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Tools for Supervisors

Helping You Prepare For The Next Check-In

Topic: How's the Team doing?

- ✓ Many departments have attended the Workplace Respect and Civility Training facilitated by Human Resources over the last few months. If your department hasn't attended yet, please don't fret...your turn is coming up! With the Respect and Civility discussion still fresh on everyone's mind, it may be a great opportunity to dive deeper on the topic with your team members during an upcoming check in.
- ✓ Ask team members what their thoughts are on the atmosphere of the office. Do they feel good about individual interactions? Are they comfortable asking team members for help? Is the work environment one where ideas and difference of thought are welcomed?
- ✓ Could your work center use some morale/team building exercises? There are [tons of simple games or exercises](#) that can be accomplished in a short amount of time without ever leaving the office! Looking for an teambuilding event outside the office? Why not check out the [upcoming Training and Development sessions](#) and see what activities are coming up? There is even a vegan cooking class that your team could take together!
- ✓ If any of your team members express concerns about the team or the work environment, this is an excellent opportunity to let them know that you and department leadership supports them and that their concerns will be reviewed and addressed. Human Resources is here to support you. Concerns with employee interactions? Contact your HR Generalist to decide on next steps.
- ✓ Remember soliciting feedback is a great step in building a cohesive team!

FUEL Station

Click the gas pump for extra tips on how to connect with and fill up your employees!

