

### Brief Mindfulness Exercises

Take little moments throughout the day to practice mindfulness.

#### Just sit quietly with your eyes closed.

Simply take a moment to contemplate and reflect.

#### Pause before you speak and act.

Pause to consider what you are going to say before speaking. Take a two- or three-ring pause before picking up the phone to think about your intention.



#### Be right here, right now.

Try not to dwell in the past or think about the future.

#### Practice mindful stretching.

Slowly stretch each part of your body. Be aware of your breathing as you stretch.



These tips were adapted from the LifeWorks podcast "Quick Stress Reducers," featuring David Gelles, the author of "Mindful Work." © LifeWorks

### Action Centre Contacts

The Coordinators are available Monday to Friday from 8:30am-4:30pm to answer your various questions, and/or for support.

Please do not hesitate to call us and/or engage with the Peer Helpers when they call.

**Please reach out by phone:**  
905-723-1480

**Or by email:**  
Eva.Guta.ipsactioncentre@gmail.com and  
Trisha.Judges.ipsactioncentre@gmail.com

### And remember.....

1. Visit our Facebook page, Unifor Local 222/1090 IPS Action Centre (and please 'like' the page!)
2. Fill out the **\*NEW\* Action Centre Survey** mailed to you in a self-addressed return envelope. If it is more convenient, complete the survey online at: <https://www.surveymonkey.com/r/IPSActionCentreNeedsAssessment2021> It really helps us plan workshops and other supports that meet your needs.
3. Find more information about Second Career at [www.ontario.ca/page/second-career](http://www.ontario.ca/page/second-career)
4. Make sure we have your email address to send you the latest information!
5. Life can be complicated. Get help with all of life's questions, issues and concerns with **LifeWorks**. Any time 24/7, 365 days a year. Search "**LifeWorks**" and download the app through Google Play or App Store.

### Job Links:

- SOBEYS** - <http://www.jobs-sobeyscareers.com/>
- ANDROID IND** - <https://www.android-ind.com/careers/>
- ROBINSON SOLUTIONS INC** - [careers@robinsonsolutions.com](mailto:careers@robinsonsolutions.com)
- TFT GLOBAL** - [www.tftglobal.com](http://www.tftglobal.com)
- GENERAL MOTORS** - [www.gm.ca](http://www.gm.ca)

# IPS Action Centre Newsletter

August 2021



## We're back...

## August 16th the IPS Action Centre will be reopening!!

After long last we are excited to welcome each and every one of you back with open doors and socially distanced open arms. Our hours of operation will remain the same; however, some changes have been made. Although cases have greatly declined with significant numbers being vaccinated, we are still in uncertain times; however, we will be open and ready to assist you in person.

Previously implemented precautions and protocols will remain in place for reopening and are subject to change.

### Member Protocol:

- **Appointment Only** – please call the Action Centre to set up an appointment. Time allotment will be dependent on your needs.
- **Temperature to be taken at the door** – your temperature will be taken before entering the Action Centre. If it is high, you will be asked to wait a few minutes and it will be taken a second time. If still high you will not be able to enter, and we will reschedule your appointment.
- **Masks Mandatory when inside** – there are no exceptions to this rule. If you are unable to wear a mask for the duration of the visit (outside of eating or drinking) you will not be able to enter. We will attempt to help you in any way we possibly can via phone, zoom or other means as necessary.
- **Social Distancing in effect** (6ft whenever possible)
- **Waiver to be signed** – You will be asked to sign a waiver of acknowledgement prior to entering. Standard questions will apply i.e. have you had any COVID symptoms, travelled in the last 14 days etc.
- **Hand sanitizer and hand washing enforced** – Hand sanitizer will be provided
- **Wipes** (or other disinfectant) will be provided to wipe down all hard surfaces that you or other members may have been in contact with during the visit including the supplies such as pens, pencils, rulers, erasers and laptops.

**We cannot wait to visit with you over a coffee and see you in person!!**



# COMING SOON – Digital Literacy Workshops

**Start date to be determined with a goal of mid-September.**

Each class will run for 3 weeks, twice a week (Tuesdays & Thursdays) from 9:30AM-12:30PM

Class size will be limited to 10 so if you are interested in taking either of the 2 classes listed below contact the Action Centre immediately!

Phone: 905-723-1480

Email: [eva.guta.ipsactioncentre@gmail.com](mailto:eva.guta.ipsactioncentre@gmail.com) or

[Trisha.Judges.ipsactioncentre@gmail.com](mailto:Trisha.Judges.ipsactioncentre@gmail.com)

## Workshop 1: Skills Building Workshop - Basic

**With Focus on:**

**Getting Prepared –** • Start with an introduction to technology

- Create an email account to use for job search
- Get familiar with functions, short-cuts, and icons
- Practice sending, receiving, and responding to emails
- Navigate Internet browsers and search engines
- Add email to mobile devices (if required)

**Document Preparation and Organization –** • Focus on ensuring resume and cover letter documents are ready for job search

