



*The end of
summer means
new routines...*

*...and helping
teams transition
to more in-
person work*

With fall quickly approaching, many families are making plans for their children to return to school. Now is also the time to establish routines that set you and your team up for success for more in-person work.

Managers are in a unique position—explaining company protocols while listening to team member concerns. Recent surveys indicate many employees prefer working from home and may not be interested in returning to the office. And while no one truly knows what the future holds, there are some things you can do now to help you and your team transition back to more in-person work.

**Talk about
in-person
work early so
employees
are prepared.**

Connect with team members regularly to find out what is on their minds. The best way to combat an employee's anxiety is through open communication. Listen to their concerns and show empathy while explaining the company's protocols. Share information as you receive it to demonstrate transparency and reduce stress.

**Encourage
holding on
to one WFH
delight.**

For some, there might be something harder to part with when returning to in-person work. Explore with your team members how they can continue to enjoy some of that, despite transitioning to more in-person work.

**Try warming
up rather than
jumping in.**

It takes a different type of energy to work in the office as opposed to working from home. For some, the added commute time is difficult. Focus on the positive aspects of having “drive time” to plan your day on your way in and to decompress on your way home. The location change also makes it easier to separate work life and home life.

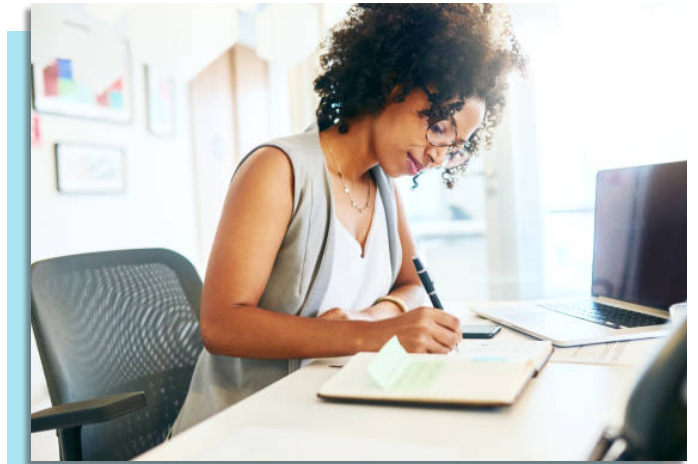
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Recommend adjusting routines now while still working at home.

Many parents start introducing school routines during the final weeks of the summer—setting earlier bedtimes and morning alarms. The same approach will help the return to in-person work. Adapting to these changes now will make it easier when it's time to transition.



Highlight the benefits of being together in the workplace.

Remember how excited you were on the first day of school? Returning to in-person work can be just as fun and exciting. Increased socialization, productivity and

collaboration are things to look forward to when we're back together. Making plans to have coffee or lunch face-to-face with co-workers will also help with the change.



Whether it's returning to school or returning to in-person work, there's likely to be anxiety about the change. It's important to acknowledge the change and take the time to prepare for the transition. It can also be a chance to reinvent your workspace and set up new routines. By keeping the lines of communication open, your team will be prepared to thrive wherever they are working.

RESOURCES:

- hbr.org/2021/06/how-to-lead-your-team-through-the-transition-back-to-the-office
- sloanreview.mit.edu/article/how-to-prevent-the-return-to-offices-from-being-an-emotional-roller-coaster
- cplinc.com/newsletter/managing-the-return-to-office-transition
- forbes.com/sites/forbescommunicationscouncil/2021/03/26/three-strategies-to-ease-the-transition-back-to-the-office
- benefitnews.com/news/how-employers-can-make-the-return-to-work-less-stressful-for-employees-post-pandemic



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