Your employees are required to return to the office in the next two weeks and you are unsure of how to move forward and keep employees engaged in the upcoming projects within a new work environment.

**Possible talking points to start the conversations during team meetings or during daily check-ins with direct reports:**

I hear your concerns and we are experiencing major changes not just at work, but in our personal lives too. Just remember that we are in this together and I am here to support you however I can, which includes providing resources.

Hi, I don’t know about you, but I experience different emotions every day during this time of crisis. I sometimes experience joy and other days discouragement, how are you feeling today?

Work has changed and part of adapting to this new environment will include us working together side by side to create the new norm together.

In the coming weeks, we will experience a lot of change moving back into the office. We'll take it one moment at a time, focusing on the present and creating the future state together as a team.

**DO:**

- Start to address the situation by being compassionate towards yourself, and by having self-empathy. *(See Gratitude in a Time of Pandemic)*

- Take the self-resilience quiz to see where you are with self-awareness. *(See Resilience Quiz)*

- Consider the different communication styles and strengths your team offers. For teams who have gone through the DiSC and the StrengthsFinder Assessments can rely on the information populated from the assessment to help you lead and delegate project responsibilities or manage the return to the office process.

**DON'T:**

- Forget to take care of yourself first because if you are not taking care of yourself you cannot take care of others.

- Forget there is a presentation on how to lead change in the resource section.

- Forget you can develop a 30-60-90 plan to be better prepared for the return to the office, and you can include your team as part of the planning.

**Explore the following resources and reach out to your Division’s Human Resources Business Partner if you need further support.**

- **Change Management Presentation:** This tool will help lead change at Sandia.

- **Return to Work Tool - 30-60-90 day Plan Template:** This tool will help plan for your team’s return to work.

- **DiSC® Leadership Styles** and the **StrengthsFinder® Assessments:** During the return to the office process both assessments can help you as powerful coaching tools to improve interaction with others, and most importantly, understand the behaviors of your employees during the COVID-19 crisis. The assessments are also helpful tools to identify how each team member can help rebuild engagement back in the office under the new circumstances.

- **Resiliency Quiz:** This quiz gives you insight on your resilience level.

- **Gratitude in a Time of Pandemic:** This tool will help develop gratitude and resilience in the face of COVID-19.

**Questions?**

Visit us on the web at [hr.sandia.gov](http://hr.sandia.gov) or contact [HR Solutions](mailto:HR_Solutions@Sandia.gov) at 505-284-4700