



Podcasting: Reaching Clients Via A Future-focused Approach



Lead. Empower. Collaborate.

In This Edition:

- *HRA Launches HR PROPEL*
- *Why Managers Need 'Leadership' Development*
- *Agency Spotlights*
- *2021 GCHR Excellence in HR Awards*
- *Holiday Coping Tips*
- *And More...*

HORIZONS

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HRA “Propels” its Digital Media with Podcasting!

HR BUSINESS 1

Transitioning from concept to reality! In a recent interview Deputy Commissioner Al Howell of the Department of Administrative Services Human Resources Administration division shared how the newly launched HR PROPEL podcast program fits in with HRA’s “future focused” initiative.



Q. Where did the idea come from? Why is HRA doing a podcasting program?

A. Podcasting is another way of telling our story. It’s a way to share with our HR Community, and highlight successes of agencies we work with. Podcasting also gives our clients the freedom to listen when they want. We’re excited about using the HR PROPEL podcast program to tell our story!

Q. Who do you want to reach with the HRA podcasting program?

A. We want to reach the clients we serve. They are the HR directors and HR professionals we partner with at our state agencies; managing the day-to-day employee issues. We want to provide them information in a way that will help make their jobs easier and also help them grow professionally.

Q. How does podcasting fit into HRA’s objective to be future-focused?

A. HR has been on a journey of being a tactician or transactionally-oriented. We’re now a strategic partner. It now takes new skill sets and new approaches. Podcasting is a very convenient tool. Things are happening in such a rapid pace. We hope podcasting will help our clients shape their future.

Q. How will you define success for the podcasting program?

A. We don’t only want to use quantitative measures on the number of podcasts we do, we’ll also look at qualitative feedback. A success would be hearing from the HR Community that “I’ve enjoyed the series,” “It’s helped me out tremendously,” “Continue to do this.” Perhaps even receiving suggestions on topics. Getting a positive response would be an indication of success.

Q. Were there any challenges with getting the podcasting program off-the-ground?

A. It’s been a challenge, but a fun challenge! We’ve had people who have been creative and supportive of this effort. One challenge was finding out who could help us with editing and production. We even had discussions on what’s the focus and what’s the content. We decided to start with the [HRA HORIZONS] newsletter and interview the authors on relevant articles. In summary, just figuring it out, but I feel like we tackled all of those very successfully. I’m excited about what the future holds!

(cont. page 4)



HR PROPEL Podcast Program (cont.)

Q. What should everyone look for with the initial launch?

A. Look out for dynamic programming! Our first podcast series will come from the September edition of the HORIZONS newsletter. We have Conrad Norman, our people development consultant talk about the six skill sets HR professionals will need in the future. Also Carla Gracen our Director of Compensation and Benefits did a book report

on "Crucial Conversations" and how to have those difficult conversations with the family, personal life, and business. Then there's Kamesia Clark of our talent management area, I talked with her about her article on real-time feedback; and how we're moving from annual to real-time feedback. I think people will be excited [about our first series] and look forward to our next edition.

Q. Any final thoughts regarding the HR PROPEL podcast program before we wrap up?

A. In HRA we believe this will be another way for us to communicate to our valued clients. Also, don't be surprised if we have some of our clients as part of HR PROPEL. Clients who have had success with an HR initiative, we'd like to have them on the podcast. Since every business problem has an HR implication, I'd like to use the podcast to advance the HR profession.

Assigned to the newly-created role of HR Marketing Specialist, Jill joined the HRA team in 2019. Her HR career spans three decades in HR strategic and tactical leadership roles in the private sector. She recently received her Digital Media Communications certification from the University of South Florida. She attained her undergraduate degree in Broadcast Journalism from Syracuse University, graduate degree in HR Management from Troy University, and is currently pursuing her doctorate in theology. For fun she enjoys travel and assisting aspiring writers to become published authors. A native-New Yorker, Jill is the mom of one adult daughter.



Jill Simms
HR MARKETING SPECIALIST

HR PROPEL Program Launch

Series 1 – October 2021



| OUR HOST |
Al Howell
Deputy Commissioner



| OUR GUEST – EPISODE 1 |
Conrad Norman
Senior Manager,
Learning & Development
"Six Crucial HR Skills for the 2020s"



| OUR GUEST – EPISODE 2 |
Carla Gracen
Director,
Compensation & Benefits
"Crucial Conversations"



| OUR GUEST – EPISODE 3 |
Kamesia Clark
Performance Management
Consultant
*"Agile Companies Give
Feedback Real-time"*

To listen to the HR PROPEL episodes, access our podcasts on the DOAS website at <https://doas.ga.gov/human-resources-administration/newsletters-advisories-and-podcasts/hra-podcasts>. For information about HR PROPEL contact Jill Simms at jill.simms@doas.ga.gov.

