

At Connect the Dots Consulting, we are committed to providing practical and timely leadership coaching and development. At a time when leaders are stretched to the limit, we want to share a Toolkit for effective “Work from Home” Leadership. These tried-and-true leadership practices are worth a reminder in these volatile times.

Returning to the Office: Considerations for Leaders

As more and more states start to reduce stay-at-home restrictions and open healthcare and businesses, leaders will be faced with the next wave of change for themselves and their teams.



How can leaders prepare their teams for the re-entry process? Most complex changes have pieces that are controllable and others that are uncontrollable. Leaders can focus on those areas in which they can control to best support their teams and implement their organization’s plan.

Here are some actions to consider while preparing your team for a successful re-entry.

Take Care in Crafting your Communications

When the organization communicates its plan, think about how you will cascade the information to your team. Be prepared to spend more time in communication than you typically do – this is a large, sensitive topic and people will have different responses.

- **Remember that perception is always reality.** Your employees have created perceptions about your responses and those of the organization to the situation, and those may need to be either validated or adjusted.
- **Transparent communication builds trust** – and trust is key in an environment where there are still a lot of unknowns. Share everything you can and get answers to questions that you don’t know yourself.

Understand the Unique Needs of your Team

- **Consider team members individual circumstances and those of your team as whole.** What specific information is needed for them to understand their current state and to work through the changes?
- **Start to talk about “lessons learned”** by you and your team from this period of time. Dedicate a portion of your team meetings to identify and discuss those things that you want to carry forward into re-entry.

Actively Support Your Team in the Roll-out

Organizations will need to roll-out processes and procedures that are new and very different than what we are used to.

- **There will be many logistical challenges** and questions in the next 30 to 60 days. Create a way to capture them and route to the appropriate part of your organization.
- **Use common sense when making decisions.** Discuss and appropriately challenge organizational decisions that are not grounded in facts and practicality.
- **Share any organizational resources** that are available like access to FAQ’s, messages from senior leaders, and employee assistance support.
- **Talk with your peers** about how they are approaching re-entry with their teams and share your experiences.

We would appreciate hearing from you as to the strategies that are working or not working in our virtual workplaces. Please drop us a note, follow us on Linked In and Twitter, or check out our [website](#).