How to Conduct Routine Check-in's

TIPS FOR SUPERVISORS ON COMMUNICATING WITH THEIR PERSONNEL

1.) EXPERIMENT WITH VARIOUS COMMUNICATION METHODS

Keep in mind that the outbreak of COVID-19 may be more stressful for some people than others. Reach out continuously by text, phone, email, or video calls.

2.) PROVIDE A PERSONAL TOUCH

Ask the employee how they and their family are doing, are they adjusting to the new routine, is there anything you can do to make things easier.

3.) ENCOURAGE BALANCE AND SELF CARE

It's important for people to walk away. With so much in our lives now merged into one, provide encouragement to try and make time to unwind. Establishing new norms in your house may be necessary.

4.) BE INFORMATIVE AND APPROACHABLE

Make sure you provide an opportunity to listen, and let your personnel know all of the available resources.

www.militaryonesource.gov / www.afpc.af.mil/eap

5.) UNDERSTAND THAT STRESS CAN LOOK DIFFERENT

The fear or worry about your own health or the health of others, difficulty sleeping, changes in eating patterns — are all ways your people may be reacting. Encourage your team to reach out to one another, sometimes knowing you are not alone or helping others can reduce personal stress.

FOR ADDITIONAL INFORMATION VISIT US ON THE WEB OR SOCIAL MEDIA

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WWW.AFMC.AF.MIL/CORONAVIRUS
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For more info on Stress and Coping visit WWW.CDC.GOV/CORONAVIRUS