Why Managers Need 'Leadership' Development

Are managers and leaders the same? One perspective suggests that the roles differ and therefore managers should receive management development, while leaders should receive leadership development. Common thought is that leaders are "big picture" strategic thinkers while managers are individuals assigned to "get things done" by providing day-to-day direction to employees.

Today's work world is driven by emerging technology, shifting demographics, and changing attitudes about work; requiring the work environment to be more agile and dynamic than ever. Consequently, the traditional manager role is no longer adequately suited for today's workforce. The evolving expectation of the manager role is to be more of a coach, that demonstrates "leadership skills" in critical areas like employee engagement and talent development. Therefore, developing managers into leaders is more critical than ever before.

A recent Gallup study revealed that immediate managers impact employee engagement (performance and retention) by 70%. Recruiting challenges and job vacancies continue to impact private and public sector employers. Further, when, where, and how work gets done now requires even more creative and critical thinking. Considering



the direct impact managers have on employee engagement, performance, and retention, the manager's leadership competencies should be a top priority in today's State of Georgia work environment. Developing leadership skills for all State of Georgia managers is vital to not only attracting but retaining employees. Whether newly-hired, newly-promoted, mid-career, or long-tenured, our ever-changing workplace requires all of us in the Human

Resources Community to advocate for the prioritization of developing "leadership skills" for all State of Georgia managers. Simply put, our future depends on the leadership capacity we build in our managers today.

For more information on leadership development, contact Conrad Norman at conrad.norman@doas.ga.gov.

Things to Consider Regarding Manager Development

- *Managers have the most significant impact on employee engagement and retention.*
- *It is essential that managers have strong leadership skills for now and for the future.*
- *Are you helping managers develop their leadership skills to meet expectations of today's workforce?*
- *Is your agency underinvesting or overinvesting in developing manager leadership skills?*



Conrad Norman
SENIOR MANAGER

LEARNING & ORGANIZATIONAL DEVELOPMENT

DEVELOPMENT

Keys to Enriching and Empowering the Employee Work Experience

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T**

A fundamental principle of empowerment is providing employees the means for making an important decision and helping ensure those decisions are correct. Employee empowerment should result in heightened productivity and a better quality of work and life when deployed correctly. These techniques tend to motivate an employee by satisfying their higher-order needs and providing job satisfaction.



Employee empowerment is defined by how organizations provide their employees with autonomy and control of their day-to-day activities. Additionally, empowerment requires the employee have training in skills necessary to perform the additional responsibilities; access to information which decisions will be based; and initiative and confidence to take on greater responsibility.

Job enrichment refers to the improvement or increase with the help of upgrading and development. Also, job enlargement increases the amount of job duties and workload.



Empowerment Looks Like

Employee empowerment also means giving up some of the power traditionally held by management.

Managers may be assigned new roles that require more knowledge and/or contain new responsibilities.



Empowerment Does Not Look Like

Empowerment does not mean that management relinquishes all authority, delegates all decision-making, and allows operations to run without accountability.

To build trust, employee empowerment also requires an investment of time by both the manager and the employee. It is a best practice for both parties to continue to assess performance agreements, evaluate roles and responsibilities, while also moving forward with a willingness to take new risks. Ultimately, the outcome of employee empowerment should demonstrate strengthening of the employee's capabilities



Kamesia Clark

PERFORMANCE MANAGEMENT
CONSULTANT

For more information on employee empowerment, contact **Kamesia Clark** at kamesia.clark@doas.ga.gov.

Is Agility Our Answer to Attracting and Retaining?

According to studies conducted by Forbes and Manpower, between 54% and 69% of companies surveyed worldwide are experiencing challenges attracting new talent and retaining existing employees. Another element of their survey data reveals Millennials and Gen Z workers have differing attitudes about where, when, why and how to work. So what are employers to do – now – to address the “multiplexity” of human resources-related issues?

First, we must understand there is no longer “HR business-as-usual” nor will there be a “return-to-the-normal.” Instead, we should embrace the change, put on our critical-thinking caps, amp up our creativity, position ourselves for continual learning, and demonstrate top value to the clients we serve, and desire to attract and retain. Whether new to the field or seasoned through years of experience, as HR professionals we should remember the activities of “BCC” – Brand, Candidate/Client, Capitalize.

