



## **Supervising a Team from Home?**

As supervisory-level staff, you juggle a LOT of tasks and manage many other's needs throughout your work days. COVID-19 has suddenly changed our team's usual dynamics. With many staff working from home and physically separated, how do we effectively manage our teams? How can we avoid supervisor stress and burnout while doing so? The following are tips for supervisory staff:

### **1. DEFINE YOUR WORK HOURS AND BOUNDARIES**

- Set clear start and stop times to your work day.
- Clearly inform staff of your identified time availability.
- Ensure your staff knows what constitutes an “emergency” for after-hours calls.

### **2. HAVE SCHEDULED DAILY CHECK-INS WITH STAFF**

- Set a daily virtual meeting or phone call with your whole team.
- Hold this check-in meeting at the same time consistently to create a schedule, increase team member's accountability, and remain visible as a leader.
- Use this time to check-in about daily needs, assignment of duties, staff concerns or questions.
- Schedule individual time with staff who may have their own challenges that need to be addressed

### **3. KEEP YOUR TEAM INFORMED**

- Make sure your team knows any updates to company policy, COVID related procedural changes, and any variations in staffing or contact trees. Disseminate all appropriate correspondence. This will help reduce your team's uncertainty and potential feelings of confusion.

### **4. PAY ATTENTION TO YOUR OWN PERSONAL WELL-BEING NEEDS**

- It is easy to get wrapped up in the needs of your team, especially during times of crisis and confusion.
- Take daily breaks for meditation, relaxation, and personal hobbies.
- Take a lunch break away from your designated work space.
- Turn off work devices at the end of your day (if you are allowed)

- If you remain on-call, practice saying NO to non-emergency needs outside of your designated work hours.
- DON'T be afraid to ask for help!
- Practice delegating appropriate work to your team. You do not need to do everything yourself!
- Seek supervision with *your* supervisor as needed.
- Remember we are all in this together and no one has a guide book on exactly what to do.