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## Tools for Supervisors

Helping Employees Prepare For Their Check-In

- ✓ Send an email blast to employees (example, check-in coming soon, what's in your tank that you would like to burn, so you can refuel your tank?)
- ✓ Send a couple of sample ideas from the FUEL tool box for discussion.
- ✓ Work related “Hot Topics” for discussion, (come prepared to discuss...)
- ✓ Ask in advance of meeting:
  - ✓ Are there new trends you would like to discuss, as they relate to your particular job/task performed? Is there potential impact to your day to day?
  - ✓ How can I help you show up as your “best self”?
  - ✓ Is there anything that you would like to discuss from your previous Check-In? If yes, prepare to discuss.

### FUEL Station

Click the gas pump for even more FUEL!