BRAND: Review the images projected by your organization and continue to evaluate the written and digital messaging being conveyed. Assess whether your business brand resonates with the current market you desire to attract. Remember, you are branding your agency continually, whether intentional or unintentional. Showcase what your agency has and what job seekers most desire -- e.g., hybrid work options, generous vacation and sick leave policies. Don't suppress or downplay, highlight your pluses!

CANDIDATE: There is no shortage of survey and research data about the five-generations in today's workforce. Job candidates and even current employees (clients) are speaking loud and clear through

a variety of tools and venues about their needs and aspirations. While every request might not be realistic, applicable or even plausible, being open to listening demonstrates interest in the generational voices. When the expressed needs and desires can be adopted or accommodated, proceed with efficiency and agility in implementing.

CAPITALIZE: Amp up the usage of the resources that are at your disposal. State of Georgia HR professionals have at our fingertips the Team Georgia applicant tracking system, universities and technical colleges, vocational and technical high schools for sourcing purposes. We even have partnerships with professional associations (e.g., Georgia Council for Human Resources, Society for Human Resources Professionals) and of course our very own employee population as advocates. Tap in, connect, partner-up to aid in conducting your job search both externally and internally.

There is not a single solution to remedying the challenges we face in attracting and retaining employees. However, remembering our brand, our candidates, and how to capitalize will support State of Georgia HR practitioners along the way.

Questions about talent acquisition may be referred to Donna Derby, Talent Acquisition Consultant, at donna.derby@doas.ga.gov or 404-463-7047.



Donna Derby

TALENT ACQUISITION CONSULTANT

TALENT

DOT's Mandatory Reasonable Suspicion Training

The United States Department of Transportation requires all supervisors of commercial motor vehicle drivers to attend its two-hour Reasonable Suspicion training session. Although not required, this training is also open to those who supervise employees in roles other than commercial vehicle driver.

One hour of the training includes signs and symptoms of alcohol misuse, while the other hour will cover prohibited drug use -- as specified by federal regulation 49 CFR 382.603.

Information on the reasonable suspicion documentation process and referring employees for substance abuse treatment will also be addressed in the training.

Training will be facilitated by FSSolutions and offered on a quarterly basis starting the fourth quarter of 2021.

For additional information on training requirements, see the US DOT's manual "What Employers Need to Know About Drug and Alcohol Testing" (https://www.transportation.gov/odapc/employer_handbook). Educational requirements are listed on page 13.



Avoid CDL High-Risk Bounce Backs!

FSSolutions (FSS) maintains a list of random testing dates. Continually, FSS uploads high-risk positions, which must be included in the random selection pool. These high-risk positions are housed in the State of Georgia's PeopleSoft database. If the positions are not updated, then a high-risk position may bounce back as undeliverable.

According to the Federal Motor Carrier Safety Administration requirements, FSS must include the Commercial Driver License (CDL) number, as well as the validation and expiration dates. FSS has recently expressed concern over the number of CDL bounce backs and has requested agencies take time to update their CDL license information in PeopleSoft.

Upon receipt of an FSS CDL Error Report, corrections must be made as soon as possible -- but no later than about four (4) weeks from the date the CDL Error report is received. Failure to update the information has resulted in an increase in

the number of CDL positions without the necessary license information. Incidents such as this can negatively impact an agency. Agencies could be violating federal DOT requirements!

Despite regular follow-ups, continued failure to properly maintain CDL information may result in certain positions being omitted from random selection pools. By not including certain positions in the random selection pool process a violation of federal requirements occurs.

For more information on this topic, contact Gail Stowers at gail.stowers@doas.ga.gov.



Gail Stowers
POLICY ANALYST



U.S. Department of Transportation Mandatory Reasonable Suspicion Training for Supervisors

FSSolutions is offering 2-hour **Reasonable Suspicion Training**. This is **mandatory** training for supervisors of commercial vehicle drivers. Session content includes:

- *Signs and symptoms of alcohol misuse*
- *Prohibited drug use*
- *Referral of employees for substance abuse treatment*
- *Reasonable suspicion documentation*

NOTE: Although not required, this training is also open to those who supervise employees in roles other than commercial vehicle driver.

