Returning to the Workplace – Your Personal Toolkit

Please consider the following questions and complete the table before your meeting with your manager as part of Session One of Safe Space Circles.

Imagine your first day back in the office and think through the details of your day. Please do this as fully as possible, so you are mentally rehearsing the whole day.

Please add any additional activities you carry out during the day.

During the meeting with your manager you will discuss each of the comments you have made and discuss your strategy for dealing with these scenarios. You will complete the “Your Strategy” column with your manager, during the meeting.

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| To be completed prior to your meeting with your manager. | | To be completed at the meeting with your line manager. | | |
| Question | Comments | How apprehensive do you feel on a scale of 1 to  10 (low to high) | Your Strategy | How apprehensive do you feel on a scale of 1 to 10 (low to high) after discussing your strategy? |
| How will you travel to work? |  |  |  |  |
| Which entrance will you use? |  |  |  |  |
| Which doors will you go through? |  |  |  |  |
| Where will you be based during the day? |  |  |  |  |

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| Where will you take breaks for coffee, lunch etc? How will you prepare your food and drink? |  |  |  |  |
| Which toilet facilities will you use? |  |  |  |  |
| Where will you be sitting? Where will any colleagues be sitting? |  |  |  |  |
| Is there any equipment you will be sharing? |  |  |  |  |
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