



February 2016

Coaching Tips for Supervisors

Identifying and Managing Workplace Stress

As a Supervisor, you have the influence and power to positively impact many lives. Being a Supervisor is not easy – your responsibility is not just ensuring that your direct reports are happy and productive. You must also be mindful of your own workplace happiness and productivity. That is quite a bit of responsibility, which can be extremely stressful!

When you, as a Supervisor, are stressed, your ability to successfully coach staff can be significantly impeded. Stress causes the brain and body to go into “fight or flight” mode. Either of these may be inappropriate for the given situation and result in displaying behavior that is not characteristic of coaching (e.g. listening passively, responding emotionally, and controlling instead of collaborating). To combat stress, you must first be able to recognize its signs, then know the action to take to manage it. This is important for your physical, mental, and emotional well-being and will allow you to be more effective in all areas of your life. **Essentially, you will be a better coach!**

This February, pay attention to the signs of stress and **be intentional** about incorporating new habits that reduce your work-related stress. Use the tips below to help you on your journey to a life less stressed.



Stop

Slow down and pay attention to what your body is saying. Do you feel yourself getting overwhelmed or frustrated?

Sign Scorecard

Physical

- Headaches
- Fatigue
- Nausea
- Pounding heart
- Sleeplessness

Mental

- Loss of concentration
- Poor judgment
- Negative thoughts
- Lack of interest

Emotional

- Low moods
- Irritability
- Depression
- Anxiety
- Anger



Look

Pay attention and observe how you interact with others. Are you distant or withdrawn? Are you more judgmental than usual? Are you more sensitive about what people say or do?



Listen

Listen to your conversation. Are your words filled with frustration? Do you feel like you are complaining a lot? Are you frequently using words like “can’t,” “won’t,” “tired,” “stressed,” “exhausted,” and “fed up”?



Act

Develop a concrete plan to reduce and better manage stress:

- **Set SMART goals:** Be honest about what you can accomplish.
- **Take breaks:** A change of environment can help you recharge.
- **Care for your body:** Get ample sleep, maintain a well-balanced diet, and exercise. All exercise increases endorphins, which promote positive feelings.
- **Have fun:** Laugh, play, and smile. Don’t sweat the insignificant stuff!

Additional Resources:

- **Reducing Workplace Stress: A Guide for Managers**
http://www.deakin.edu.au/__data/assets/pdf_file/0007/228652/managers-guide2.pdf