DATE	TIME
Thursday, December 2, 2021	10:00 AM EST
Thursday, March 31, 2022	2:00 PM EST
Friday, June 24, 2022	10:00 AM EST
Thursday, September 22, 2022	2:00 PM EST
Tuesday, December 13, 2022	10:00 AM EST

Click the below link to register for the **December 2, 2021** training session:

https://webinar.ringcentral.com/webinar/register/WN_uVRsThgHRKGI2aFDNXBP_A



Following registration, a confirmation email containing information on joining the webinar.

Questions and inquiries should be referred to
Drug Testing Coordinator Gail Stowers at
Gail.Stowers@doas.ga.gov or 404-748-0859.



2021 State Personnel Board Meetings In Review

In addition to its three scheduled and three called meetings during calendar year 2021, the State Personnel Board (SPB) considered and took action on the items outlined below:



are intended to provide guidance to state agencies and employees on prohibited political activity, the parameters under which an employee may run for political office, and remedial actions for violating

a provision of the rule. The Board will consider final modifications to this rule at its March 8, 2022 scheduled meeting.

Paid Parental Leave - Rule 16

The law establishing paid parental leave for State of Georgia employees became effective July 1, 2021. The SPB voted to release for public comment proposed modifications to Rule 16, Absence from Work. Final modifications were approved by the SPB in June. The revised rule outlines eligibility requirements and other essential features of paid parental leave.

State Compensatory Time - Rule 16

In September 2021, the SPB voted to release for public comment revisions to Rule 16 to address the use of state compensatory time earned during the Public Health State of Emergency declared on March 14, 2020, and ended on July 1, 2021. The modifications allow an agency to extend to two years the time for the use of state compensatory time earned during that Public Health State of Emergency. Final modifications were approved by the SPB in October and became effective in November.

Political Activity - Rule 8

At the October meeting, the SPB voted to release for public comment proposed modifications to Board Rule 8, Political Activity. These modifications

Other Board Action

During its March 2021 meeting, the SPB voted to release for public comment proposed modifications Rule 1, Organization of the Board. The modifications update procedures concerning Board meetings. The revised rule was approved in June 2021 and became effective later that month.

In July, the SPB approved the applicants for the Georgia State Charitable Contributions Program. In October, the Board heard a classified employee appeal.

Current State Personnel Board Rules may be viewed on the DOAS website at <https://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/state-personnel-board-rules>. Questions regarding SPB meetings may be referred to Valerie Wilkinson, Legal Analysis Specialist, at valerie.wilkinson@doas.ga.gov or 404-232-7851, or the general HRA Policy mailbox policy@doas.ga.gov.

Note: The Policy mailbox is monitored daily.

2022 EBPC & SPB Meetings

Tuesday, March 8, 2022

Tuesday, June 14, 2022

Tuesday, October 11, 2022



Valerie Wilkinson
LEGAL ANALYSIS SPECIALIST

DECAL: Stretched to Think, Perform and Celebrate!

AGENCY SPOTLIGHT



Top Left to Right: HR Operations Supervisor Sabrina Henry, HR Director Robin Stevens, HR Business Partner Tamara Rand.

Second Row Left to Right: HR Assistant Yolanda Corbitt, HR Technician Angela Butler, HR Coordinator Lavonda White.

Third Row Left to Right: HR Business Partner Janice Harris, Senior HR Manager Sheryl Young-White, Senior HR Manager Rhonda Gunn.

Bottom Row Right: HR Business Partner Supervisor Mark Dock.

The Georgia Department of Early Care and Learning (DECAL) is responsible for meeting child care and early education needs of Georgia's children and families. DECAL administers the nationally recognized Georgia's Pre-K Program; licenses both child care centers and home-based child care; administers Georgia's Childcare and Parent Services (CAPS) program as well as federal nutrition programs; and manages Quality Rated, Georgia's child care rating system. The department also houses the Head Start State Collaboration Office, distributes federal funding to enhance the quality and availability of child care, and works collaboratively with Georgia child care resource and referral agencies and organizations throughout the state to improve early care and education.

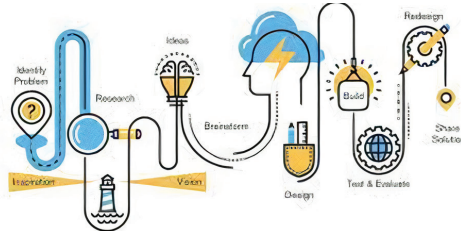
Like many state agencies, in March 2020, DECAL was forced to make most

of its services virtual because of the COVID-19 public health emergency. The Human Resources staff effectively transitioned to a virtual environment, from conducting interviews via Teams and Zoom technology, to onboarding new hires in a virtual environment. Adhering to the Centers for Disease Control's safety guidelines, the HR team as well as job applicants demonstrated flexibility in adjusting to the new virtual and safety requirements.

