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Supervisor Wire

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Published by CARE's WorkLife Solutions to help supervisors in their goal of maintaining a productive workforce

Drug-Free Work Week **October 19 - 25, 2009**

Drug-Free Work Week is a dedicated time each year to highlight the benefits that drug-free workplace programs bring to employers, workers and communities. It presents the perfect time to either start working toward making every week a drug-free work week or to review and revisit current efforts in that regard.

Drug-Free Work Week helps spread the word that working drug free helps:

- Prevent accidents and injuries and make the overall workplace safer
- Improve productivity and reduce costs due to poor performance, absenteeism, workers compensation, etc.
- Encourage employees with alcohol and other drug problems to seek help now

According to recent research, it's a message that many workers need to hear:

- 75 percent of the nation's current illegal drug users are employed
- 79 percent of the nation's heavy alcohol users are employed

Drug-free workplace programs help protect employers and employees alike from the potentially devastating consequences of worker alcohol or drug abuse. Establishing policies, educating about the dangers of alcohol and drug use, deterring and detecting use, and urging people to seek help for alcohol and drug problems are smart safety strategies. They're also smart business strategies.

Drug Free Workplace - CARE's WorkLife Solutions Risk Management Training

Studies show that drug abusers decrease production by working less and having up to sixteen times more absences than employees who do not abuse drugs. We believe in supporting Drug Free Workplaces and offer a training to assist your organization in its efforts. Our Drug Free Workplace training is geared for supervisors and offers an overview of drug effects and the hazards they present in the workplace. The concept of disease management will be explored as we review the "reasonable suspicion" checklist and the importance of documentation. Your company policies and procedures will be reviewed upon request.

The goal of the training is to provide:

- Information on health hazards and the effects on safety and performance
- Overview of commonly used drugs and common reasons people use
- Deeper understanding of addiction and denial
- Impact of use on the organization physically, emotionally and financially
- Tools and strategies to implement and ensure a drug free environment

Interested in finding out more about Drug Free Workplace?
Contact Paddy Laske at 586.218.5270 / plaske@careswls.com



www.dol.gov/drugfreeworkweek

**We Can Help - Family Problems - Child Care - Personal/Job Stress - Alcohol/Drug Abuse - Marital Tension
Elder Care - Emotional Problems - Legal and Financial Referral - And Much More!**

CARE's WorkLife Solutions - Services are FREE and confidential to employees, their spouses and dependents. Call Toll Free 866.888.1555 or www.caresworklivesolutions.com

Coaching vs. Supervising

As the idea of coaching becomes more popular, supervisors are beginning to review and reconfigure their roles in their organization and the challenges of taking on more of a coaching role. The question arises “can supervisors be coaches?” And, “what is the difference?”

In order to answer that question, let’s take a look at the role of supervisor and coach a little more closely.

A supervisor is typically one who comes up with vision, mission and direction. Although they may solicit help from others, they are the ones who clarify goals and objectives. Supervisors are usually the ones who call the meeting, set the agenda and direct the meeting.

The very nature of coaching is the antithesis to supervising. The coach’s role is specifically to not set the vision, goals or agenda. It is the one being coached who does this. The coach is called to come alongside to help someone else.

As coaches, our role is not to tell people where they’re going or what they need to do, or even to answer their questions. Rather it is to ask good questions to help them discover the path for themselves.

Further, a coach doesn’t decide the goals ahead of time and come to the coaching session with a agenda. A good coach must lay aside their goals and allow the person being coached to develop their own.

Another challenge is that the supervisor usually holds power over the subordinate in relation to their salary or even in keeping their job. Because of this, as a subordinate, we hesitate to share the very things we identify as our “weaknesses” for fear our supervisor may “hold it against us.”

So, can you coach those for whom you are also their supervisor? We all wear different ‘hats’ in a given situation. If we are clear and intentional about which hat we are wearing, it is possible to function in different roles with the same people. At the very least we can begin to focus more on helping people discover their own path rather than seducing them into ours.

However, the challenge remains. You will need to evaluate your own role and personal expectations and consider each relationship on its own merit. In some cases you will do well to encourage the coachee to find a different coach while you remain as supervisor.

You may also want to consider whether you need a coach. You may have a competent supervisor but feel the need to find a coach who will empower you more fully in the role. Let us know how we can help.

Article by CoachNet Partner, Jeannette Slater

Professional coaching is a rapidly growing means of providing customized training to management. Companies who provide coaching services for their staff report increased sales, improved executive satisfaction, growth in market share and increased profit. Coaching promotes personal discovery and development of new approaches for solving problems.

CARE’s WorkLife Solutions offers several types of professional coaching services that are specifically designed to meet the needs of the organization and the individual including:

- Executive Coaching
- Corporate Coaching
- Servant Leadership Coaching
- Coaching to Overcome Fears
- Personal Coaching
- Coaching for Career Development and Transitions

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