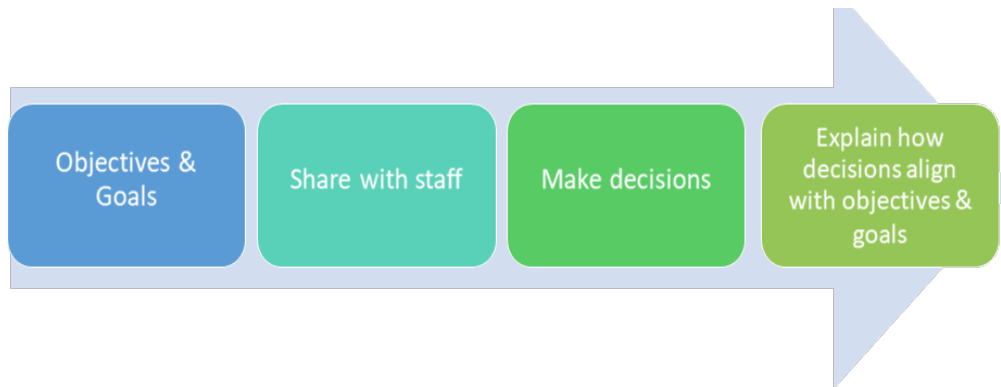


TRANSITIONING YOUR TEAM

BACK TO WORK



1. Set objectives and goals for yourself and your team. What's the overall objective for a certain time period? For example, By the end of May, the objective is to see the accounting team working in the office at full capacity to for invoicing and closing the month of April. Then set phase-in goals for the objective.

2. Make sure you explain what your objectives and goals are to the staff – not just the accounting team – but to everyone.

3. Make decisions to achieve goals. For example, the accounting team will work overlapping shifts of 6 hours for the first week of May; they work in cubicles and are adequately social-distanced.

4. Explain how the decisions align with the objectives and goals. This is especially helpful when a leader is being forced to make a decision based on individuals' circumstances and not on the objectives. For example, Someone from operations who only works 4 hours a day wants to know why accounting can to work six hours; his wife is out of work and he needs to get back to earning full pay. Reiterate the objective and remind him that operations will have objectives by mid-May.



If you need help with the "Team Transition Back to Work" article above, please contact us at:

888-739-8504 X240 | info@newlandcpi.com

www.newland-associates.com