



Readings: [What Employees Need From Leadership Right Now](#)

[Supervisor Tips & Tools for Motivating Remote Staff to Stay Engaged and Productive](#)

Care & Connection

- How can I make myself available and accessible?
 - Holding open office hours that are open to any conversation
- What can I do for people in a tangible/material way?
 - Offer to send each member of my team a book of their choice
- Where are the opportunities for recognition and appreciation?
 - Weekly division news letter focused on accomplishments

Communication

- The communication chain is my opportunity to use my leadership, to provide content, and frame the message for my team
- I try not to forward any emails along without a note or a comment about why this matters for us
- I may not be able to control the content of the message but I can control the delivery
- When I don't have the information, sometimes communicating the process helps
- Communicating uncertainty and communicating tough messages are both better than silence

Creativity & Collaboration

- Capture Innovation – It is exciting and fun
- Now is a time to be wildly creative rather than getting stuck because we can't let go of this one little detail, mindset, or norm
- Refocus the team's energy on getting creative and making solutions rather than just waiting anxiously for decisions to come down from above
- Think about what exactly is it that we do as a department? What is our vision and mission? How does it fit into the larger strategic mission of the institution? Let that be our starting point, our guide, our north star.
- All this innovation takes time and effort, we have to look for ways to collaborate where we can, to share resources where we can, and to streamline processes where we can in order to create the bandwidth for this kind of necessary innovation

Self-awareness, care, and regulation

- It's hard work to empower our faculty when we are feeling demoralized and frustrated ourselves at times