

# Supporting Staff During Change - Tips and Ideas

Supporting staff and colleagues in a new work environment has created new challenges. Staying connected and adapting our way of working is crucial. Here are some ideas from partners of the Southern Grampians Glenelg Primary Care Partnership.



**1 Stay connected** - schedule a brief daily check-in or a weekly virtual morning tea for a social catch up



**6 Stick to a routine** – plan your day including time for work, self-care and other commitments

**2 Establish home workstations** - ensure staff have access to technology and files to work remotely. Allow time for transition and support with this.

**7 Seek new opportunities** – take time to connect with new partners, plan new initiatives, do online training

**3 Try new virtual approaches** – use technology for training, guest speakers, networking, delivering services, or accessing arts/ music



**8 Keep checking in** – while some of our 'normal' projects are on pause, keep in touch with partners and colleagues so you know when is the right time to resume them

**4 Be generous** – be flexible, respectful, kind, trusting, patient and keep a sense of humour

**9 Time out** – leave the desk, stretch, take a walk or try a virtual exercise class



**5 Don't expect 'business as usual'** – recognise many people have new demands and working from home is different

**10 Reach out** – check in with staff and colleagues individually, encourage them to seek support if needed. Lifeline: 13 11 14 or Beyond Blue: 1300 22 46 36