P&P career coaching

WORK-FAMILY BALANCE

Summer Break CHECKLIST

Supporting working parents as summer approaches.

A checklist for HR and Managers

P&P career coaching

Summer Break CHECKLIST

SUPPORTING WORKING PARENTS AS SUMMER APPROACHES

✷ **Open Communication:** Create a supportive atmosphere where working parents feel at ease sharing their needs and challenges with their managers.

✷ **Plan Ahead:** Encourage working parents to schedule their work and family commitments in advance to avoid last-minute stress.

✷ **Flexible Work Hours:** Consider offering flexible work schedules to accommodate family activities and obligations.

✷ **Set Boundaries:** Remind working parents to set clear boundaries between work time and family time to ensure they can focus on both.

✷ **Take Breaks:** Encourage regular short breaks throughout the day to recharge and stay focused. Remind employees of the importance of taking their holiday time. A well-rested team is more productive and engaged.

✷ **Seek Support:** Remind working parents that it's okay to ask for help. Regular check-ins can help identify those struggling to balance their responsibilities and offer necessary support.

✷ **Prioritise Self-Care:** Emphasise the importance of self-care routines, such as exercise, healthy eating, and adequate sleep. Provide resources on topics like effective time management and resilience to prevent burnout.

✷ **Offer Support:** Introduce wellness initiatives that focus on stress reduction and overall wellbeing. This could include virtual yoga sessions, mindfulness workshops, or access to work-family balance coaching programmes.

✷ **Utilise Resources:** Make sure working parents are aware of any company-provided resources or benefits designed to support work-family balance. Share information on tools and apps that can help streamline tasks and manage time more efficiently.

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