Recognizing that its managers and supervisors continue to need professional development, the HR staff enhanced its seven-module supervisory skills course and successfully delivered the program via the MS Teams format. With the need for flexibility and convenience, the program was

(cont. page 12)

DECAL Spotlight (cont.)



recorded for online 24/7/365 availability via DECAL's internal website.

DECAL HR also maximized its internal communications by drafting informational memos, instruction guides, and FAQs. The Families First Coronavirus Response Act, leave of absence, responding to COVID-positive result scenarios, and maintaining mental and physical well-being were key topics highlighted in its new communication.

A consequence of the pandemic has been the emphasis on the relevance and criticality of our nation's child care system. The DECAL HR team sprang into action to identify a large temporary workforce to partner with for its services -- which was no small feat considering the labor market shortage!

To-date DECAL distributed over \$144 million in emergency funding from the Coronavirus Aid, Relief, and Economic Security Act (CARES) to provide child care assistance to frontline workers and help stabilize the childcare market. Those funds included \$122 million in three rounds of STABLE payments, \$19 million for CAPS emergency policy payments, and \$3 million for the CAPS essential services workforce priority group.

A staff poll was recently conducted about work location and productivity

and revealed the benefits of continuing to work remotely i.e., less time wasted in traffic, greater productivity, more time for family, fewer expenses toward parking, gas, and meals. In addition to 370 employees serving as Child Care Consultants, Pre-K Specialists, Compliance Auditors, several DECAL units are now designated as "home-based." These departments include CAPS, Finance, Nutrition, Professional Development System (PDS), as well as Information Technology and Legal. Half the staff that was previously based at the Atlanta Twin Towers office will continue to report there; the other half continues under the remote work structure.

The keys to success for the DECAL HR team are understanding the business served, developing and nurturing relationships, and remaining abreast of current events that impact the business operation. While HR teams nationally and even globally have been stretched to perform and deliver, the COVID pandemic has served as a test of HR's stamina and resiliency. The DECAL HR team has been stretched to think and perform outside the box and to explore and adapt to new circumstances for its employee population. The positivity, dedication, and willingness to take risks have been the factors for success celebrated by the DECAL HR team.

For more information about DECAL, visit our website at www.decals.ga.gov.

Robin's HR career spans 40 years. She joined the DECAL team in 2012 with the challenge of building the agency's first HR department. Her top priorities are to stay abreast of current events that may impact work, remember your clients and deliver value-added services, and enjoy the journey. Her general work philosophy is "if it's not bleeding, don't sweat it" and "keep the job in perspective and don't let the small stuff keep you awake." Robin enjoys Italian cuisine, golfing with her husband, and walks with her dog. Robin received her undergrad and graduate degrees from the University of Georgia. She attributes having lived in Hong Kong for 3.5 years as the most valuable educational experience of her life.



Robin Stevens
HUMAN RESOURCES DIRECTOR



DJJ: 'Be The Change' Survey Empowers Agency Culture

Last fall, the Department of Juvenile Justice (DJJ) released an employee engagement survey to help DJJ leadership better understand employee morale, agency culture, and operational procedures. The 21-question survey, managed by the Georgia Department of Administrative Services (DOAS) and Survey Monkey®, targeted feedback on employee interactions, professional development, wellness, and tools and resources.

"We wanted to provide an opportunity for our employees' voices to be heard," said DJJ Commissioner Tyrone Oliver. "Through our work with the Youth in Custody Practice Model, DJJ developed a balanced approach to addressing areas the agency's leadership team wants to enhance. The employee survey helped identify a baseline for change and implementation of new practices, processes, and programs. We are thankful for the support and guidance our partners in DOAS provided."

More than 1,800 employees completed the survey and outlined the need to improve in core areas regarding compensation, career development, health and well-being, staff safety, and communication.

"Employee engagement has been called the 'Holy Grail' of today's workplace," said Conrad Norman, a DOAS Senior Manager. "The DJJ employee engagement survey is a great example of how agencies and Human Resources Administration (HRA) can partner to deliver best-in-class solutions that help retain talent and build better workplaces."

