

Top Tips: Tackling Stress in the Workplace

Signs to watch out for:



**Personality
changes**



**Poor work
performance**



**Increased sickness
absence**



Short-temper



**Becoming
withdrawn**

Employees should be encouraged to approach their managers if they feel something is affecting their ability to do their job well.

How to tackle this:

01 **Speak to the employee**

Tell them that you've noticed they've been acting differently and discuss why this could be.



02 **Change their working conditions**

Could alterations be made to their working day? Maybe they could work flexible working hours or work could be reorganised to take the pressure off them.

03 **Refer them to an EAP**

If your company makes use of an Employee Assistance Programme, inform the employee that they can speak to the EAP to gain further support.

04 **Consider if an occupational health report or medical advice is necessary**

This can make recommendations which can further help the employee at work.

05 **Regularly review the situation**

Whatever action you take, continue to monitor the employee to see if they are not feeling as stressed or if further action should be taken.

06 **Be understanding and non-judgemental throughout**

There could be a number of reasons why your employee is feeling stressed and providing a supportive atmosphere can be crucial to helping them.



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