



Staying Connected with Your Employees

As a manager:

- Check in with employees one-on-one more frequently.
- Create a safe space at the beginning of each meeting for a “real” check-in with your team.
- Listen to and notice nonverbal signs of distress.
- Understand what options your company offers to support employees and promote those services, e.g. Employee Assistance Program (EAP).
- Prepare questions in advance that help your employees think through or explore ideas with others.
- Partner employees to work on projects or to brainstorm new ideas together.
- Encourage employees to take breaks, slow down and to really think about what they need and/or how they might be impacting others.
- Suggest webinars, TEDtalks or other resources to help build better coping mechanisms.
- Acknowledge how new situations are unsettling, given differing family commitments, never-ending workdays and changing expectations.
- Talk through “what ifs” before focusing on a solution.
- Keep employees informed of changes and provide regular updates.
- Take time for and nurture yourself as well as your team.
- Build a support structure for your own well-being...reexamine your network and reach out to those with whom you may not have been in contact.
- Take a few minutes each day for meditation or even a few mindful deep breathing exercises. <https://innolectinc.com/product/listen-to-relax-guided-meditation/>