

Supporting the Transition: 5 things to check with your staff

- **What questions do they have?**

Clear communication is key to supporting staff during change. Staff may be coming back into a new environment, with new colleagues, and different ways of working. Make sure to ask them what questions they have or if they are unclear on anything.



- **Individual circumstances:**

Does your staff member have children or caring responsibilities? A difficult commute? A disability or long term health condition? Experienced bereavement? While they may not want to share, and that's ok, it's important your staff know they can go to you for support.



- **What ideas do they have?**

Your staff are experts in what they do; involve them in your planning and ask for their input. This can also help give staff some control over the change, which helps increase ownership and decrease stress caused by the change.



- **Connecting with colleagues:**

Strong working relationships and social support at work are vital, and as we transition back to the office it's important staff have the opportunity to reconnect with colleagues. Find out what opportunities your staff have to do so, and support this where you can.



- **How's it going?**

Change is a process, and you and your staff can expect to make adjustments as things develop. Make sure to have check-ins and reviews with your staff to find out how they're getting on.

