

## Tip Sheet: Tips for Managers

Following a major change, a loss, or a sudden, unexpected or traumatic workplace event, employees will often look for guidance and support from leadership. Sometimes, managers are unsure how to respond. While each situation is unique, there are some general guidelines that managers can follow to ensure that they are able to address some of the most important needs of employees immediately following a traumatic event.

### Tips for Managers

- Take practical steps to reduce the source of the stress.
- Communicate frequently with your employees.
- Encourage teamwork and cooperation.
- Set clear work standards.
- Considering modifying rules and procedures that are counterproductive, especially following a traumatic event.
- Take steps to prevent accidents and illness.
- Prevent overwork and exhaustion.
- Make it clear that this may be a difficult time, and that is okay to share feelings of stress, worry, or frustration.
- Acknowledge the benefits of counseling during stressful times, and encourage employees to contact the EAP or support.
- Provide opportunities for employees to talk about their stressful experiences.
- Remember that the EAP is a resource for employees and managers.
- Don't underestimate the impact of stress on you as an individual - take care of yourself.

For additional information regarding assisting employees following a traumatic event, contact SupportLinc at 888-881-5462.