

## Practical Approach: End Your Overreliance on Email

Effective communication is tough. Our choice of communication channel can make it easier or more difficult. Today, we have so many choices in how we can communicate – text, Teams chat, Teams meeting, email, phone, in person. None of them are bad but each has its place.

Here are some questions to ask yourself to know the most effective and appropriate communication method for your situation.

**Do you expect back-and-forth discussion between a lot of people?** Use a Teams or Zoom meeting or, if it is really important and the cost isn't prohibitive, meet in person.

**Is your message extremely time sensitive?** Call or perhaps text or Teams chat to say we need to connect ASAP.

**Do you have a short, simple message for a small, defined audience?** This is a great time for email.

**Are you communicating criticism, providing coaching or training, or bad news?** This type of message should be delivered in person if at all possible. If it isn't feasible to meet in person, a phone or video call is a reasonable second choice. This is never a time for a text, chat, or email.

Taking the time to communicate is important. Making sure we deliver those communications in the most effective and appropriate manner will always be appreciated by members of our teams.

–Commissioner Darin Seeley

## Complete Your First Check-In

This year we launched the state's new performance evaluation system, Continuous Performance Communication (CPC). This system is aimed at developing communication, openness, and trust between employees and their supervisors. CPC consists of check-ins and a year-end appraisal.

A check-in is a meeting between a supervisor and employee to discuss what's going well, what could be improved, and what the employee needs from the supervisor. Check-ins are conducted at three and five months with new employees and minimally two times a year thereafter.

The deadline for the first of these two required check-ins is June 30, 2022. A list of all CPC related forms can be found [here](#).



## Mental Health Awareness Month: Four Ways to Support Employees

Supporting the mental health of your employees is important in the modern workplace. Mental health is as contagious as any virus. Luckily, managers can make a positive change. Implementing even a few of these ideas could lead to a better return on investment, increased productivity, better retention, and improved creativity.

- Promote the Employee Assistance Program** – Some employees may still not be aware the state offers an [Employee Assistance Program](#) as a free benefit. Five free counseling sessions are available to all employees and their family members per plan year.
- Watch for Warning Signs** – Recognizing the signs of depression and anxiety early can make all the difference. An article from [MentalHealthWorkplace.org](#) lays out both what signs to watch for and what to say when you see them.
- Communicate** – Some employees may not feel it's appropriate to discuss things in the workplace. Supervisors can make all the difference by creating an environment where employees feel comfortable enough to share things.
- Promote the benefit Well-being program** – The State offers a free [well-being program through WebMD](#). This free program offers resources, daily habit plans, and stress-reducing challenges. There is even a financial incentive for taking the time to improve one's well-being.

## Save the Date: 2022 Leadership Conference

Mark it on your calendars! The 2022 BHR Leadership Conference is officially booked for Wednesday, September 7, 2022. As in years past, the conference will take place at the Ramkota Conference Center in Pierre, South Dakota. BHR is deep in the planning stages and will soon be announcing speakers and topics for this year's event.

We hope to see you there.



# Supervisory Summary

The Supervisory Summary is designed to give you a monthly 'heads up' at some of the more weighty topics in the upcoming Benefits and Well-Being Bulletin and Training & Development Digest.

## Benefits

### Participate in Open Enrollment

FY23 Open Enrollment will open Monday, May 2 and will continue through noon (your time) on Monday, May 16. FY23 will be a passive Open Enrollment. A passive enrollment means that if you do nothing, your benefit elections will not change once the fiscal year rolls over on July 1, 2022. However, you must select the amount you would like to contribute to your Medical FSA, Dependent Care FSA or Combination FSA during Open Enrollment. Your current payroll deductions for a Medical, Dependent Care or Combination FSA will not automatically be continued.

Additionally, if you choose to opt out of the Health Plan, you must actively opt out during Open Enrollment, and submit proof of other creditable coverage by June 3, 2022. If you do not opt out of the Health Plan during Open Enrollment, you will be default enrolled into the Washington High Deductible Health Plan, with employee only coverage.

You will receive an email from Infor directing you to go to Employee Space and participate in Open Enrollment. The email came from **Noreply-cloudnotification@infor.com**. If you do not receive an email from this address, please contact the benefits team at 605.773.3148 or **benefitswebsite@state.sd.us**.

Instructions for completing enrollment will be available on May 2 at <https://bhr.sd.gov/fy23oe/>.

Additional information is available to help you make the best decision possible for you and your family. Visit the FY23 Plans Page for links to the updated Benefits Guide, ALEX, plan comparisons, and other great resources.

As a reminder, Open Enrollment is the only time of year you can make changes to your health and flexible benefits plans without a qualifying life event.

### **Additional Topics:**

- Take Advantage of Discount Programs
- Livongo Diabetes Prevention Program Coming in July
- RXOutreach and myLifeLink
- Information on Primary Care Providers
- Mental Health Awareness Infographic

## Training & Development

### Crucial Conversations

Crucial Conversations for Mastering Dialogue teaches the skills necessary for handling critical discussions between two or more people where the stakes are high, opinions vary, and emotions run strong. Participation in this course provides you with the skills to speak and be heard (and encourage others to do the same), you'll surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment.

We have offered this course two times in the last three months and both times we had to cancel due to low enrollment.

This class is best when experienced with enough people to generate conversations around the topic. We would like to have enough people with interest in taking the class before we schedule another session. You can use the link to the form to sign up indicating your interest in taking the class. It will not register you for a Crucial Conversation class. Once enough interest has been received there will be multiple date options sent to the interested employees. The date with the highest positive responses will be selected as the date for the next class.

**Visit the form here.**

### **Additional Topics:**

- New Microsoft Classes
- Training Tuesdays
- Mental Health Awareness