

PREPARED FOR

Manas – Center for Mental Wellness & Counselling

Supporting Employees Through Major Life Transitions

People Management During Times of Personal Change

Presented by Dr. Priya Dubey Sharma

Manas – Center for Mental Wellness & Counselling

UDYAM-MP-10-0120839



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Programme Overview

Major life events can significantly impact an employee's well-being and productivity. This programme equips managers with the skills and empathy needed to provide crucial support during challenging times. Learn to foster a resilient and compassionate workplace culture.

Learning Objectives

- ✓ Understand the multifaceted impact of significant life changes on an individual's professional life and learn how to recognize these signs. This knowledge empowers you to offer timely and appropriate assistance.
- ✓ Develop effective communication strategies to initiate sensitive conversations with employees experiencing personal difficulties. You will gain confidence in approaching these topics with empathy and professionalism.
- ✓ Learn to implement practical workplace adjustments that balance employee needs with organizational requirements. This skill ensures fairness and supports sustained performance during transitions.
- ✓ Identify appropriate internal and external resources available to support employees, such as Employee Assistance Programs (EAPs) or external counselling services. Knowing these resources allows you to guide employees toward professional help when needed.
- ✓ Build a foundation of supportive leadership that enhances employee trust and loyalty, ultimately contributing to a healthier and more productive work environment. This fosters a culture where employees feel valued and understood.

WHO SHOULD ATTEND

This programme is designed for all people managers, team leads, and HR business partners who are responsible for guiding and supporting their teams.

Programme Content

1. Understanding the Impact of Life Transitions on Work Performance

Major life transitions, such as bereavement, divorce, or serious illness, can profoundly affect an employee's focus, energy levels, and overall engagement. These events often lead to increased stress, decreased concentration, and potential dips in productivity. Recognizing these common impacts is the first step towards providing effective support. This section will explore how these personal challenges manifest in the workplace and equip you with insights to navigate them with understanding.

 **Activity: Group discussion: Sharing anonymized observations of performance changes during difficult times.**

2. Identifying Signs of Struggle During Transition

Subtle changes in behaviour, communication patterns, or work output can signal that an employee is navigating a difficult life event. Managers play a vital role in noticing these shifts, from increased absenteeism or tardiness to reduced interaction or a decline in the quality of work. This session will provide practical indicators to look for and help you differentiate between a bad day and a sustained period of struggle, enabling a proactive and supportive approach.

 **Activity: Scenario analysis: Identifying potential signs of distress in provided case studies.**

3. The Empathetic Manager Conversation: What to Say and What Not to Say

Approaching an employee about their personal challenges requires sensitivity and tact. This section focuses on initiating conversations with empathy, active listening, and genuine concern, without overstepping boundaries or making assumptions. You will learn phrases that convey support and understanding, as well as common pitfalls to avoid, ensuring your interventions are helpful rather than intrusive.

 **Activity: Role-playing exercise: Practicing initiating supportive conversations.**

4. Implementing Flexible Work Adjustments for Support

Temporary adjustments to work schedules, task assignments, or deadlines can make a significant difference for employees managing life transitions. This module explores how to offer flexibility in a way that is both supportive of the employee and fair to the team and organization. We will discuss practical strategies for managing workload and maintaining productivity while accommodating individual needs during challenging periods.

 **Activity: Brainstorming session: Generating ideas for flexible work arrangements.**

5. Guiding Employees to Professional Support Resources

While managers can offer significant support, there are times when professional help is necessary. This section will familiarize you with the types of external resources available, such as Employee Assistance Programs (EAPs), counselling services, and other specialized support networks. You will learn how to gently suggest these resources and empower employees to seek the professional guidance they may need.

 **Activity: Resource mapping: Identifying available support services within the organization and community.**

6. Building a Culture of Care and Resilience

Ultimately, supporting employees through life transitions is about fostering a workplace culture where empathy and understanding are paramount. This final section consolidates the skills learned, emphasizing how consistent, compassionate management contributes to employee well-being, loyalty, and overall organizational resilience. By integrating these practices, you can create an environment where everyone feels supported during life's inevitable challenges.

 **Activity: Commitment pledge: Individual reflection on one action to foster a supportive culture.**



Action Plan

Concrete steps for implementation.

Action	Owner	Timeline	Notes
Communicate programme objectives and benefits to all people managers.	HR	Week 1	Ensure all managers understand the importance and scope of the training.
Schedule and deliver the 'Navigating Life's Crossroads' training programme.	HR	Month 1	Provide diverse scheduling options to maximize attendance.
Develop and distribute a quick reference guide for managers on supporting employees through transitions.	HR/Manager	Week 2	Include key conversation starters and resource contact information.
Integrate discussion on employee well-being and support during regular one-on-one meetings.	Manager	Ongoing	Managers should proactively check in with their team members.
Review and promote existing Employee Assistance Program (EAP) services.	HR	Month 1	Ensure employees are aware of how to access EAP services confidentially.
Gather feedback on the programme's effectiveness and identify areas for future development.	HR	Quarter 1	Use survey results to refine future training modules and support initiatives.

About Manas



Dr. Priya Dubey Sharma

Founder & Consulting Psychologist | Applied, Organizational & Behavioural Psychologist | PhD | 18+ Years

Dr. Priya Dubey Sharma brings 18+ years of applied psychology to corporate wellness. She has worked with SBI, educational institutions, and corporate teams across India. Her evidence-based approach combines CBT, mindfulness, and culturally contextualised psychology for measurable outcomes. She is the creator of the Performance FOMO Index™ and the High-Functioning Distress Framework™.

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A MSME-registered organisation dedicated to evidence-based mental wellness.

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Disclaimer: This document has been prepared by Dr. Priya Dubey Sharma – Founder & Consulting Psychologist (Applied, Organizational & Behavioural Psychologist, PhD, 18+ years), Manas – Center for Mental Wellness & Counselling (UDYAM-MP-10-0120839). Content is for programme overview and educational purposes only. Nothing herein constitutes legal advice regarding POSH Act compliance – organisations should consult qualified legal counsel for specific legal guidance. For clinical or psychological support, please reach out to the Manas Team for personalised guidance, or consult a qualified Psychiatrist or licensed mental health professional. © 2026 Manas – Center for Mental Wellness & Counselling. All rights reserved. Confidential – prepared specifically for the named organisation. For queries: manu@manas365.com | +91 99818 13224