**KEEPING IN TOUCH – GUIDANCE FOR OUR MANAGERS**

We are experiencing unprecedented and extraordinary times and it is so important, now more than ever, that we show compassion and care for each other, for ourselves and for our teams. Whilst this short guide talks to you as one of our managers, use any and all of the resources in it for your conversation with your own manager.

We are social beings; feeling connected to others and having a sense of belonging is important to our wellbeing and how motivated we feel. We may be working in different locations, use some of the tips here to keep connected with your teams.

**TEAM MEETINGS**

Continue to hold your team meetings even if they are remote for a while. Use Skype (try to turn the video function off where feasible at peak times) to keep in touch and keep your team updated with what is happening in work, the latest guidance and to check in with what they are working on. Where possible, can team members share objectives/activities so they are in touch?

**ONE TO ONES**

Please have regular one-to-one check ins with your team members. These are so much more than updates on work and feedback – these conversations are essential to you knowing them, knowing how they are and understanding when and if support may be required. Don’t just talk work – many of our colleagues are carers and parents who are supporting others and for us all, life just isn’t as it usually is right now! Make sure they’re taking breaks, switching off and getting fresh air whilst keeping to the guidance on distancing.

**PEER SUPPORT**

For managers with larger teams particularly, you might want to consider encouraging your team members to pair up and check in on each other now and again – this would be beneficial for teams who can’t get together (virtually) too often or for colleagues who may feel overwhelmed with informal team get-togethers. This also could be a great idea for you – pair with another manager for peer support and idea sharing. If you would like help on making that happen, contact ODLearning@wales.nhs.uk

**SOCIALISE IT!**

Consider using apps such as WhatsApp or Zoom for informal group connection and check-ins; it’s quick and easy and a great way of keeping in touch. You may want to have evening Skype check-ins with your team that are completely informal – just say hi and see how everyone is doing. We’ve heard of teams running quizzes, having tours of the room and meeting partners and children!
Resources

The full Staff Guidance is available on the Staff Information Page, updated regularly with FAQs, leadership messages and information on policies and processes.

We’ve summarised a few of them here for you, most linking to external sources that may be helpful to you or your team (thank you to colleagues in HEIW for collating them). Please click to open:

- Your Wellbeing Matters
- Intensive Care Society Wellbeing
- MIND (Charity)
- Headspace
- Every Mind Matters – Staying At Home
- Mental Health At Work

Hearing it from our managers

Last year, in developing the pilot for our New Managers Development Programme, we asked managers from across Public Health Wales to talk to us about their lessons learned, challenges and what they love about managing. It may have been intended for new-to-role managers, but it is so brilliantly honest and authentic, you may find it useful. Thank you all again for taking part!

Please contact PeopleSupport.PHW@wales.nhs.uk if you have any questions or concerns.