- Create an introductory statement to use for body of emails
- Edit resume and cover letters
- Learn to add key words and phrases in documents
- Organize, save, and store resumes and cover letters

**Going On-line –** • Get familiar with on-line job boards

- Understand employer requirements
- Learn about employer preferences for applications
- Learn about online training opportunities
- Register, log on, and start online training opportunities
- Explore the use of video conferencing apps and software associated with online training

**Applying Online –** • Learn to attach documents to emails

- Learn to create profiles and upload information
- Learn to submit applications via job boards
- Practice submitting applications following employer preference
- Learn to track, follow-up, and check online applications
- Finding Information –** • Practice using search engines to research, explore, and find information
- Learn where job leads can come from
- Understand how social media can help and hinder your job search

**Troubleshooting and Practice –** • Review digital literacy skills

- Explore possible challenges and possible solutions
- Outline common mistakes
- Share tips and tricks

## Workshop 2: Building on Basic Digital Literacy

This next six-part workshop series proposes to focus on gaining more skills in digital literacy with attention on the following:

**Document formatting and professional presentation using Word –** • Fonts, paragraph, styles, functions, layout, review, and more

**Enhancing job board profiles –** • Adding key words and details, setting alerts, and notifications

**Understanding more about the computer including Windows training –** • Saving, accessing, file naming, retrieval, and more

**Checking social media presence and adding privacy settings –** • Adding connections and friends, joining groups, limiting sharing, etc.

**Identifying scams and questionable content –** • Real versus Fake, sources, junk emails, solicitation emails, and more

**Understanding your device –** • Organizing and planning

- setting reminders and notifications
- Helpful cloud-based programs/apps
- Creating log ins and passwords

# Self-Care for Shift Workers

Shift work is defined as working outside the typical 9-5 work day, which is a reality for about 25 percent of North American workers. This can include early mornings, late nights, or rotating shifts. Inadequate shift-working schedules and long hours can cause irritability, exhaustion, injuries, and burnout among workers. However, if you are in this situation, there are steps you can take to minimize these effects.

**Understanding Shift Stress** - Adjustment to shift work is based on the circadian rhythm, the biological clock. The body clock tells us when to eat, sleep, and wake up. Our brains produce a hormone called melatonin that prepares the body for rest and helps us sleep. But this process is suppressed by daylight when we usually need to be active. At night when melatonin is produced, a cascade of chemicals that affects blood, glands, digestion, brain waves, body temperature, general alertness, and level of arousal is produced and we become sleepy as a result. It can be extremely difficult to fight the physiological switch that induces rest and sleep.

**Coping with Shift Work** - Studies show that the best shift schedules move clockwise or forward (e.g., morning to evening to night) rather than counter clockwise. Regardless of your shift changes, managing your sleep, even if it must come during daylight, is the essential to avoiding shift stress. Try some of the following to help you sleep at any time: • Relax without caffeine, sleeping pills, alcohol, or nicotine before going to bed • Make sure you are well away from all distractions, phone calls and lights • Keep your bedroom temperature comfortable • Use earplugs and masks to block out sound and light • Use heavy or “blackout” curtains to block out light • If possible, soundproof your room—heavy carpeting can help muffle noise • Use a fan or a “white noise” machine to block out other sounds • Go to bed with an empty bladder

**Shift work disorder** - Also known as shift work sleep disorder, a condition that affects shift or night workers due to the disruptions to sleep patterns with an average of 1-4 hours of sleep lost per night with people with this condition. Strategies to help you maintain a normal schedule during your waking hours include: • Going to bed at the same time every day, even if it is an odd time or if it means adjusting your social life on your days off • If you must be up at different hours on days off, try going halfway. Overlap half your usual work period with sleep. For example, if your usual shift is midnight to 8 a.m., stay awake until 4 a.m. and then sleep till noon. It will be easier than making a total transition and will buy you some extra daytime • Plan social events around your ideal sleep schedule. This can be a challenge but it’s better than shocking your body rhythms when you return to work • Make sure your family and friends are aware of your schedule and that you’ve worked out quality time to spend with them • If you have children that need attention while you’re sleeping, try to arrange for suitable childcare to allow you enough rest time • Try taking a nap of at least 30 minutes just before going to work • After a night shift, go to bed as soon as you’re relaxed enough to fall asleep even if you feel you could stay up for hours • Keep a sleep diary to monitor your sleep habits • Seek out advice, information and support if you are struggling with your shift patterns and sleep

**Diet and Health** - Diet and health play an important role in avoiding stress and maintaining energy throughout a difficult schedule.

**Shift work can take a toll on alertness and response times as well.** Make a special effort to: • Follow your workplace procedures carefully. Errors are more likely at night • Take all permitted breaks at work to keep fresh and alert • Drive carefully after a night shift, as more accidents happen after dark

With some adjustments and looking after yourself, you can avoid a lot of the stress and burnout that often comes from working shifts. ~ © LifeWorks 2021 - Katherine Johnson, Client Care Counsellor

The IPS (Oshawa) Labour Adjustment Committee and Action Centre are supported by:

