skills. Delegating your projects to others will allow your staff members to grow and develop new skills as well.

**Talk it out** - talking about your concerns can relieve your stress. Try talking confidentially with one of your peers or your supervisor. Alternately, talking to a friend or family member, with an objective viewpoint, can give you valuable feedback.

**Escape for awhile** - sometimes it helps to take a break. Look out the window, take a short walk, read a book or run a few errands.

**Know your limits** - no one can manage every situation perfectly. If a problem is beyond your control and cannot be changed, look for alternative solutions. Take a step back and ask your staff or your peers for ideas.

**Take one step at a time** - when a situation seems unmanageable, take a moment to step back and look at the big picture. Then break the situation down into parts. Focus on the most important parts first, then move on to the others as you have time.

Use your Employee Assistance Program (EAP) as a resource to learn other ways to manage your stress.

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**Supervisor Training**

Your Employee Assistance Program (EAP) provides supervisors and managers support in managing people. By attending Supervisor Training, you will learn more about the benefits and services that the EAP provides.

The training also teaches you how to assist an employee when he or she brings personal problems to work, how to conduct a constructive confrontation when employee performance declines and how to respond to workplace trauma.

The next Supervisor Trainings are scheduled for September. There are ten scheduled across the state so if you would like to participate, register now.

[Click here](#) to register.