



Holiday Season: Reducing Employee Stress

By Kelly Spors

The holiday season is supposed to be a time of comfort and joy. Yet, for many people, it can also be a time of great stress. Employees have to juggle their professional duties with personal demands, such as shopping for gifts, hosting and attending holiday parties, cleaning, and cooking. Moreover, some workers may feel financially or emotionally drained this time of year. "The holidays can be a hectic time for many, and a lack of money, a lack of time, and the hype and commercialism of the season causes increased stress" for many Americans, according to a 2006 study by the American Psychological Association. Business owners and managers can take steps to relieve their employees' stress levels around the holiday season and make their lives a little merrier.

Be flexible about scheduling
 Offering flexible scheduling or extra personal time in the days leading up to Thanksgiving or Christmas may be the best gift you can give your

employees. This will allow them extra time to run errands, shop, spend time with family or simply unwind during the hectic holiday season.

Hire temporary staff, if you need extra help
 Hiring a few extra workers can relieve your full-time staff and prevent them from needing to work overtime around the holidays.

Don't overdo employee holiday events
 Even though it's a festive time of year, office holiday parties and other employee events around the holiday season only place an extra burden on your staff. Consider keeping work-related events to a minimum around the holidays, if possible. Perhaps host just one party or employee event over the holiday season.

Praise your staff
 Your employees may need some extra encouragement and compliments around the holidays. Tell employees directly that they're doing good work or give them cards with messages that show gratitude. Whatever you do, avoid making



the holidays extra stressful by complaining too much or pressuring your employees.
Be sensitive to cultural or religious differences
 Remember that not everyone celebrates

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Sub-Bid Requests

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IS SOLICITING COST PROPOSALS FROM DBE SUBCONTRACTORS AND VENDORS CERTIFIED WITH THE NEW YORK STATE UNIFIED CERTIFICATION PROGRAM
Long Island City Yard Restoration and Resiliency Construction
 MTA LIRR Contract No. 6197
 Bid Date: December 4, 2017

Description of project:
 The scope of work includes the reconstruction of Tracks 9–12 including the restoration of third rail systems; switch replacements; construction of car cleaning platforms; underground utility work (drainage, domestic water piping, and electrical traction duct banks); raise track profiles; traction and wayside power systems work; removal of petroleum contaminated soil. In addition, the work includes properly staging the work and minimizing impacts to operations. Early construction to support restoration and mitigation will also be part of the successful bidder's work, including the installation of third rail systems on tracks 7 and 8 (enhancing system resiliency) and including a fuel safety interlock.

Many bidding opportunities available.
 If you are interested in bidding on this project, please contact Skanska's Outreach Coordinator: Julia.Omanoff@skanska.com

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IS SOLICITING BIDS FROM M/WBE SUBCONTRACTORS AND SUPPLIERS CERTIFIED WITH NEW YORK CITY SMALL BUSINESS SERVICES
Ed Koch Queensboro Bridge Replacement of Upper Roadways
 NYCDOT Contract No: BRC231F
 Bid Date: January 12, 2018

Subcontracting opportunities include but are not limited to Asphalt, Barrier, Bearings, CPM Scheduling, Demolition, Drainage, Electrical, Expansion Joints, Fencing, Field Trailer, Fuel, Haul and Dispose, Highway Lighting, Miscellaneous Metals, MPT, Painting, Paving, Railings, Rebar, Sandblasting, Saw Cutting, Sealing, Signs, Striping, Structural Steel, Surveying, Testing, and Trucking. Please see contract documents for further opportunities.

Interested firms please contact john.papagiannakis@skanska.com • EOE/M/F/Vet/Disabled

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IS SOLICITING COST PROPOSALS FROM DBE SUBCONTRACTORS AND VENDORS CERTIFIED WITH THE NEW YORK STATE UNIFIED CERTIFICATION PROGRAM
Coney Island Yard Complex Long Term Flood Mitigation
 MTA NYCT Contract No. C-34836
 Bid Date: January 4, 2018

Description of project:
 Creation of a 12,000 LF flood protection wall (sheet piles, micropiles, jetgrout, and concrete), new drainage, upgraded pump stations, new drainage outfalls into Coney Island Creek, flood gates, vehicular gates, bridge hardening, and upgrades around the 100-acre NYCT Coney Island Yard Facilities in Brooklyn, New York; creation of a cable bridge across all three yards; communications, signal, and power work throughout all three yards, including new ductbanks and manholes; emergency alarm and telephone; trackwork in affected areas of construction; structural repairs to the historic Traction Motor Shop including upgrade to the exterior building wall.

