Sample Agenda for a 20-minute Check-In with Individual Staff

Adapted from the Division of Student Life's Resources for Faculty and Staff

This agenda template will help you structure a conversation with individual staff during a meeting after a major event at MIT or in the world.

Introduction (3 minutes)

- Explain that you care how your staff are doing and are available if they would like to talk about current events
- Include that the discussion is optional
- Share Goals for the Conversation
    - Acknowledge that something has happened and that you understand that this may be impacting them
    - Give staff an opportunity to share how they are feeling
    - Share resources for staff

Discuss Reactions (10 minutes)

- How are you feeling? How is this impacting you?
- What do you feel like you need for yourself?

Share Your Perspective (5 mins)

- This is a chance for you to share your own perspective and reflections, if you feel comfortable

Share Resources (2 mins)

- Human Resources Officers
- MIT Center for WorkLife and WellBeing
- MyLife Services
- Resources for Faculty and Staff to Support Students