

# HEALTHY MINDS

## Clear Leadership & Expectations



**Clear leadership and effective communication can make a BIG difference in the workplace.**

**It creates a culture of trust and builds rapport between managers and employees.**

### **What can I do as an employee?**

- Ask for clarification if instructions are unclear**
- Be open to talking about any concerns you might have with the assigned tasks**
- Provide constructive feedback during and after the task has been completed so the manager can evaluate decisions**

***It's everyone's responsibility to ask questions when things are unclear***

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### What can I do as a manager?

- ❑ Be clear with **WHAT** needs to be done, **WHO** is involved, and **WHEN** it needs to be completed
- ❑ Open door policy - encourage your employees to ask questions and submit concerns or ideas
- ❑ Inform employees of any changes in a **TIMELY** manner
- ❑ Provide ongoing and **CONSTRUCTIVE** feedback

### Wellness Resources

**Employee (and Family) Assistance Program**  
1-844-880-9142  
<https://www.lifeworks.com>

**Western Rehabilitation Services**  
Support Services Building RM 4159

**Crisis Line (Reach Out)**  
Web Chat: <http://reachout247.ca>  
(519) 433-2023 or 1-866-933-2023

**Canadian Mental Health Association**  
<https://www.cmha.ca>

For more information, visit:  
[www.uwo.ca/hr/safety/wellness/healthy\\_minds/index.html](http://www.uwo.ca/hr/safety/wellness/healthy_minds/index.html)

