



Leadership Tools: Checklist: Emotional engagement = optimum performance

As a team leader on the frontlines, you must monitor the emotional wellbeing of your team to prevent adverse mental health impacts. A pre-shift checklist can aid you while it promotes cohesion and collaboration. Make sure you encourage individuals to answer openly and honestly by using open-ended questions, engage them by opening up about how -you- are doing.

Appearance

- Do a visual scan of team members for appearance and describe using words such as tired, sad, eager, restless, angry, worried, detached, withdrawn, attentive, easily distracted, disheveled, and so on.

Basic Needs and Emotional Status

- As the leader, use the "I am," statement followed by status regarding sleep and nourishment such as refreshed or fatigued. Request the same from your team.
- Now, elaborate further. "I am tired because I didn't sleep well last night." Educate your team about your "emotional temperature." Note: this can be difficult for leaders, but it ultimately engenders trust.

Physical and Other Status

- Note any physical issues that could potentially hinder your teams' response to work.
- Encourage sharing around other stresses such as moving or stress at home, inducing an environment of sharing and support.

Buddy System

- Encourage the "buddy system," asking everyone (including you) to find someone to check in with routinely.

Plan

- If you feel calm and connected with your team, plan to avoid irritability due to hunger and emotionally charged situations.
- If you feel tired, plan to take breaks to care for yourself.
- What is your post-shift plan? Will you regroup with your team? When will you eat next?
- Encouraging awareness and compassion can produce raise hope, camaraderie, confidence, and
- communication.



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Date _____		Time: _____			
Team Member	Appearance	Basic Needs/ Emo Status	Physical/Other Status	Buddy System	Post-shift Plan