



## Conversation Guide

### Q02: I have the materials and equipment I need to do my job right

#### ASK YOURSELF

- What does my group mean by “materials and equipment”?
- What do I tend to say to people who ask me for a new piece of equipment or materials?
- How much effort do I put into honoring the request? Or discussing the barriers to honoring that request?
- How much do I believe that having the appropriate materials and equipment reduces stress and increases the success of my group?

#### ASK YOUR GROUP MEMBERS

- What do you mean by “materials and equipment”?
- What are the essentials to your work?
- Do you have all the information you need to do your work right?
- How does having these things help you be successful at work?
- Do we have a good process for you to share with me what you need?
- Do you have other suggestions for other effective and efficient ways to do our work well?
- Have you shared creative practices around materials and equipment with your colleagues?

#### SOME BEST PRACTICES

- Continuously look for materials and equipment that will assist your group in performing their jobs efficiently and effectively. What’s new out there that you could use?
- Follow up with your people to make sure they have the materials and equipment to do their work effectively and safely.
- Promptly respond to requests for materials and equipment, even if you cannot grant the request.
- Hold open conversations that encourage your group to talk about what they need to perform their work.