

Manager Discussion Guide

This guide can be used and adjusted for both returning moms and partners, and their managers.

Either manager or leave-goer can initiate the conversation but here are some questions you may want to cover as you ease back into work. You don't have to cover all these questions in a single meeting but use them to guide your thinking and discussion.

Parent		Manager	
Questions to address (consider sending ahead of time)	Your response (jot down some thoughts ahead of time)	Questions to address (consider sending ahead of time)	Your response (jot down some thoughts ahead of time)
Reconnect			
How was my leave? Share some highlights, laughs and challenges.		How was their leave? Ask how the new baby and family are adjusting.	
How am I feeling about my return? Share some of the reasons you're excited about your return.		How am I feeling about your return? Share some of the reasons you're excited for their return.	
Progress			
What has happened since I've been gone? Get information about major business and team milestones.		What has happened in their absence? Share any major business and team milestones.	
How is the team (direct and/or indirect reports) doing? Ask about morale, performance,		How is the team (direct and/or indirect reports) doing? Share details about morale,	

workload, goals, etc.		performance, workload, goals, etc.	
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Expectations

What are the goals and expectations for me as I return? Revisit any goals you set upon your departure and adjust as necessary; talk about how to stay aligned going forward.		What are my expectations and goals for them upon return? Revisit any goals you set upon your employee's departure and adjust as necessary; talk about how to stay aligned going forward.	
Where can I add value and what am I excited about? Find out about current priorities and share your own ideas where/how you can add immediate value, and what you're excited about.		Where/how are you excited for them to add value? Share details about current priorities and where/how your employee can add immediate value.	

Personal

What am I anxious about - is there anything weighing on your mind about your transition or the work ahead, that you want to address?		What are you anxious about? Is there anything weighing on your mind about the transition that you want to address?	
What is my schedule? Confirm or discuss any schedule adjustments - reduced hours, working from home days, Mother's Room or commuting		What is their schedule? Confirm or discuss any schedule adjustments they might need as they ramp back into work.	

times.

Next Steps

How/when will I communicate with the team? To stay aligned, share any plans you have about reentering meetings or emailing teammates that may affect how/when you begin to transition yourself and work.

What do I need from you to make this a joyful and successful return? Share how your manager can best support you during this transition, and ask how you can do the same for them.

How/when will I communicate with the team? To stay aligned, share any plans you have about bringing your employee back into meetings and projects, or emailing teammates.

What do I need from you to make this a joyful and successful return? Share how your employee can best support you during this transition, and ask how you can do the same for them.