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Tools for Supervisors

Helping Employees Prepare For Their Check-In How is your team doing... really?

- ✓ You're prepared to discuss work related topics at your check-in but are you prepared to check-in on a personal level? Why is it a good idea to include a personal check in your quarterly check-in?
- ✓ There's a lot going on right now and your employees may be feeling extra stress. Causes of employee stress can include current world events, COVID, End of Year, professional development needs not being met, social and work isolation, trouble maintaining work-life balance, burnout, etc. This is an excellent opportunity to see how your team is doing and to remind them about the City's programs that can assist.
- ✓ Remind your employees about the programs the City offers that can help assist with any concerns your team may have:
 - ✓ **City of Newport News Wellness Program:** Wellness includes nutrition, stress reduction, workout tips, social wellness, financial wellness, spiritual wellness, etc. Click [here](#) to see the upcoming training classes that may assist with these concerns.
 - ✓ **Optima EAP:** This resource helps employees and their families identify and resolve problems and concerns that may affect job performance and/or home life. Click [here](#) to see what Optima EAP has to offer (username is nngov).
- ✓ Worried about unsure responses to the personal check-in? Don't worry; showing interest now will help build trust in the future. You can still provide the information above and let them know you're there to help.

FUEL Station
Click the gas pump for tips on
how to connect with your
employees!

