



Communicating With Your Child’s Teachers

Starting productive communication. Attend open houses and orientation sessions. Be sure to introduce your self and let the teacher know you are supportive and wish to be involved. Request and schedule time to meet with teachers for specific or in-depth questions. Inquire about the preferred school-home communication method used by the teacher.

Work together. Be careful not to blame the teacher for something you as a parent are not 110% sure of. Remember, there are usually two sides to a story. The best way to deal with a situation is by talking directly with the teacher.

Trust the teacher to make good professional judgments. Don’t place unrealistic demands and exceptions or request information that does not pertain to your child.

Changes at home. Inform teachers of changes in the home of family. Often this information may help explain behavioral or academic changes at school. Teaching with this knowledge may help guide the child through difficulty or stressful situation.

What to ask teachers? Ask about your child’s:

- ◆ strengths
- ◆ areas of improvement
- ◆ current level
- ◆ focus in the classroom
- ◆ emotional & social skills
- ◆ circle of friends
- ◆ relatedness to peers & adults
- ◆ attitude toward learning
- ◆ effort toward assignments
- ◆ Ask about what you can do to support your child’s learning at home

Working together early on to keep the lines of communication open and positive, will forge a partnership what will aid your child in reaching his/her maximum potential.

Employee Assistance Program



City of Milwaukee EAP

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Scan Me!

Take Note: The Benefits of Music

Isn't it funny how we can be going about our day, driving, walking, or shopping, and suddenly find ourselves moved by music? Perhaps the tune takes you back to a fond memory. Maybe the lyrics speak to you about something going on in your life at that exact moment in time. The rhythm and beats may energize and lift your spirit just when you need it most.

Music may have an affect on us because we are "wired" to respond to it. Music is unique to humans. Unlike food or sex, music isn't necessary for our survival, but it is extremely rewarding and pleasurable. It taps into the same parts of the brain that pleasure from sex and food does. Music floods the brain with a chemical called dopamine. Dopamine is the chemical in the brain associated with pleasure, motivation and reward.

Neuroscientists initially conducted research using PET scans to detect this dopamine release when subjects listened to their favorite songs. They then used MRI images to view the pleasure center of the brain where dopamine is released and mapped out its connection to other areas of the brain. What they saw was this dopamine release also trickled out to regions of the brain that regulate with emotion, learning, memory and decision making. This is how listening to music influences our feelings, triggers memories, and motivates us.

So, how can we better harness the potential power of music?

1. Meditation. Listening to slow musical beats can alter brainwave speed, creating brainwave activity similar to when a person is meditating.

2. Depression. When you're feeling down in the dumps, music can help pick you up (much like exercise). Research suggests the kind of music matters: Classical and meditative sounds seem to be particularly uplifting, whereas heavy metal and techno can actually make depressive symptoms worse.

3. Elevate mood. A 2013 study found that music helped put people in a better mood and get in touch with their feelings. Study participants rated "arousal and mood regulation" and "self-awareness" as the two most important benefits of listening to music.

4. Improve Thinking. Background music may enhance performance on cognitive tasks. One study found that listening to music allowed test takers to complete more questions in the time allotted, and get more answers right. More recent research suggests that whether or not music improves cognitive function depends on whether the music first improves a person's emotional state.

5. Perform better in high-pressure situations. We've all seen athletes with headphones on listening to music while warming up before the game. Ever wonder why? One study found that basketball players prone to performing poorly under pressure during games were significantly better during high-pressure free-throw shooting if they first listened to catchy, upbeat music and lyrics. We all can't be the next Michael Jordan but we may get an edge in clutch situations using music.

6. Reduce anxiety. One study found that music's effect on anxiety levels is

similar to the effect of getting a massage.

7. Ease stress after surgery. Enjoying music while resting in bed after surgery helps relax patients and decrease their stress levels, thereby promoting healing and needed recovery.

8. Elevate mood while driving. Listening to music while driving can positively impact mood. You may not be able to change the traffic jam you find yourself in but can crank up some music while you wait.

Improve Your Memory

1. Chunking. Chunking information is a great mnemonic method to remember multiple items. Many people naturally use chunking to remember phone numbers: Instead of thinking "17342876642" we chunk it as 1-734-287-6642

2. See the future. Have trouble remembering to-dos, appointments, meetings, deadlines, birthdays and other future events?

Here is the secret: When you know you have an upcoming event you don't want to forget, picture yourself at the event in as much detail as possible...involve all your five senses. What are you doing, who is there, what does it smell like?

3. Relax. Negative thoughts fog our minds. Clearing out the negative and even better focusing on the positive improves memory & concentration.

Body Language in The Workplace

“It is not so much what we say but how we say it.” Our spoken communication is only a small factor in determining how we are perceived. In fact, most of our communication is non-verbal. We give cues, signs, and messages in our tone, pitch, facial expressions, and body movements.

