

Guided Employee Care Plan - For Manager Use

Use this template to structure your conversations with your staff and provide support for them during this high stress and uncertain time, when burnout and compassion fatigue may be a concern.

| Employee Care Plan Template | | | |
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| Topics | Questions to Ask | Identify What's within Your Control as the Leader | Manager's Action Step: What can you do to help the situation? |
| Stressors at Work: | What are some stressors being caused by your workload or work environment? | | |
| Stressors at Home: | What are some stressors being caused by your home/personal environment? | | |
| Healthy Activities to Encourage: | What healthy activities are you currently implementing during this stressful time? | <ul style="list-style-type: none"> <input type="checkbox"/> Maintaining a Routine for the day <input type="checkbox"/> 5-10 minute breaks for meditation <input type="checkbox"/> Walks outside <input type="checkbox"/> Breathing Techniques <input type="checkbox"/> Favorite Hobby <input type="checkbox"/> Exercise <input type="checkbox"/> Healthy Eating <input type="checkbox"/> Other <hr style="width: 10%; margin-left: 0;"/> | |
| Reflection on Current Status: | <p>How are you currently feeling in the following areas on a scale of</p> <p>Green – Good Yellow – Unsure Red – Need Help/Bad</p> <ul style="list-style-type: none"> • Level of Engagement • Level of Value • Level of Overall Health <p>Ask for clarity on any concerning scores</p> | | <p>Do I need to do follow up?</p> <p>Schedule a time to check-in on progress:</p> <hr style="width: 10%; margin-left: 0;"/> |
| Manager Support: | Summarize the Manager's Action Step Column on the items you are committing to. Are there any additional needs that should be known? | | |