Many bidding opportunities available.
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ARE SOLICITING COST PROPOSALS FROM NEW YORK STATE CERTIFIED M/WBE AND SDVOB SUBCONTRACTORS AND VENDORS
Design and Construction for Enhanced Station Improvements Phase 2
 MTA Metro-North Contract No. 100092250
 Bid Date: November 2017

Description of project:
 Design and construction of the following six Metro-North stations: White Plains, Riverdale, Port Chester, 125th Street Harlem, Crestwood, and Yonkers. The bulk of the work will occur at the White Plains and Crestwood stations while work at the remaining stations will be comprised mostly of state of good repair work along with making the stations cleaner, brighter, and easier to navigate, by utilizing means such as improved lighting and more intuitive way-finding and providing amenities such as Wi-Fi and cellular connectivity.

Many bidding opportunities available.
 If you are interested in bidding on this project, please contact Skanska's Outreach Coordinator: Julia.Omanoff@skanska.com

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NORTHEAST EVENTS FOR YOUR BUSINESS

2017

Women's Power Networking Breakfast: Technology and Your Business
 Thursday, December 14, 2017, 8:30 am–10:30 am
 Queens Borough Hall, 120-55 Queens Boulevard, Room 200, Kew Gardens, NY
 Main Sponsor(s): Queens Economic Development Corporation
 Contact: Andrea Ormeno, 718-263-0546, aormeno@queensny.org
 Fee: Free; registration required
 Join speaker Anita Srivastava at this free event for her talk entitled "Technology and Your Business." Explore how to advance your business in a tech-savvy world. Understand how mobile and web development will improve your operations efficiency, increase customer engagement, and grow sales. As always, there will be a networking opportunity and a free breakfast.

Master Your Inner CEO for Sustainable Success
 Thursday, December 14, 2017, 6:00 pm–8:00 pm
 Founders Business Park, Connecticut Center for Advanced Technology, 222 Pitkin Street, East Hartford, CT
 Main Sponsor(s): University of Hartford Entrepreneurial Center
 Contact: Dawn Zumbroski, 860-768-5681, entrectr@hartford.edu
 Fee: Free; registration required
 Peak performance mindset requires the ability to master your inner CEO or the art of mindfulness for sustainable success. This workshop will

discuss how mindfulness impacts you and your business. We will explore the root cause of the problem that holds many back from reaching the next level and provide the solution to overcome any challenge. At the conclusion of the workshop, you will be equipped with the tools to develop new habits and discipline and the right mindset for peak performance. Additionally, you will learn how the Eight Pillars of Wellness and Accountability keep you one step ahead of becoming complacent so you can operate toward long-term sustainable success.

Federal Government Agencies Are Required to Establish Small Business Contracting Goals
 Friday, December 15, 2017, 10:00 am–11:30 am
 Thomas P. O'Neill Federal Building, 10 Causeway Street, Room 265, Boston, MA
 Main Sponsor(s): Small Business Administration
 Contact: Pauline Swanson, 617-565-5564, pauline.swanson@sba.gov
 Fee: Free; registration required
 Consider selling to the federal government to take your business to the next level. Let SBA help you to learn how it is done for small disadvantaged businesses, woman-owned small businesses, and service disabled veteran-owned small businesses. See how certain SBA programs work: 8(a) Business Development Program and HUBZone Program. Small business certifications are like professional certifications; they document your capabilities or statuses that will help you compete in the marketplace. Unlike permits and licenses, you do not need to obtain certifications to legally operate. However, in order to take advantage of business opportunities, such as federal government contracts, you may need to obtain some certifications.

