



# Check-ins

Check-ins are the individual conversations a line manager has with their team-members



## What are the benefits of check-ins?



Support wellbeing



Increase engagement



Feel valued



Talk openly



Explore ideas

## Check-ins are...

### Colleague-centred

- Tailored to the individual
- Manager listens
- Uninterrupted

### Meaningful

- Discuss what's important
- Take a brief note of key points & actions
- Follow through on actions/promises

### Regular

- A minimum of monthly
- More frequent = shorter check-ins
- Flexible to your schedule

## What is covered in a check-in?

