

National Health Observances

August

American Adventures Month
Happiness Happens Month
National Win with Civility Month
What Will Your Legacy Be Month

Week of August 1-7

Simplify Your Life Week

Week of August 1-7

National Fraud Awareness Week

Week of August 8-14

Resurrect Romance Week

Week of August 23-27

National Be Safe at Home Week

Week of August 25-31

Be Kind to Humankind Week

September

ADHD Month
Baby Safety Month
College Savings Month
National Alcohol & Drug Addiction
Recovery Month
National Child Injury Prevention Month
National Preparedness Month
Self Improvement Month
Update Your Resume Month

Week of September 5-11

Suicide Prevention Week

Week of September 19-25

National Clean Hands Week

Week of September Y-Z

Turn off Your TV Week

October

Domestic Violence Awareness Month
Emotional Intelligence Month
National Crime Prevention Month
National Depression Education &
Awareness Month

Win with Civility - Overcoming Communication Obstacles

Here are some common communication barriers and ways to overcome them.



Conflicting Versions

Conflicting interpretations of the same event can lead to a communication breakdown.

- If you're in doubt about what someone tells you, get more information from other sources before taking action.

Poor Timing

Timing is everything in successful communication.

- Wait until you've gathered and organized all the information you need to get your point across.
- Choose a time when both you and the other person or group are open, receptive and ready to communicate.
- Avoid times when anyone involved is under pressure or having a bad day for reasons unrelated to what you need to talk about.

Poor Listening

Poor listening can sabotage any attempt at communication. We all do it: We hear a little and then "fill in" what we think the rest will be, without really listening to what's actually being said.

- Devote your full attention to the message.
- Look for a new slant on what the other person is saying.
- When dealing with poor listeners, explain that you need help in making sure you communicated clearly.
- Test the listener's understanding of what you said: Ask questions or get listeners to repeat the message back to you in their own words.

Conflicting Expectations

When everyone shows up with a different idea of what the

Home Safety Tips for National Be Safe at Home Week - August 23 - 27

Living safely on your own is a key source of independence, but it's not easy.

Basically, all the home safety advice given to couples and families applies to the homes of single people, as well.

In addition to cooking safely, being sure the smoke alarm works, and having non-slip rugs and bath mats, here are some other words of advice.

- Create a detailed action plan in case of an emergency. Who will you call, a neighbor, 911, family or a friend?
- Put the telephone in a convenient spot. If you use a cellphone, be conscious of where you leave it, so it can be found quickly.
- Be sure doors have deadbolt locks.
- When visitors knock, have them identify themselves. Use a door chain. Never open the door for an unidentified stranger.
- Have daily communications with family or friends. Remain socially engaged.
- Keep track of doctor's appointments and times to take any medications.
- Have adequate lighting at the front door or hallway and on steps. If you live in an apartment building, report any lights that are burned out.
- With Internet dating, never give your full name, address or phone number at the first meeting. Meet in a public place such as a coffee shop.



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communication is all about, disaster lies ahead.

- At the beginning of every communication, describe as clearly as possible the reason for the talk or meeting.
- If someone else has begun the communication, make sure you understand the other person's expectations.

Hostility

When people are angry, it's unlikely that any meaningful communication can take place.

- Give anger whether it's yours or the other person's a chance to cool down, and take whatever steps are necessary to reduce tension.
- Apologize when appropriate.
- When you meet, always discuss first what you both agree on, then talk about the disagreement.

What is EAP?

The Employee Assistance Program (EAP) is a **FREE** and **CONFIDENTIAL** service that can assist you and your eligible family members with **ANY** personal concern, large or small.



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