

# SUPERVISOR E-LETTER

## PROFESSIONAL DEVELOPMENT



April 3, 2020

### COVID-19 Resources

#### GVSU FAQs

The GVSU Emergency website has information relevant for our entire community. Visit the [GVSU COVID-19 FAQ page](#) for university communication updates, travel and self-quarantine information, and student information.

#### Human Resources FAQs

If you or a colleague have questions regarding COVID-19, please refer to the [Human Resources FAQ page](#). It is important to utilize and share this page to help manage the situations arising with COVID-19. If you have content you would like added or have any unanswered questions, please contact Human Resources at 616-331-2215 or [hro@gvsu.edu](mailto:hro@gvsu.edu).

#### Lakers Working Together

Visit our [Lakers Working Together page](#) for information on flexible and remote work resources including: equipment and access, web conferencing, transferring phones, remote collaboration, and work life resources.

## HR@GV Support In Supervising a Remote Workforce

In the current climate, supervisors may be looking for ways to create and support a productive remote workforce. In order to help with this endeavor, HR@GV would like to provide one-on-one coaching to support your efforts and curate and develop resources and tools to help.

Kim Monaghan, the GVSU Human Resources Career Services for Faculty and Staff Consultant, will be taking the lead on this. She has been providing coaching and training for GVSU faculty and staff for over 10 years, and has been in business for over 14 years as a Professional Certified Coach and owner of KBM Coaching & Consulting LLC.

**We are asking supervisors to [contact Kim](#) as soon as possible to schedule a time to talk and brainstorm how HR may be of service to them.**

Thank you once again for all the hard work that you are doing to lead your team and contribute to GVSU's ongoing success. We look forward to supporting you as you continue to successfully lead your remote workforce and help them achieve their full productive potential.

## Virtual Training Opportunities – April 7 & 8!

Randy Dean is back! Following up on his recent presentations for Optimizing Your MS Outlook, Randy is now bringing us tips and tools for virtual teams and remote work. Please join us by [signing up on Sprout](#) for these timely presentations and encouraging your staff to take advantage of these learning opportunities.

### Virtual Meetings and Virtual Work: Getting More Productivity and Effectiveness From Both

**Tuesday, April 7, 2020 at 10-11:30am & Wednesday, April 8, 2020 at 1:30-3pm**

In this new program reflecting our current times with the coronavirus outbreak, Randy Dean, MBA, The E-mail Sanity Expert®, will take his 16+ years of “working from a home office” and leading multiple client meetings and webinars virtually, and provide you with tips that can greatly help increase your productivity and effectiveness with both. We'll discuss critical set up, equipment, software, tools, and apps that will make your work from home experience more productive and less distracting. We will also discuss critical tips for running and/or attending online virtual meetings so they can be more useful and effective. All in a quick 90-minute webinar program!

## Taking Time Off to Restore

GVSU Human Resources encourages you to talk with your team about taking time off to restore.

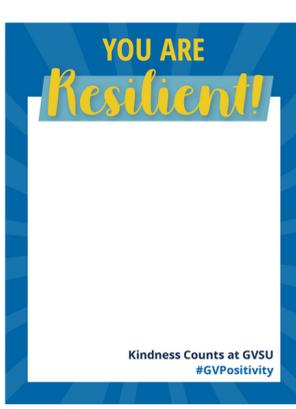
It has now been several weeks of changes and adjustments, with many of us still trying to figure out a new normal. At the same time, we have been slowly processing the reality and implications of all the changes in the world, at work, and home. It is not just business as usual; the nature of our home and work life has changed drastically. This is why it is **especially important to encourage your team to use their vacation time to rest and restore**—restore from long days of wearing multiple hats, and continue to allow space to process everything going on around them. Using vacation time to care for ones self and family will be crucial in **preventing burnout, practicing mindfulness, and setting intentions to stay well for the weeks to come**. Be sure to have those conversations with your team members about taking time off. Cover for each other and **give each other permission for self-care**. GVSU Human Resources will support you on this endeavor and is here to consult on various scenarios and situations.

*Additional support is available to you by contacting [Elisa Salazar](#), your work life consultant. Her availability can be found on her [appointment manager](#).*

## New: Send Virtual Kindness Cards

Research reflects that even the smallest gestures of kindness make a big impact. Givers and receivers of kindness experience relief of pain, stress, anxiety and depression, in addition to lower blood pressure, improved overall health, a slowed aging process, and increased levels of happiness. So why not make someone's day by [sending a virtual Laker Kindness Card](#) today!

[Download a card](#) and spread some #GVPositivity!



## Family Resources For Learning at Home

GVSU is dedicated to supporting K-12 students and families as they temporarily transition to online instruction and instruction at home. To do so, the Charter Schools Office and the College of Education have created [ever-growing resource lists](#) for students in elementary grades, middle school, and high school. There are also resources geared toward social emotional learning. The lists will be updated every Friday.

## Networks of Support

### Lakers Respond to COVID-19

President Mantella has called on the entire community to harness our power, talent, intellectual capacity, and compassion to activate [Networks of Support](#) in key areas of need where you have skills and expertise.

[Learn more](#) about the networks and service opportunities.



## Managing Your Mental Health with Encompass

Check out new webinars from Encompass, your employee assistance program (EAP), to help manage your mental health during this time. [Upcoming webinars](#) include:

- Mindfulness
- Coping for Front Line Medical Responders & Medical Professionals
- Managing Financial Anxiety
- Caregiving & Parenting in Turbulent Times
- Resilience & Self Care

DATE/TIME	TOPIC	CLICK HERE TO REGISTER
Thursday, April 9 10:00 AM - 11:00 AM	Strategies For Working Mindfully	<a href="#">GO</a>
Monday, April 27 10:00 AM - 11:00 AM	Mindfulness	<a href="#">GO</a>
Thursday, April 23 10:00 AM - 11:00 AM	Coping For Front Line Responders & Medical Professionals	<a href="#">GO</a>
Monday, April 27 10:00 AM - 11:00 AM	Managing Financial Anxiety	<a href="#">GO</a>
Monday, April 27 10:00 AM - 11:00 AM	Caregiving & Parenting in Turbulent Times	<a href="#">GO</a>
Monday, April 27 10:00 AM - 11:00 AM	Resilience & Self Care	<a href="#">GO</a>

Can't attend a desired webinar? Visit the [All One Health blog](#) to view all recorded sessions and download accompanying materials.

## Wellness Coaches Are Here For You

In this time of uncertainty, it's the perfect opportunity to reach out to a Priority Health Wellness Coach. Wellness Coaches are available to help you navigate any emotional, mental or physical struggles you may be having. One-on-one telephonic coaching is available to GVSU benefit eligible faculty, staff and spouses at no cost to the member.



[Learn more](#) about how Wellness Coaching works and read success stories from fellow faculty and staff.

