

RE-ENGAGING THE TEAM - CONVERSATION FRAMEWORK

Name of Employee:

Name of Manager:

Date of Conversation:

Note to managers: These are prompts and not a script. The most important part of this process is building a meaningful, caring and authentic relationship that comes from genuine connection.

The Current Picture

How are you feeling generally?

What has been the biggest challenge of your circumstances since lockdown? What have been the biggest challenges regarding work?

What have been the positives you have experienced in your circumstances?

Practical Needs

Do you have caring responsibilities that need to be managed?

Do you have access to safe transport?

Would part time working be an option?

If you were able to work from home would you wish to? Do you have the equipment you need, or would this need to be provided?

Do you have additional training needs that we need to make provision for?

The Company & Your Role

What have you learnt from this situation, about our company, that we can reflect on to shape moving forward? What could we do differently or better?

Do you understand the changes we are making as a company/ team going forwards?

Do you have clarity around your role, what is expected of you and how you fit into the bigger picture for the company?

Having an opportunity to reflect on our practice, and to shape the future of our company, what do you feel about our purpose; about what we do and how we do it?

What have you learnt about how you work best and your role? How could we build on this learning?

What opportunities do you have to use your strengths and how could we maximise those?

Potential Barriers to Engaging

What will be the most difficult part of returning to work for you personally?

What else could get in the way of you being engaged to be your best? (logistics, relationships, emotions, expectations, workload, worries etc)

Are there any other circumstances that you would like us to be aware of that may impact on your ability to engage?

Support to Get it Right

What are you looking forward to when you return to work?

What will make coming back to work easier and most positive?

How will we all know that we are getting this right?

What can we do to support you best through this period?

What steps can you take to minimise the challenges to you being most engaged?

Any other comments/ discussion points not already covered?

Date and time agreed to review