Not all body language is created equal. Some gestures may be appropriate in a given setting and not in another. Some vary by culture. However, there are general non-verbal communication behaviors to be mindful of:

Facial Expressions

- Tight jaws are typically a sign of being stressed, dissatisfied, or upset.
- Pursed lips generally mean that the person is refraining from expressing dislike.
- Red face most commonly signals embarrassment, but could also mean the person is angry.
- A smile is interpreted as genuine when the eyes are also smiling. Holding a smile too long may look like the person is trying too hard to please.

Head Gestures

- Nodding one’s head lets the speaker know you are following the conversation.

- Leaning the head a little to the side generally means the person is ready to listen and paying attention.
- Head hung and bowed may mean embarrassment, or shame but could be a sign of respect toward authority.

Eye Contact

- Avoiding eye contact could signal suspiciousness.
- Our pupils dilate when we see something that is pleasing
- Eye rolling sends the message of exasperation.

Torso, Arms and Hands

- Crossed arms and legs typically conveys being closed to whatever is being said or seen.
- Hands in pockets could mean being nervous or trying to appear nonchalant.
- Leaning forward a bit almost always means showing interest.

Voice

- Tone always reflects the person’s mood and should be used to interpret a person’s emotional state.
- Using a high pitch, if the person doesn’t usually speak that way, may mean being emotionally upset.

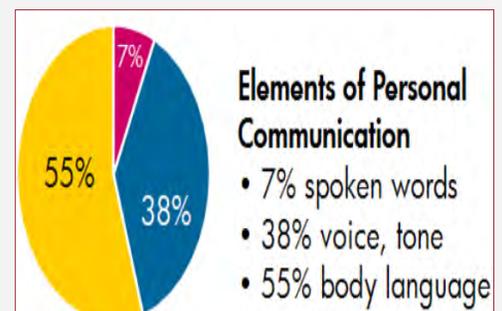
Putting Body Language to Work for You

Boost self confidence by practicing looking large and in control. Research at Harvard and Columbia Business Schools shows that simply holding your body in expansive, “Powerful” poses for 2 minutes lowers levels of cortisol, a stress hormone.

Increase participation by tuning in. If you want someone to take part in a discussion, focus on the speaker, turn your head and torso toward them directly, lean forward a little and make good eye contact.

Make a positive connection by smiling and shaking hands often. A study on handshakes showed that people are two times more likely to remember you and have good feelings about you if you shake hands. Smiling sends the signal that you are approachable and cooperative. Plus, you are very likely to have the smile reciprocated, smiling is contagious.

Improve memory by uncrossing your arms and legs. Research suggest we retain 38% more information when we keep an open posture.





“The Platinum Rule”

“*Treat others as they wish to be treated*”, is the platinum rule of respect in the workplace. **Fostering a safe and teamwork oriented environment means demonstrating respect on a daily basis.**

- Listen. Never speak over, butt in, or cut off another person.
- Don’t constantly criticize, nit-pick little things, demean, bully or patronize.
- Encourage opinions and ideas.
- Treat people with courtesy, politeness, and kindness...even if they are not being so nice.
- Be aware of your body language, tone, and demeanor.
- Treat people justly no matter their ethnicity, age, religion or gender.
- Praise much more frequently and don’t forget to say “please” and “thank you.”
- Don’t purposely exclude, marginalize and leave individuals out.

EAP Mission Statement

It is the mission of the Employee Assistance Program (EAP) to assist employees who develop behavioral/emotional problems that may directly affect their work performance, and to provide Key Personnel with policy and procedural guidelines for the management of these problems.

City of Milwaukee Events and Reminders

- **Not feeling well?** Visit the [Workplace Clinic](#) (841 N. Broadway, Milwaukee, WI. 53202/Zeidler Municipal Building) for no cost onsite health care services. [Call 414-777-3413](tel:414-777-3413) for information or to schedule an appointment.
- **Free screening, consultation, and education services to prevent and treat potential musculoskeletal injuries.** Schedule an appointment with a physical therapist at the [Workplace Clinic](#). [Call 414-777-3413](tel:414-777-3413) to schedule an appointment.
- **Health4Me™** is a United Health Care (UHC) mobile app that provides instant access to your family’s critical health information, anytime/anywhere. Find a physician, check the status of a claim or speak directly with a healthcare professional.
- **Walk 100 miles in 100 Days 2016.** Participate in 5 weekly wellness walks between August 29—September 16 and earn Healthy Reward Points. For more information about Healthy Rewards visit DER’s website: [WELLNESS](#) or call 414-777-3410.

Tips for Maintaining Sobriety

1. Don’t overestimate your control over your addiction.
2. Take physical care of yourself. Exercise and eat well.
3. Reach out to others in sobriety.
4. Forgive. Don’t harbor resentment or bitterness.
5. Keep busy.
6. Learn to have fun without alcohol or drugs.
7. Be humble.
8. Avoid old (negative) hangouts.
9. Make a bucket list and then get to it.
10. Pick up a healthy hobby.

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