

## Tips for Sharing Information

Today, many people are finding it difficult to make ends meet. What do you do when an employee turns to you for help? Or when it comes to your attention that an employee is struggling? Here are a few quick tips for sharing information with your employees in a thoughtful, sensitive manner:

- 1. Stuff paycheck envelopes with flyers.** This is a great way to confidentially share information with your employees.
- 2. Put up a poster in the break room or publically display this toolkit.**
- 3. Email the link to all employees.** Emailing the link to <http://www.opportunityatwork.org/publications.shtml> is a great way to get the information to all of your employees without putting anyone “on the spot.”
- 4. Inspire peer to peer conversations.** If co-workers in your office have positive working relationships, sharing information with one individual who may mention it to others in a casual way could be of help.
- 5. Mention this resource in a staff meeting.** