

Return to the Workplace

One on One Meeting Guide

1:1 Meeting

For many, returning to the office after working remotely can be anything but straightforward. Flexibility and inclusion should be top of mind as we begin the process of both returning to the office. I encourage you to connect with your team members one-on-one and discuss and how each individual on your team is feeling.

Continuous communication is needed to design a return to work schedule that is agreed upon by both you and the individual team member. Here are ideas and considerations to foster conversation.

1:1 Questions

- How has your work from home experience been?
 - What are the positive aspects?
 - What are the drawbacks?
 - Do you feel safe working at home?
- How do you envision the future of your work?
- Would you like to continue working remote? What are your thoughts on being in the office?
- How can we support you? What resources do you need?
- What are your current childcare needs? How can we support you with schedule flexibility?
- What is your level of comfort connecting with clients in person? Are there any specific concerns we can address?
- Can I help clarify any outstanding concerns you have?
- Do you have any additional thoughts or suggestions?