

Coping with Workplace Change

When you have a routine, you know what to expect, and even if it's difficult or boring, it's consistent and reliable. You have learned how to do your work and deal with fellow workers. But when something changes, suddenly your routine is broken and you no longer know what to expect. Even if the change is for the better, the transition can be difficult.

Practice the following four A's of coping with change:

Awareness - Since uncertainty about the future creates the most fear and stress during a change, try to find as much information as you can about your situation. Whom can you ask? What can you learn? What research can you do? The more you learn, the less uncertain you will feel.

Acceptance - You may not like the change, but if you accept that things have changed, instead of fighting it or complaining about it, you'll experience less frustration. It's important to accept the transition process with grace and a sense of looking forward to a new experience.

Attitude - Even though minor changes can cause stress and frustration, the good news is that change can be an opportunity for something positive to happen. When you learn how to cope effectively with minor changes at work, you'll develop the skills and positive outlook to help you deal with changes throughout your life.

Action - The following positive actions can help you cope with change.

- **Develop a network.** Always keep in contact with your managers and fellow workers. Having positive people to talk to about changes occurring in the workplace can be very helpful.
- **Learn new skills.** Learn a new computer program. Take a class in communication skills. Learn to make presentations. Ongoing training will add skills to your professional tool kit.
- **Change your surroundings.** Do what you can to make your work area pleasant and comfortable.
- **Ask questions.** It is important to ask questions if you don't understand why something is being done a certain way. Being able to contact the correct person to ask a specific question is always good.

Our dedicated consultants are available **24 hours everyday** to address your needs. Appointments can normally be scheduled within **two working days**. **After hours** and **weekend** sessions can be arranged, if needed. Crisis calls are always handled immediately. Services are **confidential** to the extent permitted by law. To access these services call First Sun EAP at 1-800-968-8143 or in Greater Columbia (803) 376-2668.

For more information on this topic as well as the other benefits you receive from First Sun EAP, please see our website at: www.firstsuneap.com.

