

# Ft Irwin EAP Newsletter

## Why Is Team Development So Important?

Most companies are made up of several departments, all of which need to be able to work together for the good of the company, and this means that team development is an important issue. The teams or departments in every company have to be able to communicate clearly with one another so that they can express their needs or point of view. Without this clear understanding, the company will struggle to move forward.

This means that teamwork is essential for any successful company, because no one person is responsible for every action taken there. The

employees all need to work together for the good of the company, but not everyone considers this. There are ways of promoting team development within a business, and one of the ways is to use team building strategies, through activities either indoors, or outside, for adult team bonding and getting to trust other members of the company, outside of your department.

There are various team activities that can be considered when choosing team development events, but activities that create trust among team members, and a better understanding of others are suggested. When departments mix, and get to know

one another, it can lead to a better understanding of exactly how the business makes its profit, and it can lead to employees trying harder to meet these goals.

Team development can also lead to a more relaxed atmosphere in the office, and when employees are happy, they tend to perform their tasks more conscientiously. This benefits the company too. There is nothing worse than trying to work in a place where the tension can be felt as soon as you walk in the door.

What team development do you suggest? Depending on your industry, you may

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### Special points of interest:

- ASAP annual employee training, 2.14.12; 0830-1030, bldg 573
- ASAP annual supervisor training, 2.21.12; 0830-1030, bldg 573
- In accordance with AR 600-85, all civilians will have a minimum of 2 hours of alcohol and other drug awareness training per year.

## Team Development Cont'd

choose to adapt something specifically for your company, or, if your work load is way too heavy, you may choose to use an outside company. If you do choose this option, be aware that you will have some say into the team building activity, or activities. You

know your company best, and will be able to guide the organizer through various suggestions, till you find something that will work well with your particular personnel.

So, what kind of activities

are used for team development? There needs to be some fun involved in the activity, otherwise participants will just feel that it is a waste of time.

Some examples of team building activities include

## Rules for Using Cell Phones at Work

Having your cell phone at work can be useful but it can also be very disruptive. Your friends and family can reach you anytime, anywhere, which can be annoying. When you're on your own time, the choice to turn off your cell phone is entirely yours. When it comes to using your cell phone at work, however, you have to be mindful of your co-workers and your boss, not to mention your own ability to get your job done. Here are some rules you should follow if you have your cell phone at work.

1. **Turn your cell phone ringer off.** If you have your cell phone at work, it shouldn't ring. If you don't want to turn off your cell phone completely, at least set it to vibrate. The sounds of different ring tones going off all the time can be very annoying to others. In addition, you don't want your boss to know how often you get calls.
2. **Use your cell phones for important calls only.**

If you have your cell phone at work, you should only use it for important calls. What should you classify as an important call? The school nurse calling to say your child is ill, your child calling to say he's arrived home from school safely, and family emergencies that you must deal with immediately are important. Your friend calling to chat, your child calling to say the dog had an accident, or your mom calling to tell you your cousin Tilly is engaged should not be considered important.

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## Team Building cont'd

sports such as golf or bowling. Other activities include scavenger hunts, or groups of team members competing against each other to complete a small project like building a miniature boat or car replica; group games such as Taboo, Pictionary or Apples to Apples are also fun and interactive.

Remember you need to base your activities on the size of your organization.



***"Coming together is a beginning. Keeping together is progress. Working together is success."*** Henry Ford

Taken from: Admin 11.29.09

## American Heart Month

Heart disease is the leading cause of death in the United States and is a major cause of disability. The most common heart disease in the United States is coronary heart disease, which often appears as a heart attack.

February is American Heart Month. It is a month long celebration in the United States. It was established to urge Americans to recognize the nationwide problem of heart and blood vessel diseases and to support programs that solve the problem.

Risk factors that lead to heart disease: High blood pressure; High cholesterol; Diabetes; Obesity; Physical inactivity; Tobacco use; Family history.

Good health habits to prevent heart disease: Daily exercise; Eating a balanced diet; Maintaining a healthy weight; Limiting sodium; Avoiding tobacco; Moderating alcohol consumption.

