



Volume 35, Edition 41E • December 2, 2019

35  
Years

Published by SBE, Inc. • DBE/MBE/SBE

## 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

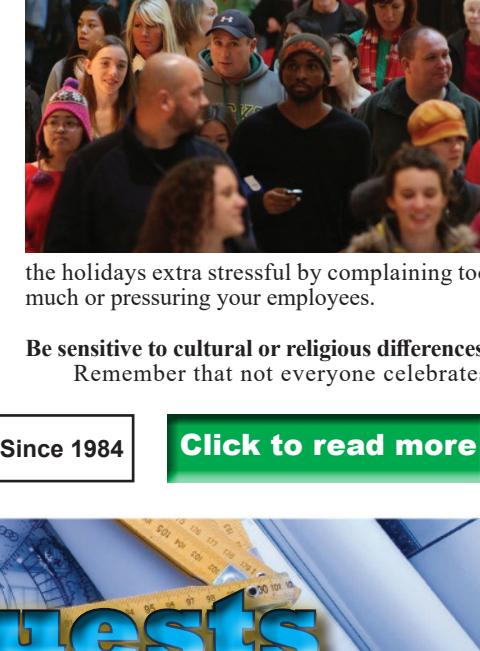
Hiring a few extra workers can relieve your full-time staff and prevent them from needing to work overtime around the holidays.

### 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

Small Business Exchange • Voice of Small, Emerging, Diversity-Owned Businesses Since 1984

[Click to read more](#)

## Sub-Bid Requests

LEARN WHAT IT  
TAKES TO BE PART OF  
THE GREEN LINE  
EXTENSION PROJECT.

NETWORK WITH GREEN LINE  
EXTENSION TEAM MEMBERS AND LOCAL  
DBEs, FEATURED GLC CONSTRUCTION  
BENCH PROGRAM LAUNCH, WITH A  
SPECIAL GUEST SPEAKER

REGISTER NOW

WHEN:  
WEDNESDAY, DECEMBER 4TH, 2019  
6:00 PM - 7:30 PM

WHERE:  
GLC OFFICES, 200 INNERBELT ROAD  
SUITE 225, SOMERVILLE, MA 02143

ADDITIONAL INFORMATION  
ALEXANDRA.CANN@GLXCONSTRUCT.COM



George Harms Construction is seeking  
DBE/ESBE suppliers, subcontractors

[Click for details](#)

**BUSINESS**  
EXCHANGE NORTHEAST

### SBE OUTREACH SERVICES

With over 1.6 million businesses in our active database—the country's largest non-public diversity database—SBE sets the professional standard for diversity outreach across the nation. For more than three decades, we have served small businesses, prime contractors, and agencies—with proven results.

### Advertisements

Placed in various Small Business Exchange Northeast digital publications each month, and at [www.sbenortheast.com](http://www.sbenortheast.com)

### Fax, Email, and Postal Solicitations

Targeted mailings sent to businesses chosen according to your criteria

### Live Call Center Follow-Up

Telephone follow-up calls using a script of five questions that you define

### Computer Generated Reports

Complete documentation that will fit right into your proposal, along with a list of interested firms to contact

### Special Services

Custom design and development of services that you need for particular situations such as small business marketing, diversity goal completion, and agency capacity building

Call for more information: 800-800-8534

35  
Years



**SKANSKA**

SKANSKA USA CIVIL

IS SOLICITING COST PROPOSALS FROM NEW YORK, MASSACHUSETTS, AND

WASHINGTON, DC, CERTIFIED DBE AND SB SUBCONTRACTORS/VENDORS FOR:

Service and Inspection High Speed Rail Facility Modifications Project in

Ivy City (DC), Southampton (Boston), and Sunnyside (Queens)

Amtrak Contract

Bid Date: December 5, 2019

### Description of Project:

The work generally consists of selective demolition, site clearing, construction of modifications within the existing Acela service and inspection shop, exterior improvements, and associated civil and utility work.

### Many bidding opportunities are available.

If you are interested in bidding on this project, please contact Skanska's Outreach Coordinator: [Julia.Omanoff@skanska.com](mailto:Julia.Omanoff@skanska.com) • EOE/M/F/Vet/Disabled

**SKANSKA E/C/C/O**

SKANSKA ECCO III VWE JV

IS SOLICITING COST PROPOSALS FROM NEW YORK STATE CERTIFIED M/WBE

SUBCONTRACTORS AND VENDORS FOR THE

Van Wyck Expressway Capacity and Access Improvements to JFK Airport Project

NYSDOT Contract No: D900048

Bid Date: January 6, 2020

### Description of project:

Replacement to lengthen the following structures: Rockaway Boulevard, Linden Boulevard, Liberty Avenue, and 101st Avenue. Retrofit to lengthen the following structures: 133rd Avenue, Foch Boulevard, 109th Avenue, Jamaica Avenue, and Hillside Avenue. Entrance and exit ramp relocation: NB VWE exit ramp to Linden Boulevard, N Conduit Avenue entrance ramp to WB Belt Parkway, including associated intersection and SB Van Wyck Expressway exit ramp (Exit 1W) to N Conduit Avenue work, Upgrading curb ramps for ADA compliance, and replacing/upgrading the traffic signals.

