

Supervisor Staff Support Strategies

Ideas for Showing Appreciation and Support to Your Staff

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| Cards | <ul style="list-style-type: none"> • Send thank you cards to staff. • Send shout-out emails. • Add clip art to emails. • Send handwritten notes via USPS. |
| Check-in | <ul style="list-style-type: none"> • Check in daily via video chat. • Check in outside of scheduled times. • Ask about their family. • Text message to offer help. • Be honest when you don't know the answer. • Be flexible as this is a new normal. • Show and tell video call with kids, house tour, pets. • Weekly team chats (virtual coffee hour/lunch). • Find time to laugh together. |
| Affirmations | <ul style="list-style-type: none"> • Show interest in their lives; remember the details. • Express gratitude for doing their best. • Remember special (birthdays, anniversaries). |
| Presence | <ul style="list-style-type: none"> • Make eye contact. • Ask about how they are personally. • Be on time. • Remind them weekly of accomplishments. • Check in with staff every morning. • Be real. • Be vulnerable yourself. • Follow up on any requests/issues/questions. |

Supervision Preparation

- ✓ Schedule prep time between meetings.
- ✓ Plan open-ended questions and follow-up items.
- ✓ Space meetings apart so you aren't in a rush.
- ✓ Plan some connection time during each meeting.
- ✓ Eliminate distractions as possible in your workspace.
- ✓ Log into meetings early when possible.
- ✓ Use headphones to keep information more private.
- ✓ Write important information on Post-it Notes to read while looking toward the camera.
- ✓ Listen more than you speak.

Tip!

Schedule meetings during your best time of day. Are there times when you feel fresher and more alert? Are there times when you know you won't be interrupted with your own family needs? Use those hours for supervision and save others for work that can be interrupted if necessary.

Self-Care

Meditate
Take a walk
Stretch/Yoga
Listen to music
Do breathing exercises
Take a break for lunch each day
Fix hair and makeup each day
Read inspirational literature
Take a long, relaxing bath

