



CARE's WorkLife Solutions

Toll Free 866.888.1555

www.caresworklifesolutions.com

Promoting CARE's WorkLife Solutions to Supervisors

- Schedule a 60-90 minute supervisory training with a CARE's WLS staff member. The training covers appropriate documentation and methods of referring an employee with a job performance problem to CARE's WLS.
- As an alternative to a supervisory training, schedule a series of 10- to 15-minute, one-on-one, informational meetings between supervisors and CARE's WLS staff member.
- Keep in mind CARE's WLS as a referral option when a supervisor discusses an employee with a job performance problem.
- Distribute the quarterly CARE's WLS newsletter and *Supervisor Wire* to all managers and supervisors.
- Remind supervisors of CARE's WLS availability during management meetings.
- Invite CARE's WLS to attend management meetings periodically.
- Ensure that supervisor referrals to CARE's WLS are clearly spelled out in your organization's policies.
- Include information on CARE's WLS – or a presentation by CARE's WLS staff member – in your orientations for new supervisors.
- Make certain supervisors have sufficient quantities CARE's WLS literature clearly visible in their office or work station.
- Invite a supervisor to attend a quarterly CARE's WLS meeting.