

CHECKLIST: Preparing for the return to work conversation



- Agree a time to meet with the returning employee and ask them to prepare for the conversation using the conversation guide.
- Make sure you have somewhere quiet and private to meet, where the employee can talk confidentially. Sitting next to each other, informally, rather than across the desk from each other.
- Agree with the employee if it will be just you and the employee, or whether a third person will also be there e.g. a trusted colleague, HR or OH professional.
- Review any communication you have had with the employee since the absence, so you are fully informed.
- Take into account any advice from the employee's GP, or health professional (e.g. Occupational health, rehabilitation specialist).
- Take into account any work-related issues that occurred prior to the absence if you know the absence is work-related.
- Consider what the organisation needs, your needs as manager, and your team's needs (see the exercises in Step 4).
- Get yourself in the right mind-set – sensitive, professional, empathetic.