

Step 1: Use Empathy To Put Yourself in Employee & Manager Perspectives.

**Step 2:** Use those emotions to create potential solutions.

Employee Emotions		
Manager Emotions		
Solutions		

Select 1 track (A, B, or C), work with your group, and be prepared to share.

#### 3 Milestones for Each Track

A. Preparing for Leave	Sharing the News	Off-boarding Responsibilities	Leave Admin Requirements
B. Taking Leave	Sharing the News	Interaction with Employer/Manager When Out	Preparing for Return
C. Returning from Leave	First Week	Re-integrating with Team	Transforming into New Normal



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