Since the 2020 survey, DJJ has given Juvenile Correctional Officers (JCOs) a



10 percent pay raise and partnered with the University of Georgia's Carl Vinson Institute Leadership Academy to provide leadership training. DJJ now offers a peer support program for employees involved in traumatic or critical incidents. Further, DJJ security personnel now has additional body cameras in secure facilities.

The agency has hosted quarterly town hall meetings to increase communication. A recent meeting, led by Penny Sampson, a consultant for The Council of Juvenile Justice Administrators (CJJA), focused on best practices in staff wellness and life balance.

Part 2 of DJJ's engagement survey launched in early-November to obtain feedback on the current changes made by the department. "The executive leadership team and I want to 'Be the Change' we want to see in the agency," said Commissioner Oliver. "We are committed to improving the culture here at DJJ, and we can only achieve this goal with valuable input from our hard-working and dedicated employees."

For more information about DJJ, visit our website at www.djj.georgia.gov.

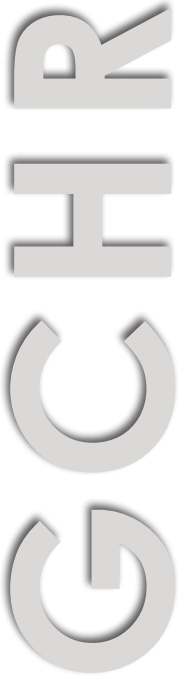


Jessica Walker

COMMUNICATIONS SPECIALIST

Jessica Walker joined the Department of Juvenile Justice Office of Communications in 2019. Currently serving as a Communications Specialist 4, Jessica has 10 years of experience in the communications field. Before joining DJJ, she worked for the City of Atlanta for six years. Jessica is a University of Georgia alumna and was born and raised in metro Atlanta.

AGENCY SPOTLIGHT



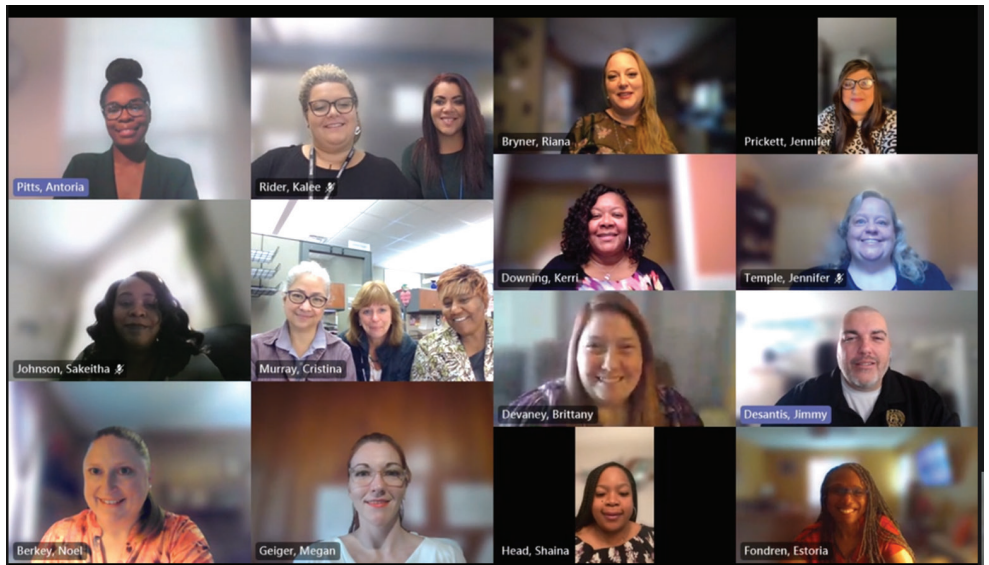
CONGRATULATIONS

2021 GCHR Excellence in HR Awards

TEAM OF THE YEAR AWARD

Recognizes an HR team for significant contributions and achievements in human resources management.

Georgia Department of Corrections:
HR Operations – Transactions/Benefits Team



Top Left to Right: Antoria Pitts, Kalee Rider, Michelle Woodruff, Riana Bryner & Jennifer Prickett.
Second Row Left to Right: Sakeitha Johnson, Cristina Murray, Tina Whiting, Sharon Fryer, Kerri Downing, Brittany Devany & Jimmy DeSantis. **Third Row Left to Right:** Noel Berkey, Megan Geiger, Shaina Head & Estoria Fondren.
[Not Pictured: Natasha White, Latoya Colbert, Stephanie Fogarty & Ke' Mya Boyd]

PANDEMIC PROACTION AWARD

Spotlights the proactive efforts of an HR team to ensure continuity of human resources management during the COVID-19 pandemic.

