



Managing personal health
and corporate wellbeing.



Manage Health Newsletter Edition 1, April 2009

We are delighted to welcome you to the first edition of our newsletter covering industry trends and topical information about the latest health and wellbeing issues. We hope you will find the information useful and informative.

If you have any specific topics that you would like us to cover in our newsletter series, then please send us an email (info@managehealth.co.uk) with your recommendations, questions or general feedback. We would very much like to hear from you.



The updated stress website which aims to assist businesses combat work-related stress has recently been relaunched by the Health and Safety Executive (HSE).

Find out more about how its stress management standards could help to reduce the impact on your business.



Manage Health has obtained 5 signed copies of Alyssa's book 'Stop Making Excuses and Start Living With Energy' to give away. Simply email us and enter the book title as the subject of your email for the opportunity to obtain a copy. Read more about Alyssa's book below.



Choosing the best EAP: the benefits to your organisation.

Read about how EAPs have changed and how implementing an EAP can have a positive, measurable impact on your employees and your business.



Manage Health are committed to offering simple and cost effective ways to reduce absence, ill health & stress. Helping you to better manage employee health & wellbeing. Find out how we can help you, visit www.managehealth.co.uk

New HSE website aims 'to cut stress' in workplace

A newly updated website which aims to assist businesses combat **work-related stress** has recently been relaunched by the **Health and Safety Executive (HSE)**. With more than 13 million days lost to **work-related stress** in the UK last year alone, this **major cause of occupational ill health can lead to sickness absence, high staff turnover and poor performance**. As part of an organisation's health strategy, the HSE's Management Standards can help company directors and human resource managers to sensibly deal with the issue, therefore minimising the consequence of work-related stress on businesses.

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New HSE website aims 'to cut stress' in workplace (continued)

The new site is much more user-friendly than previously, with the focus being on its **stress management** standards. The resource provides a range of helpful features such as tools to help **prevent stress in the workplace**, a **self-assessment questionnaire** for line managers and updated advice and guidance as well as various case studies.

Peter Brown, head of HSE's health and work division, said: 'Pressure is part and parcel of all work and helps to keep us motivated, but excessive pressure can lead to stress which undermines performance, is costly to employers and can make people ill.' He added: "This new website will enable employers to easily access the information they need to help prevent stress in their workplace. The **revised stress management standards' tools** on the website highlight the components of good organisation, job design and management that **keep stress levels in check and enhance productivity.**"

The **HSE Management Standards** can be a **good starting point for organisations looking to take the lead on dealing with work-related stress, and can form an important part of an organisation's Stress & Wellbeing Strategy.** Other organisational stress management tools should also be considered, such as **Employee Assistance Programmes (EAP)** and **Stress Management Training** for both managers and employees.

If you would like to **learn more about reducing and managing stress in your organisation, contact us on 0845 2222 208.**

EAPs: 24 hour unlimited freephone information advice & counselling lines

No longer just a voice at the end of the line, **employee assistance programmes (EAPs)** have come on in leaps and bounds since their introduction to the UK workplace in the 80s. In fact, nowadays it is not unusual for this service to be part and parcel of a company's staff **wellbeing** provision. With more than a 50% increase in helpline calls last year*, there is substantial proof that the recession will see more demand amongst employees and help hit home the relevance of an **EAP** in these credit crunch times. As we're starting a new financial year, this is often an appropriate time to start thinking about either **reviewing your current EAP service or implementing one.**

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EAPs: 24 hour unlimited freephone information advice & counselling lines (continued)

EAPs have been found to have an effect on **reducing the number and duration of work absences as well as stress levels amongst employees**. They can play a vital role not only in assisting individuals on long-term sick leave return to work, but also when it comes to **improving productivity and performance**. EAPs also enable both employees and managers to be better prepared when faced with changes being brought into an organisation or personal or social life.

EAPs have evolved hugely since the 80s. One of the major changes has been thanks to online technology, with tools such as downloadable documents, self-help programmes, webinars and MP3 guides etc to enable employees to gain easier access to a wider variety of support services. As an example, with more emphasis in the media on **improving personal health and wellbeing and highlighting the negative effects of smoking and obesity**, some EAP providers have implemented **programmes for weight loss and help to kick a nicotine habit**, in the form of **online health-assessment tools and online wellness coaching**.

