EMPLOYEE ASSISTANCE AND WORKLIFE
SOLUTIONS
FOR SUPERVISORS DECEMBER 2026



LEAD THROUGH LISTENING



Employees want to know that their perspectives are heard, their contributions are valued, and their supervisors are invested in their success. By listening intentionally and communicating consistently, supervisors can build trust, strengthen engagement, and create a more supportive workplace culture.

LEAD THROUGH LISTENING

Effective communication is one of the most powerful tools supervisors have to increase employee engagement.



LISTENING BUILDS TRUST

Trust is not built through a single conversation. It develops over time through reliable actions and meaningful interactions. Employees are more likely to share ideas, concerns, and challenges when they know their supervisor will listen without judgment and follow through on commitments.

Practice:

- Being present and minimizing distractions during conversations
- Acknowledging employee concerns, even when immediate solutions are not available
- Following up on commitments and providing consistent updates
- Encouraging feedback and demonstrating how input is being considered

COMMUNICATION IMPROVES ENGAGEMENT

Effective communication is one of the most powerful tools supervisors have to increase employee engagement. When employees understand organizational priorities, know how their work contributes to mission success, and feel informed about changes, they are more likely to remain motivated and committed.

Try:

- Communicating expectations clearly and consistently
- Sharing relevant updates and context behind decisions when possible
- Creating opportunities for employees to ask questions and provide input
- Recognizing accomplishments and celebrating progress often



CHECK-INS DEMONSTRATE SUPPORT

Regular check-ins provide an opportunity to strengthen relationships, address challenges early, and support employee development. These conversations don't need to be lengthy, but they should be intentional and focused on both performance and well-being.

Consider discussing:

- Current priorities and workload
- Progress toward goals and accomplishments
- Challenges that may require support or resources
- Development opportunities and future aspirations
- Feedback in both directions to improve team effectiveness

LIVE WEBINAR

EFFECTIVE ONE-ON-ONE CONVERSATIONS

Wednesday, December 2, 2026 1–2 p.m. E.T.



Strong one-on-one conversations can shape trust, clarity, and performance. Join us to get a better understanding of what makes these discussions meaningful and how to approach them with purpose. You can expect opportunities to practice framing conversations, listening with intention, and responding thoughtfully. You'll also work through scenarios to build confidence and walk away with practical techniques to strengthen relationships and support better outcomes.

Tell us about your EAP experience!

REGISTER

24 HOURS A DAY (800) 222-0364 FOH4YOU.COM

EAP PSC Federal Occupational Health U.S. Department of Health and Human Services

The Employee Assistance Program is a **voluntary** and **confidential** employee benefit available to eligible federal employees at no cost.