Georgia Department of Human Services:
Office of Human Resources
Anne McGowan, Arnita Rainwater, Shaneque Eburne,
Jacqueline Paulk, Kelly Sesay and Latonya Siler



Stress, Depression and the Holidays: Tips for Coping

The holiday season often brings unwelcome guests — stress and depression. Yet, with some practical tips, you can minimize the stress that accompanies the holidays. You may even end up enjoying the holidays more than you thought you would.



Tips to Prevent Holiday Stress and Depression |

When stress is at its peak, it's hard to stop and regroup.

Try to prevent anxiety and depression in the first place, especially if the holidays have taken an emotional toll on you in the past.

- 1. Acknowledge your feelings.** If someone close to you has recently died or you can't be with loved ones, realize that it's normal to feel sadness and grief. It's okay to take time to cry or express your feelings. You can't force yourself to be happy just because it's the holiday season.
- 2. Reach out.** If you feel lonely or isolated, seek out community, religious, or other social events. They can offer support and companionship. Volunteering your time is also an excellent way to lift your spirits and broaden your friendships.
- 3. Be realistic.** The holidays don't have to be perfect. As families change and grow, traditions and rituals often change. Choose a few to hold on to, and be open to creating new ones.
- 4. Set aside differences.** Try to accept family members and friends as they are, even if they don't live up to all of your expectations. Set aside grievances until a more appropriate time for discussion. And be understanding if others get upset or distressed when something goes awry.
- 5. Stick to a budget.** Before you go gift and food shopping, decide how much money you can afford to spend. Then stick to your budget. Don't try to buy happiness with an avalanche of gifts.
- 6. Plan ahead.** Set aside specific days for shopping, baking, visiting friends, and other activities. Plan your menus to help prevent last-minute scrambling from buying forgotten ingredients. Make sure to line up help for party prep and cleanup.
- 7. Learn to say no.** Saying yes when you should say no can leave you feeling resentful and overwhelmed. If it's not possible to say no when your boss asks you to work overtime, try to remove something else from your schedule to compensate for the lost time.
- 8. Don't abandon healthy habits.** Don't let the holidays become a free-for-all. Overindulgence only adds to your stress and guilt. Try having a healthy snack before holiday parties so that you don't go overboard on sweets, cheese, or drinks; get plenty of sleep; and incorporate regular physical activity into each day.
- 9. Take a breather.** Make some time for yourself. Find something that reduces stress by clearing your mind, slowing your breathing, and restoring inner calm. Take a walk at night, listen to soothing music, get a massage, and/or read a book.
- 10. Seek professional help if you need it.** Despite your best efforts, you may find yourself feeling persistently sad or anxious, plagued by physical complaints, unable to sleep, irritable and hopeless, and unable to face routine chores. If these feelings last for a while, talk to your doctor or mental health professional.

