

Handling Workplace Challenges

*TO BE COMPLETED BY THE MENTEE.*

*This activity will help you learn more about the best way to handle workplace challenges. Answer the following questions to the best of your knowledge in advance of the seventh session with your mentor.*

A workplace challenge is a situation or condition experienced at work that makes performing your job difficult. Your mentor can serve as a sounding board and resource for handling challenges that you may encounter at work. If you are experiencing a challenge, use this worksheet to reflect upon and articulate the problem and how it is affecting you. Ask your mentor to help you identify strategies or resources for addressing the challenges.

* A challenge I am faced with at work is:
* The ways in which this is affecting me and my job performance are:
* Some actions I might take or resources I might use to address this challenge are:

All individuals face challenges at work at times that cause stress and may interfere with job performance and productivity. Your mentor can be a valuable source of support for handling these challenges. In addition to listening and offering encouragement, your mentor may have helpful suggestions for handling challenges based on his/her own personal experiences or knowledge of resources.

If you are looking for support and helpful resources, a good place to start is the **Employee Assistance Program (EAP)** at your company. EAP offers free, voluntary, confidential short-term counseling and referral for various issues affecting employee mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.