### Many bidding opportunities are available.

If you are interested in bidding on this project, please contact Skanska's Outreach Coordinator: [Julia.Omanoff@skanska.com](mailto:Julia.Omanoff@skanska.com) • EOE/M/F/Vet/Disabled

**SKANSKA**

SKANSKA USA CIVIL NORTHEAST INC.

IS SOLICITING COST PROPOSALS FROM NEW YORK STATE CERTIFIED M/WBE

SUBCONTRACTORS AND VENDORS

Lincoln Hospital Fuel Tank Replacement Project, Bronx, New York

NYCHHC Contract No: ES-GSN 0981

Bid Date: November 21, 2019

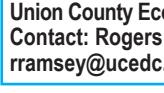
### Description of Project:

The project scope of work includes, but is not necessarily limited to, removal of a 10,000 gallon underground diesel fuel tank and replacement with a 25,000 gallon underground diesel fuel tank (Plant A); decommissioning per DEC regulations and abandoning in place 4 – 50,000 gallon underground fuel oil tanks and 1 – 10,000 gallon underground diesel fuel tank and replacement with 2 – 30,000 gallon underground fuel oil tanks and 1 – 25,000 gallon underground diesel fuel tank (Plant B); excavation support systems, dewatering, temporary and permanent underground and building piping systems, removal and replacement of existing oil pump system including filtering and controls, site work including decorative stamped concrete and landscaping. Work shall be completed in phases.

### Many bidding opportunities are available.

If you are interested in bidding on this project, please contact Skanska's Outreach Coordinator: [Julia.Omanoff@skanska.com](mailto:Julia.Omanoff@skanska.com) • EOE/M/F/Vet/Disabled

## NORTHEAST EVENTS FOR YOUR BUSINESS



2019

### How SBA Can Help You Start or Grow Your Small Business and How to Register Your Business Online

Thursday, December 5, 2019, 9:00 am–10:30 am

New Hampshire Secretary of State's Office, 25 Capital Street, Third Floor, Concord, NH

Main Sponsor(s): US Small Business Administration, New Hampshire Secretary of State Corporation Division

Contact: Miguel Moralez, 603-225-1601, [miguel.moralez@sba.gov](mailto:miguel.moralez@sba.gov)

Fee: Free; registration required

Are you looking to start your own small business?

Are you a business owner and in need of capital or free advice? Join us in the capital city and hear from a Small Business Administration representative about the technical and financial resources available to help you start and grow your small business. The New Hampshire Secretary of State Corporation Division will walk you through the New Hampshire Quick Start Program for registering a business online.

This FREE workshop is held on the first Thursday of every month from 9:00 am to 10:30 am.

### Getting Started with Government Contracting

Tuesday, December 10, 2019, 8:30 am–10:30 am

Union County Economic Development Corporation, 75 Chestnut Street, Cranford, NJ

Main Sponsor(s): US Small Business Administration, Union County Economic Development Corporation

Contact: Rogers Ramsey, 908-527-1166, [r.ramsey@ucedc.com](mailto:r.ramsey@ucedc.com)

Fee: Free; registration required

This free program is being offered by UCEDC, a nonprofit economic development corporation that is dedicated to helping New Jersey's small business community. We'll lead you through the registration processes for the federal and state procurement systems, show you exactly where to go to get a clear picture of who's buying what, and share the secrets to becoming a sub-contractor, among other essential practices. No matter what you are selling, somebody in the federal or state government is probably interested in buying it! Already registered with the government but need a refresher in making the most of procurement opportunities? Attend this workshop and you'll come away better prepared to find relevant postings and close the sale!

### Interviewing and Hiring Best Practices

Thursday, December 19, 2019, 8:00 am–10:00 am

Northern Rhode Island Chamber of Commerce, 6 Blackstone Valley Place, Suite 402, Lincoln, RI

Main Sponsor(s): US Small Business Administration, Rhode Island SCORE

Contact: Lana Glovach, 401-528-4575, [Lana.Glovach@sba.gov](mailto:Lana.Glovach@sba.gov)

Fee: Free; registration required

This free workshop by Dr. Gary J. Convertino, an experienced human resources executive, is an abridged "A to Z" to help small business owners navigate the process of hiring an employee. This easy-to-understand overview presentation covers:

what do you know about proper interviewing; developing a job description and posting a job;

the foundation of a good interview; steps to ensure a legal, compliant, and sound interview process; onboarding a new employee; they're hired, now what; Q & A; takeaways.

## CORPORATE OFFICE

795 Folsom Street, Floor 1

San Francisco, California 94107

[sbeinc.com](http://sbeinc.com) • [www.sbeinc.com](http://www.sbeinc.com)

Tel 800-800-8534

Fax 415-778-6255

[www.sbenortheast.com](http://www.sbenortheast.com)

Copyright © 2019 Small Business Exchange, Inc.