

Guidance for managers - checking in with your team

Team Support Meeting

Create a space

- Try and establish a protected space where people can talk that's not in the general office
- Help colleagues to take breaks and take a breath

Look after each other

- At the start of period of duty check how people are doing, agree a time and space to talk during the shift if people want to
- Buddy people up, especially for those redeployed or new to the team or who are finding it more difficult than most (see guidance)
- Spread the difficult tasks across the team where you can
- Get people to share what they do at or outside of work that they find helpful

Recognise it's tough

- It is tough, and people will worry, but that is normal given the circumstances. Encourage use of the Well-Being Check on the intranet to self-monitor wellbeing.
- Listen to each other, sometimes simply talking through worries helps

What's likely to be helpful

- Keep people updated. It's always good to do this personally but think about a noticeboard that has up-to-date information and ideas people may find helpful to cope with work and at home, e.g. self-care strategies
- Be a good role-model, using the self-care strategies and proactive stress management yourself

What could be unhelpful

- Try and avoid asking “How are you feeling?” It may be better to ask:
 - How are you/everyone?
 - How are you coping?
 - Are you experiencing any difficulties?
 - What are you doing to look after yourself?

Keep people updated

- Make sure people are aware of helpful information on the Trust intranet and how to access additional support (see Guidance for Team Support Meeting podcast)
 - Print things out to update the notice board, not everyone will access a computer
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For more support...

Contact [Colette Selmer](#) or visit our [‘COVID-19: Your wellbeing’ page](#) on TeamNet Basic.