The Manager's Quick Guide to Manager Change

A change in managers may be the most disruptive event to an employee's work life and will induce much uncertainty and anxiety. Managers must give special care to how they support their employees through manager transitions. Consider this Trauma Informed Care framework to support neurodivergent employees during manager transitions.

Safety
Ensuring physical and emotional safety

- Pick the right time and place to announce the manager-related change.
- Build trust and safety by explaining the rationale for change and communicating the next steps.
- Be clear and explicit about the change, its potential impact, and available options.
- Give the employee time to process the change.
- Follow up with an email about the details of the change followed by regular updates and check-ins.

Choice
Individual has choice and control

- Give individual employees agency in the next steps related to processing and discussing the change.
- Take the individual's lead, and protect their privacy related to whether, when, and how they chose to disclose.
- Provide the individual with resources related to their rights and support personnel that will help them navigate the change.
- Create templates for how to navigate support processes and ask for information.

Collaboration
Making decisions with the individual & sharing power

- Identify a key point of contact to proactively reach out to the affected employee to provide support.
- Develop an action plan that is co-created with the employee.
- Maintain open lines of communication by proactively checking in with the employee.
- Involve the team in developing the approach to managing the change.

Trustworthiness
Task, clarity, consistency & interpersonal boundaries

- Insist on compassion during transitions.
- Create clear expectations of the changes taking place and their impact on the team.
- Codesign and explicitly articulate the role all team members will play to facilitate successful change.
- Be consistent in managing the change process and the various team members.
- Maintain explicitly stated, clear, respectful, and healthy boundaries.

Empowerment
Prioritizing empowerment & skill building

- Build the capacity of the entire team to be neuroinclusive.
- Engage in neuroinclusion training regardless of disclosure on your team.
- Seek mentoring and feedback opportunities centered on neuroinclusion for managers.
- Encourage employees to participate in mentoring and training opportunities related to advocacy and navigating support.