

Communicating clearly and openly

Use this tip sheet to identify the ways you could increase your employees sense of belonging, support and connection.

Do you...	Tick
<p>Provide consistent and clear communication Update employees regularly about new boundaries – acceptable behaviours, workplace expectations, and consequences and actions to be taken. Provide communication in multiple methods – email, newsletters, meetings, etc.</p>	<input type="checkbox"/>
<p>Check in with employees individually Email or call employees to see how they are going, provide updates, etc.</p>	<input type="checkbox"/>
<p>Greet all employees by name Greet people in other divisions by name. For new hires, place name tags on desks so others can greet them.</p>	<input type="checkbox"/>
<p>Demonstrate genuine care and concern Actively listen to employees, try to recall areas of interest or concern when interacting.</p>	<input type="checkbox"/>
<p>Connect authentically and realistically Any attempt to connect needs to be honest and true to you as an individual.</p>	<input type="checkbox"/>
<p>Organise and maintain meetings Provide access and encourage employees working from home to join. Allocate/allow some meeting time to engage in discussion off-task/non-work related.</p>	<input type="checkbox"/>
<p>Address ways to overcome physical distancing barriers Communicate the availability of video or phone calls to remain connected.</p>	<input type="checkbox"/>
<p>Ensure support is available to, and accessible by, employees Communicate services and resources available to employees and provide clear instruction for accessing.</p>	<input type="checkbox"/>
<p>Utilise spare time to engage in personal communication/small talk Water cooler talk. Spare minutes in meetings – “Who else is watching..”.</p>	<input type="checkbox"/>
<p>Create and facilitate social activities specific to your workplace Collect employees’ preferences for social activities to increase engagement in activities. Use Microsoft Forms or post-it-notes.</p>	<input type="checkbox"/>
<p>Implement team activities Collective warm-ups: ask employees to share a warm-up technique each week (e.g. collective breathing, positive thoughts, music, etc.).</p>	<input type="checkbox"/>
<p>Share meals Eat lunch together. Gather for a coffee. Organise a Communittea (download from the toolkit).</p>	<input type="checkbox"/>
<p>Create a shared identity for your team Employees to create a team name via communication and consensus or create emojis.</p>	<input type="checkbox"/>