So, when it comes to choosing a provider, what should employers look for? Firstly, they should ensure they opt for an EAP that best fits their company's requirements; this could include **access to face-to-face counselling sessions, on-line support, email bulletins, on-line management reporting** etc. **Value and quality of service** within a given budget should be compared. It is important to mention that budget-end does not always equate to the best in terms of product quality – particularly if it fails to meet an organisation's corporate strategy for having an EAP in the first place or if it does not offer the technological benefits now available to the market.

If you are **interested in knowing more about implementing an EAP or have an EAP in place already and would like to compare other options, call Manage Health** on telephone **0845 2222 208**.

**Source: provider Employee Advisory Resource (EAR)*

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'Stop Making Excuses and Start Living with Energy'

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Alyssa Abbey is a **Vitality Expert** with nearly 20 years experience of **helping people to create sustainable energy levels by motivating them to adopt habits that will reduce stress and increase vitality**. Her corporate clients include Ernst and Young, Unilever, Google, Morgan Stanley and the BBC. Alyssa also has her own weekly radio show, Vitalise, on Express FM in Portsmouth.

Alyssa has written for Manage Health '**10 Ways To Help You Revitalise At Work**'.

Instant Energy

If you aren't revitalising during the working day, why aren't you? If you're trying to work non-stop, remember that accomplishing the impossible only means that the boss will add it to your regular duties.

Below are the **10 top ways to revitalise on a short break from work**, and it's not all about office yoga (though that's a good idea too). Experiment with these ideas and note the difference it makes to your physical, mental, emotion and even spirit energy.

1. **Breathe...properly.** I know you hear this all the time, but even the best breathers need reminding. Ensure that your breathing is coming from your belly and not your upper chest, or you could be limiting the amount of fresh oxygen getting into your bloodstream. People who are stressed or concentrating for long periods often breathe in a shallow way, or hold their breath for up to 20 seconds at a time. Diagnose your breathing pattern by putting one hand over your belly button, one hand over your upper chest and noting which one is going up and down. Breaks are a great time to check in with how effectively you're filling your lungs.
2. **Refuel.** Again, you might know this, but do you do it consistently? You should eat a small snack about every two hours for optimum blood sugar levels - ideally a mixture of carbs, protein and healthy fats (nuts, seeds, avocado). This is not an excuse for a chocolate bar, though!

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Instant Energy '10 Ways To Help You Revitalise At Work' (continued)

3. **H2O.** You know the drill. Two litres a day for peak, hydrated form. Herbal teas can count as water, but not caffeinated drinks, or fruit juice. Concentrated fruit juices will actually draw water into the stomach from surrounding tissues to dilute it.
4. **Get up and move.** You'll improve circulation, digestion and brain biochemistry, and reduce muscle tension. A walk outside is optimal, but around the building is fine. For enhanced creativity, try walking a figure of eight over and over. Don't knock it till you've tried it!
5. **Move in your mind.** Get supercharged through memory and imagination. Recall a time you were feeling energised and exhilarated. Stay with it and picture it in as much detail as you can.
6. **Have a laugh.** I could tell you all about enhanced concentration, serotonin and endorphin levels, and immune system function, but you already know what you need to know: It makes you feel great.
7. **Connect with another human.** Phone a friend, text your partner or child, talk to a colleague, call a quick pow wow with your team to brainstorm. You'll feel more, well, human.
8. **Escape.** Do five minutes of pleasure reading, sudoku, a crossword, surfing the net, drawing or writing in your journal. Get your ipod out and use music to escape – whatever does it for you - Mozart or Madonna. Even using aromatherapy is an escape route.
9. **Choose a more positive mindset.** Assess whether you have more optimistic or pessimistic thoughts in your head, and shift the balance if necessary. Count your blessings, see the big picture, construct a positive statement to repeat to yourself, focus on what you want right now (not on what you don't want)
10. **Reconnect to your overall purpose, goals and values.** Remind yourself of what's really important to you. Remember how much you love your friends, partner, children. Ask yourself, is my current activity leading me to my goals? And am I honouring the things I really value?

Many thanks to Alyssa for her helpful tips. Watch this space for other specialist contributors in future editions of our newsletter.

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About Manage Health

Manage Health are committed to offering cost effective ways to reduce absence, ill health & stress and to support HR Professionals in managing employee health issues via information, advice and supplier review services relating to employee health management.

As a member of the **Employee Assistance Programme Association (EAPA)**, we are recognised by all major healthcare providers as a trusted advisor service. **Manage Health** are dedicated to obtaining the best **bespoke employee health management solutions** for your organisation.

Find out how we can help you, visit www.managehealth.co.uk.

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