



# 5 great ways to keep in touch with young staff on furlough



In the Youth Friendly Employer Masterclass we talked about the importance of keeping in touch with young staff who are on furlough. This guide aims to provide a few more ideas to help you to stay connected.

## 1 Set up regular catch up's

We recommend having a catch up with colleagues in group sessions but also making sure that there is time scheduled for the important 1-2-1's. Having something going on even for just 30 minutes once a week will ensure your team and young colleagues feel connected.



## 2 Group sessions should be mixed

You can really vary the group sessions, you can make some fun and light hearted, running quizzes or competitions, sessions which are planned for in this way can be a great way to get everyone involved.

You can also use a group session for a broadcast message about the business. What is happening, good news stories etc. But do not use the broadcast method to share bad news that will affect an individual's job.

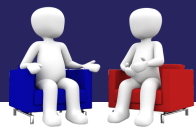
Top Tip! Ask your young colleagues to take turns in leading and planning a session. Make sure they are happy to do this and have the support they need, but it is a great way to build skills and confidence and to ensure the session is Youth Friendly!

At Youth Employment UK - we hold a coffee morning (11's to be exact) with all of our Ambassadors every Tuesday. Ambassadors can choose to attend (they are volunteers) and each session runs slightly differently. From information sharing to a general chat, to fun quizzes and competitions. We keep it mixed but are really using the session to sense check how our young people are and if anyone needs extra support.



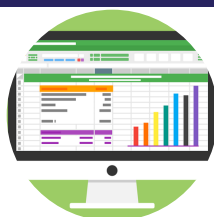
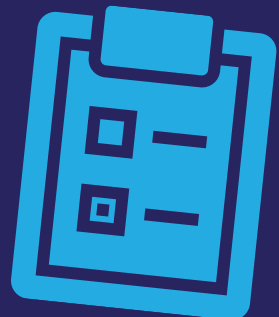
### 3 Structured 1-2-1's

We highly recommend you have regularly and structured 1-2-1 sessions with your young colleagues. Have a plan set out of the things that you need to discuss and the check-in questions you need to ask. Make sure that you are ready to answer questions or share information about returning to work!



### 4 Use online surveys to stay informed

You can quickly set up staff surveys with platforms such as Google Docs or Survey Monkey, in these surveys you can check in about colleagues' mental health and wellbeing and make sure you are picking up key information. You may find that a survey is easier for some people to be honest about how they are feeling and what they need.

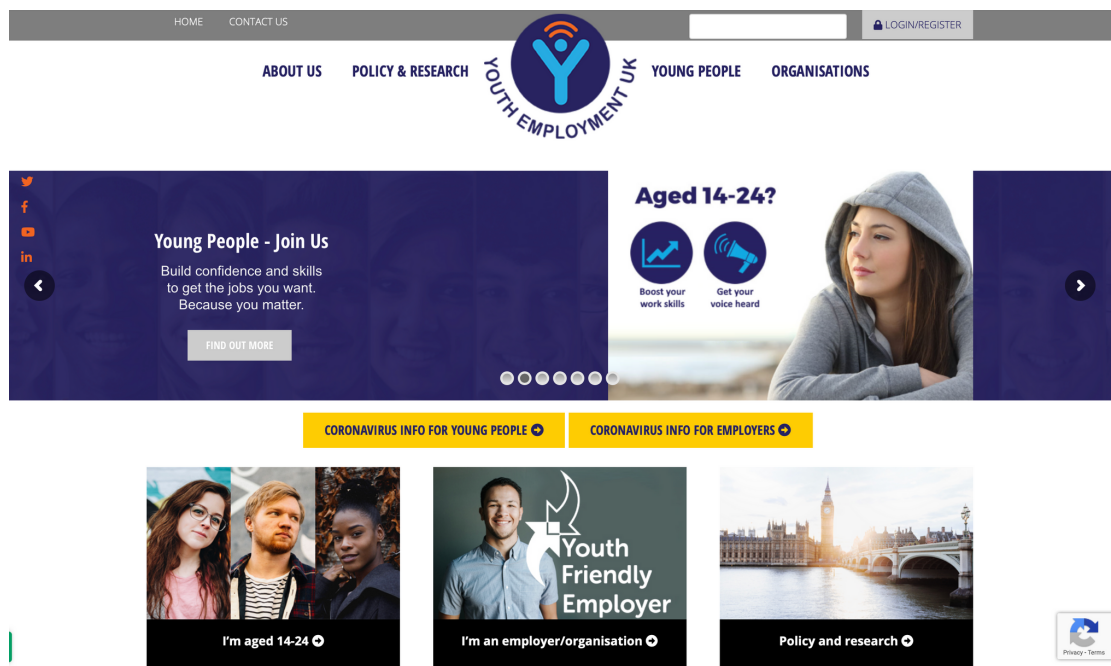


# 5

## Provide opportunities

There are lots of free resources available for people isolating at home. The Department for Education has released a number of free courses to improve skills, and there are a range of classes and webinars available too. Keep an eye on what is available and share links with colleagues, encouraging them to take part. You could also signpost to some volunteering opportunities as there are lots of great ways for people to help out in the crisis.

By registering with the Young Professional and signing up to the Newsletter young people aged 14-24 will benefit from all of our CPD and skills inspiration as well as being able to access a range of external resources and opportunities.



@YEUK2012



@youthemploymentuk



Youth Employment UK

[www.youthemployment.org.uk](http://www.youthemployment.org.uk)