Taken from: Centers for Disease Control Website



## Rules for Using Cell Phones at Work

3. **Let your cell phone calls go to voice-mail.** While you are at work if you are in doubt about whether an incoming call is important, let voice mail pick it up. It will take much less time to check your messages than it will to answer the call and then tell the caller you can't talk.
4. **Find a private place to make cell phone calls.** While it's okay to use your cell phone at work for private calls during breaks, don't stay at your desk. Find somewhere else to talk, where your conversation can't be overheard, even if what you're discussing isn't personal. You may be on a break but your co-workers have a job to do.
5. **Don't bring your cell phone into the restroom...Ever** This rule should apply to using your cell phone at work or anywhere. Why? Well, if you must ask — you never know who's in there; the person on the other end of the line will hear bathroom sounds, e.g., toilets flushing; it is an invasion of your co-workers' privacy.
6. **Don't bring your cell phones to meetings.** Even if you have your cell

phone set to vibrate, if you receive a call you will be tempted to see who it's from. This is not only rude, it is a clear signal to your boss that your mind isn't 100 percent on your job. All calls can wait until your meeting is over or until there is a break. Remember, there was a time before we had cell phones.

Taken from: [About.com](http://About.com): career planning

## This and That



"This project is extremely important, but it has no budget, no guidelines, no support staff and it's due tomorrow morning. At last, here's your chance to really impress everyone!"



"You may want to send a search party into Konklin's cubicle. No one has heard from him in three days."



## President's Day

Washington's Birthday is the official name designated to what many of us know as President's Day. During the month of February the birthday of two of our greatest Presidents takes place. Both George Washington who was born on Feb. 22nd and Abraham Lincoln born on Feb. 12th.

However, Washington's birthday has

been publicly celebrated since he was in office, before Abraham Lincoln was even born. Much of the debate over the name of the holiday springs from the fact that state's can follow their own holidays how they see fit and many of them chose to also honor Lincoln, calling the celebration President's Day.

This year, Presidents Day will be observed



2.20.2012.

[Patriotic.org](http://Patriotic.org)

## Ft Irwin Employee Assistance Program

Bldg 573 Third Street  
Phone: 760-380-9092  
Fax: 760-380-3403  
Email: Valencia.barnes@us.army.mil

**Valencia R. Barnes, EAPC**

Happy Valentine's Day

Basic EAP services include free, voluntary, short term counseling and referral for various issues affecting employee mental and emotional well-being, such as alcohol and other substance abuse, stress, grief and family problems, and psychological disorders. EAP counselors also work in a consultative role with managers and supervisors to help address employee and organizational challenges and needs. EAP services are available to DA Civilians including NAF/AF and their family members, military dependents, military retirees and their family members.

## Stress and Health: Maintain Balance

Did you know that the human body is designed to handle stress, but not for very long periods of time? When we are stressed our sympathetic nervous system kicks in and our bodies are flooded with certain chemicals that cause the "fight or flight response". During this time we can experience increases heart rate, respiration and perspiration, muscle tension, as well as many other body changes. In this hyper-aroused state the body can respond when threatened. After the stressor has been removed, the body returns to its normal state.

However, if the stressor is not removed the body attempts to sustain this period of hyper-arousal. The body continues to secrete chemicals which sustain energy and increase blood pressure. The body needs a break from this constant state of

arousal. If it does not get a break from the stressor, it can lead to disease. The body gets tired and we can experience lapses in concentration, irritability and lethargy. Once the body is exhausted as a result of long term stress, you can experience problems such as headaches, high blood pressure, Irritable Bowel Syndrome, suppression of the immune system and autoimmune diseases (lupus, rheumatoid arthritis, allergies), ulcers, asthma and more.

It is important that we maintain a good balance in our lives. Unfortunately, we cannot get rid of all the stressors in our lives. Even positive events (weddings, promotions, new babies, etc.) can be stressful. It is crucial that we find healthy ways to handle our stressors. Take time to do things that soothe you. Whether it's



golf, soaking in a hot tub or exercise we need some "down" time. Think of yourself as a light bulb. You can "turn yourself off" periodically, or you can "stay on" all the time until you burn out.