

Guidelines for Fast Career Growth

It's easy to feel vulnerable in these volatile economic times. Layoffs, restructuring, and fear of not being valued by your company are not uncommon. If restructuring occurs, it may be suggested that you find something else on your own steam within the organization, or, you may be offered something that is a demotion and your career suddenly feels like it's going backwards. Perhaps you've been given a role that demands skills you don't have - it's certainly stressful trying to keep up with the work and the new challenges. Some of you may have been in this job a while - enough to prove yourself and develop credibility.... And now you want a promotion or to move to another division and you don't know how to do it.

All the above situations are fairly common in today's workplace.

Here are some valuable tips for propelling your career within a company forward:

- Take some time to review your job history, skills, strengths, weaknesses and goals.
- Formulate a comprehensive description of your abilities and what you bring to the table - and be able to articulate this well. This is called self-assessment.
- Actively gather information and network within the company. Request a meeting with managers in departments you are interested in to get answers to the questions you have, including how someone with your background might fit in.

• Review current openings within your company. If they match your interests, go through the formal application procedures.

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Dealing with the Stress of Separation

One of the most stressful experiences anyone can have is to separate from someone they thought would be their life partner. Separation can be a devastating experience, whether your partner has announced that he or she wants to separate from you or you've come to the decision together. If you have children, you are most likely worried about how they will cope too.

If you have recently experienced a separation from a life partner, you may be overwhelmed by your emotions and need some straightforward facts on how to take care of the practical considerations required to move forward. FGI is pleased to introduce its new Coping with Separation kit, available to you at no cost through your EAP. This kit offers practical tips and information for people experiencing separation, ranging from financial and legal considerations to how to take care of yourself and what to say to your children.

To get answers to your specific questions and receive your Coping with Separation kit, contact a WorkLife Specialist at 1-800-268-5211.

Helpful Links

<http://www.canadian-health-network.ca/lrelationships.html>

This newsletter is provided by your Employee Assistance Program (EAP) at no cost to you, to help you and your family balance the everyday challenges you face in your lives at work and at home.

WorkLife Solutions can offer helpful advice, educational information and resources on a wide range of issues, including childcare, parenting, homecare, eldercare, legal, career, and financial issues.



(Career Growth continued...)

• Find someone in the organization at a more senior level than yourself, to mentor you. A mentor can also be a sounding board and advisor at every step.

Helpful Links

<http://www.hrhc-drhc.gc.ca/career-carriere/index.html>

• Contact one of FGI's Career Counsellors to assist in assessing your strengths, determine your occupational goals and help you prepare what to say about yourself and the questions to ask.

• Let your parents know that there are agencies that can help seniors with light housekeeping and other home maintenance jobs such as snow shoveling or grass cutting. Many of these agencies provide services at a nominal cost for those on limited incomes.

• If your parent admits to difficulties that you can't help with, problem solve with your parent to see if you can come up with solutions together. Your parent's dignity will remain intact if they feel they are a part of the solution.

• While it is your parent's choice to accept or not accept your help, certain exceptions do apply. If you are concerned your parent is incapable of making his or her own decisions as a result of a health condition such as dementia or other cognitive impairment, you may have to make sensible decisions for them.

• Additionally, if they may be at risk of causing harm to themselves or others, it is critical to step in and provide the necessary assistance. For instance, they may still be driving - but not necessarily safely.

Contact an Eldercare Specialist through your EAP for more tips, educational information, support and helpful resources. Call 1-800-268-5211.

- Determine which store saves you the most money, and don't venture elsewhere.
- Collect money saving coupons on the net and take the ones you can use with you when you shop.
- Buy in bulk. You can reduce retail prices by up to a third when you join a bulk buying club or co-operative.
- Many low cost, no-name products are made by the same companies who produce brand name goods.

For more information on how to save money, contact a Financial Counsellor through your EAP at 1-800-268-5211.

livingWell



Strategies for Supporting Aging Parents

Adult children often feel concerned and even helpless as they notice changes taking place in their aging parents. Concern can be sparked by the realization that your parent's house isn't as clean as it used to be, the grass hasn't been cut or that there isn't enough food in the fridge. As these changes occur, it may seem as though your role with your parents is reversing as you begin to worry about how aging parents can take care of themselves. This concern can be compounded if they have a health condition.

What to do when a parent doesn't want your help...

• Be prepared for some resistance and try to understand your parent's reluctance to accept your assistance. Talk to them about it.

• Remember that the ability to make choices is just as important as one gets older. Losing the ability to make choices can have a great impact on an older adult's sense of well-being.

Tips for Financially-Savvy Shopping

- Plan ahead. Prepare a menu for the upcoming week's meals. You'll know exactly what to buy and won't waste money on things you don't need. Then make a shopping list and stick with it.
- Estimate your total purchases and take only the necessary cash with you. Leave your debit card at home.

WorkLife Solutions

For more information or assistance with any WorkLife Solutions, call your Employee Assistance Program (EAP). It's a free, confidential service for you and your family.

1-800-268-5211
(English)
or
1-800-363-3872
(en français)

You can also visit our website at **www.fgiworldmembers.com** for more information and resources.

We welcome any suggestions you may have about topics you'd like to see covered in

Living Well.

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