Article by

Lisa Cronin, Kepro Account Manager
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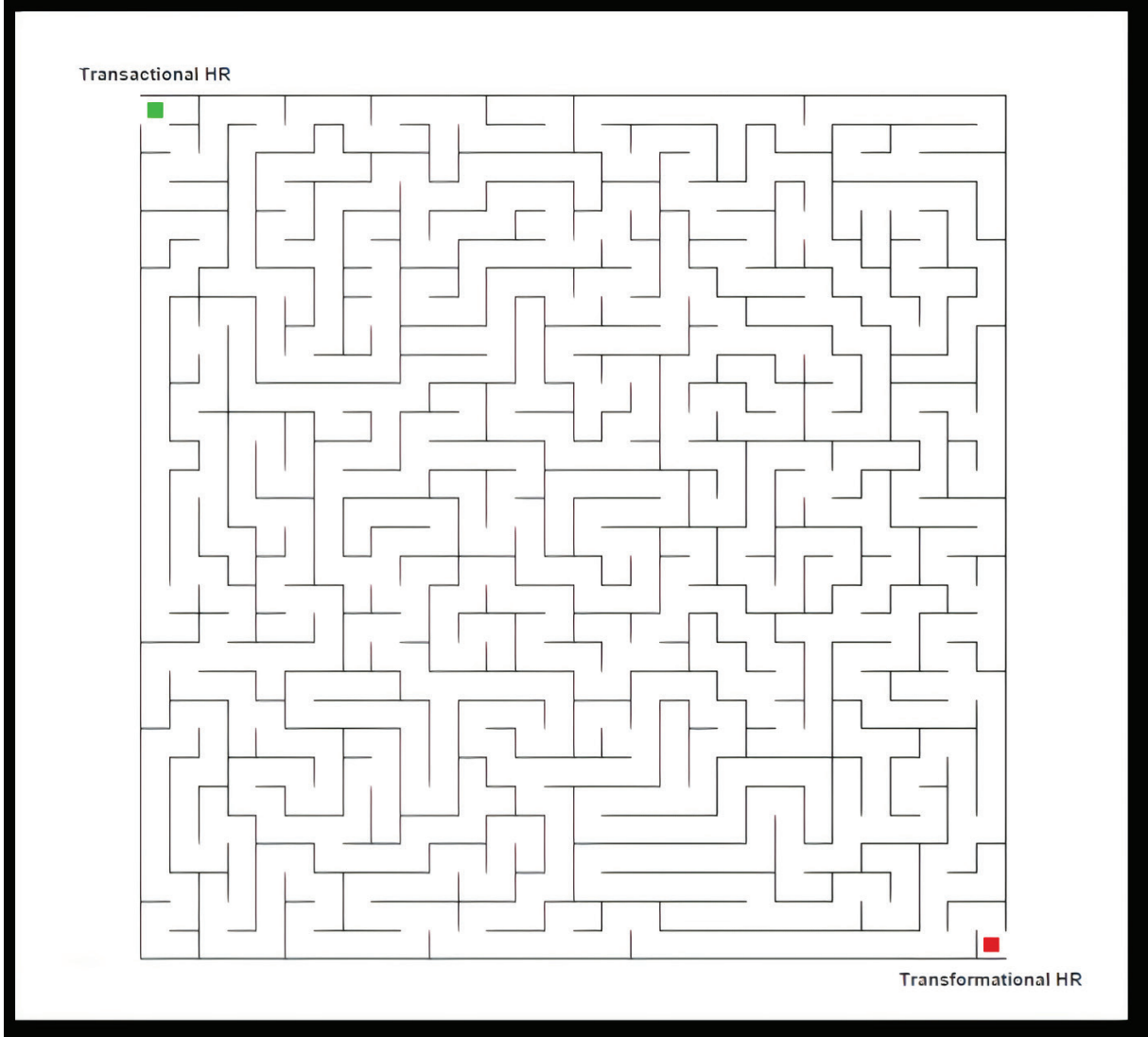
EAP website: www.EAPhelpink.com

Company Code: Georgia

Be the First! Be Recognized!

Be the first to draw a line and maneuver through the maze and connect from “Transactional HR” to “Transformational HR” -- without breaking your line. The winner of this activity will be recognized in the next edition of our HRA HORIZONS newsletter. Email your completed entry to newsletter.hra@doas.ga.gov. The first submission received will be declared the winner.

The Microsoft Outlook date and time stamp will be used to determine submission date and time.



YOUR NAME:

EMAIL ADDRESS:

CONTACT #:

SUBMISSION DATE:

COMING SOON

DATE ACTIVITY

February 15, 2022	HR Community Meeting
March 8, 2022	Employee Benefit Plan Council & State Personnel Board Meetings
May 17, 2022	HR Community Meeting
June 14, 2022	Employee Benefit Plan Council & State Personnel Board Meetings
August 9, 2022	HR Community Meeting
October 11, 2022	Employee Benefit Plan Council & State Personnel Board Meetings
November 15, 2022	HR Community Meeting

WE WELCOME YOUR IDEAS!

HORIZONS is a quarterly newsletter produced by the Georgia Department of Administrative Services, Human Resources Administration Division. We welcome your content suggestions and feedback. Please contact us at **Newsletter.HRA@doas.ga.gov**.



HRA GENERAL CONTACT INFORMATION

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hra@doas.ga.gov

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JILL SIMMS & VALERIE WILKINSON

NOVEMBER 2021 - VOLUME 3, ISSUE 4

Coming December 2021

HR PROPEL – Series 2 Edition



| OUR HOST |
Al Howell
Deputy Commissioner



| SERIES 2 – EPISODE 1 |
Conrad Norman
Senior Manager, Learning & Development
"Why Managers Need Development"



| SERIES 2 – EPISODE 2 |
Gail Stowers
Policy Analyst Senior
"State of Georgia Substance Abuse Program"



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