### Calendar for Managers 2019

#### Avril
**Creating a Caring Culture**
1. Listen with empathy to your staff
2. Be a transparent leader
3. Let staff know that you are there for them

#### May
**Preventing All Forms of Harassment**
1. Make sure staff are familiar with ST SGB 2008 policy of Harassment and that online courses are available
2. Address to complaints of staff
3. Promote the UN core values

#### June
**Stress Prevention**
1. Promote healthy habits (healthy eating, physical activities, getting enough sleep, reducing alcohol consumption etc.)
2. Speak openly about stress and its effects on health
3. Identify the factors of stress and eliminate them if possible
4. Balance workload among team members

#### July
**Celebrating Multiculturalism**
1. Embrace Diversity in the Workplace
2. Learn about other cultures and improve your cultural competence
3. Take into account concerns of national staff
4. Avoid stereotypes and be aware of your own personal biases

#### August
**Learning and Development**
1. Promote online training resources (lynda.com + OCHA LMS)
2. Give constructive feedback
3. Coach and mentor your staff
4. Encourage cross-departmental training

#### September
**Practice Gratitude**
1. Say "thank you" more often
2. Be authentic and genuine in communication
3. Acknowledge the small wins as well as the bigger ones
4. Give sincere compliments

#### October
**Enhancing Well-Being**
1. Promote work-life balance (flexible hours, compressed hours, telecommuting)
2. Make sure that staff take regular breaks (R&R-leave)
3. Ensure that the office space is adequate
4. Have individual open conversations with your staff

#### November
**Enhancing Team Cohesion**
1. Encourage informal social events
2. Clarify roles and responsibilities
3. Ensure communication (timely and relevant)
4. Address rumours and gossip
5. Incorporate team activities

#### December
**Celebrating Success**
Celebrating is a way to move on and grow as a team
1. Take time to reflect and reconnect on the challenges that you and your team faced and on ways to improve
2. Review the highlights of the past year
3. Identify and celebrate some of the team achievements