

As vaccination programs around Australia take hold, it is only a matter of time before restrictions ease, and we welcome our people back to work. As we cautiously step out of lockdown, what can people returning to the workplace expect to find? Many people feel apprehensive and uncertain about the changes going on around them. As a leader within your organisation, do you feel informed and comfortable with what the future holds?

Our new **Together Again Toolbox** has been specifically designed to help welcome back and support organisations, teams, leaders and employees. It helps enable you to create a safe working environment, know how best to support your employees, and help leaders feel safe and skilled in handling the conversations that may arise.

We have pulled together tools and resources into an easy to access package for you. These tools have been specifically chosen and customised to reflect the realities of a post-COVID workplace and support and guide your people. These are tools in a toolbox, and you can choose as many or as few tools as you need. You can make these choices today, or we can partner with you to understand your situation and make recommendations.

These tools will be delivered by a range of experienced professionals including Clinicians, Organisational Development Consultants, HR professionals, health and safety experts and coaches.

What is included in the Toolbox?

Below are a list of services and tools that we think will benefit you during this time. All tools in the toolbox have different benefits and ways of helping you achieve your goals. You can pick and choose the solution that is most appropriate to your needs.

Wellbeing policies and HR support

As your business re-opens, returns to normal, or pivots towards a new future, HR is often tasked with guiding the business through new ways of working. We can help and support with this change. This might include creating or updating processes, procedures or plans such as:

- A flexible working policy, including hybrid working or working from home.
- A work health and safety policy.
- A COVID safe plan.
- A returning to workplace plan (such as after a positive COVID case or after extended lockdown).

We can partner with your existing HR Team or support as 'outsourced HR'.



Return to Work Survey for employees and/or customers

As we eagerly await news of lifted restrictions and businesses re-opening, do you feel informed on what your employees or your customers and clients want from you? It is expected that people would have thoughts, concerns and feedback. A survey is an effective way of gathering this information to give you a platform for hearing opinions and preferences about what re-opening looks like. Examples of topics could include:

- Do you want to know the percentage of your people vaccinated so that you can make informed choices?
- What are people thinking and feeling about returning to work? Do they feel safe and comfortable?
- What might people need to feel safe and comfortable?
- As a business, do you want to get a gauge on how people feel about vaccine requirements?
- What does a hybrid workplace look like and how would people prefer to work?

All our surveys include full administration, data collection, analysis, recommendations, and presentation to your leadership team.

Return to Work Focus Groups

Maybe you want to gather data and information, but a survey isn't right for you. As an alternative, we can facilitate Focus Groups to help you understand the current situation. A Focus Group is especially relevant for teams with survey fatigue or if you want to deep dive on a specific challenge or opportunity. Examples could include:

- A discussion on how to help employees feel safe when they return?
- A workshop on how to navigate the complexities of vaccinations and return to work.

Focus Groups can be facilitated across any number of topics and, just like a survey, we will include an analysis, recommendations, and presentation of results to your leadership team.

Leadership Coaching

Leaders have a critical role to play in supporting your people to feel safe, comfortable, and engaged with their work. We can help your leaders achieve their full leadership potential through our network of experienced coaches. Coaching topics could include:

- Preparing leaders to have conversations about what the future of work looks like for them.
- Helping improve self-awareness and focus on leadership behaviours.
- Work through individual development plans and improve team functioning.



Learning and Training

We have over 20 modules and topics that can help you achieve your outcomes. Our approach is to involve you throughout and customise all learning through our expert facilitators – targeted discussions, exercises and learner conversations. Examples of topics that we believe are particularly relevant at the moment include:

- Growth Mindset and Change –unpack the concept of a Growth Mindset and how it can help people embrace new challenges and overcome obstacles.
- Stress and Resilience – better understand personal stressors, positively build resilience, and help create a plan for the future.
- Self-Care to Prevent Burnout and Fatigue – focus on self-care and how building healthy habits can enable better outcomes and minimise burnout.

Please note that all modules can be delivered live or via pre-recorded webinar.

And finally...

A reminder that as a valued customer of AccessEAP you already have access to:

- Counselling – especially relevant for individuals anxious about returning to work.
- Specialist counselling – relevant for someone who wants specific support related to concepts such as financial support, nutrition, health, career, etc.
- Manager support hotline – available to all managers and leaders for immediate support related to any aspect of managing people.
- Leader and employee tools – a library of 1–2-page quick read documents we have created.
- EAP Awareness sessions – we have recently refreshed all our EAP Awareness sessions (face-to-face, virtual, pre-recorded webinars, leader and employee versions). This is a great opportunity to remind your people of the value of mental health and wellbeing support.

For more information:

Please contact your Relationship Manager on **1800 818 728**.

