

# 8

## Leader Tips & Strategies Turning to Kindness

**Create safety** One of the greatest things you can provide to your people, their teams, your organisation is to create psychological safety in your workspace. You can work consciously to invest your energy in creating this type of workspace – and you will be able to see the benefits to your people in doing so. If you would like a refresher, refer to our previous Leader Tools.

1

**Remember** Looking after yourself means something very different from what it did at the start of the pandemic. As we continue to live through the pandemic, remember to keep your mind, emotions, thoughts and feelings safe. Make sure you invest the same time, effort and energy looking after these as you are with your physical wellbeing. Make sure to carve out some time in your day that is just yours to do something that brings you calmness, peace, joy or some relief. Plan some *you* time!

2

**Define support** It's important to remember each of your people, and their teams will need something different to support them through the pandemic. Now more than ever, there is no one size fits all approach. Ask your people and teams to clearly define and articulate what they need for support. This will be a better investment of your time, energy and your organisation's resources as you will be giving your people exactly what they need to be their best in work.

3

**Self-compassion** The easiest way to think about this is to imagine your best friend doing your role. It is ok to not complete all the items on the to-do list; it is ok to not feel a sense of achievement. You would ask your best friend what they needed to be successful – be that in terms of resources, support, effort. If you act compassionately towards yourself, you will be better able to be compassionate with your people and create the outcomes where they can be their best.

4

**Be kind** Now more than ever, be kind to yourself and your people. Pay attention to your thoughts and feelings without investing in them. It's ok not to be ok. It's ok to be ok. Pay attention to what your people need and try and work with them to create flexible approaches that reflect the reality of their lives and work.

5

**Be fair** It's great to be kind to yourself. How can you be kind to yourself and others? Be fair. We're all going through the pandemic together. Some of us are in different circumstances, such as physical distancing. It's easy to feel we are isolated from others when we can't connect in the ways we want to, or used to. If we understand, recognise and behave in a way that demonstrates we can be kind *and* fair to ourselves and others.

6

**Recognition** We're all doing our best! Think about those you interact with, such as health workers, essential workers or outside of our workspace, colleagues, families and friends. We can spread some positivity by being kind and fair when we all recognise that we're in this together.

7



**No multitasking** Humans are not built to be multi-taskers! Now more than ever, while we might feel that we need to do more, juggle more or push aside how we're feeling to focus on what we need to do – you really don't! You can choose to be calm, thoughtful and considered about your wellbeing and that of others. This is one of the best ways to ensure you don't burn out or run yourself down. Remember, we will get through the pandemic, but you still need to be you in order to enjoy the celebrations when we get through this!

8

We are here to support you so that you can better support your people. If you have any further questions or would like to discuss a specific concern contact our Manager Support Hotline or your Relationship Manager. As always, as your EAP we are here to support your people whatever the nature of their concerns, please contact **AccessEAP** on **1800 818 728**.

