

5 Ways to Support Your Team Through Change

Practical Leadership Strategies for Times of Transition

Workplace change can take many forms, new responsibilities, shifting priorities, staffing changes, new technology, or changes in how teams work together. Even positive changes can create uncertainty for employees.

Supervisors can help by providing clear communication, realistic expectations, and opportunities for employees to ask questions and raise concerns.



1. Communicate Early and Clearly

Share what you know, explain what is changing, and be honest about what has not yet been decided. Clear communication can help reduce confusion and speculation.

2. Make Space for Questions

Give employees opportunities to ask questions individually or as a team. Listening can help you understand where additional clarification or support may be needed.



3. Set Clear Priorities

During periods of change, employees may be unsure where to focus. Identify immediate priorities and clarify which responsibilities can wait.

4. Check In With Your Team

A brief one-on-one conversation can help you understand how an employee is adjusting and whether additional resources may be useful.

5. Lead With Consistency

Employees often look to their supervisor for direction during uncertainty. Consistent communication, expectations, and follow-through can help provide stability.

LEADERSHIP REMINDER

You don't need to have every answer.

Being available, communicating clearly, and listening to your team can be valuable leadership practices during change.

Leadership Resources & Support

REACH is committed to assisting those on the frontline of our client organizations with the tools and resources necessary to meet the everyday challenges of leading their teams.

REACH provides leadership consultation, workplace guidance, and practical resources to help supervisors effectively support employees while promoting a healthy and productive work environment.

Frontline Supervisor Resources

The following leadership resources are available to help supervisors manage challenging workplace situations:

- Managing Employee Performance
- Addressing Workplace Conflict
- Supporting Employees During Change
- Recognizing Signs of Employee Distress
- Having Difficult Conversations
- Building Stronger Team Communication
- Knowing When to Contact REACH



Leadership Consultation Services

REACH Leadership Consultants can assist supervisors with:

- Workplace Communication
- Conflict Resolution
- Managing Difficult Employees
- Performance Issues
- Organizational Change
- Stress Management
- Leadership Coaching
- Team Development

Visit us online for additional leadership resources and to find out how **REACH** can assist you and your team by previewing the “EAP Basics” Leadership Training Video at <https://www.reachline.com/supervisor-resources>