

Managers Daily Catch Up Checklist

As a manager with responsibilities to look after your team, things may feel strange right now with your team dispersed. Meetings and chats that were common place in the workplace are not happening and as a result checking on work progress and employees overall wellbeing has become more difficult.

Whilst the Government's strategy is one of social isolation, technology can be used to close this gap and in doing so can bring your team together to ensure social isolation doesn't turn into mental isolation.

A simple way of checking in with your team is to do a daily ring around, or even better use video conferencing facilities.

Some questions you may want to ask are

1. How are you?

Checking on the overall health and wellbeing of your team can ensure that they are not working if they are either physically or mentally unwell. You will be able to gauge this if you are in regular contact and be able to advise on the appropriate action for them.

2. How are you coping with working from home?

This question is aimed at ensuring your team is managing with the changes working from home has brought, especially if they have children and other family members at home with them. Giving them a channel to express themselves outside of the family unit will allow them to express frustrations or concerns they may have otherwise bottled up and in doing so may allow you to take follow up actions to help address.

3. Are you managing OK with your work or objectives? And is there anything you need help with from me / anyone else?

Ensuring your team are feeling comfortable, progressing well and meeting their objectives will be key to your business coming out of this in good shape. Check they are doing ok and find out if and how you can help.

Coaching, mentoring and providing structure for your team on what to do, and what to focus on will allow them to focus on the task at hand and not get distracted by other work-related commitments that may come into them.

4. What do you have planned today?

This will allow you to agree what your team member will be concentrating on, and for you to both to agree and be clear on priorities

5. Would you value another catch up before tomorrow?

As a result of the above, you may mutually agree that you'll check in with your team member before the end of the day. Planning the time will allow both you and your team member time to prepare,

which may include moving to a quiet spot in the house to have the conversation. For you, it is another opportunity for you to acknowledge and feedback on any progress they have made.

And finally

The key point here is to ensure that whilst your team is working remotely, they do not feel remote from either yourself or the business. Two-way communication will be one of the ways that we will all come out of the current situation in good shape and be able to return to normal working practices.

We create this guide as a support tool for you. We hope you find it useful in leading and managing activity within your teams, in the coming days and weeks.

Created by

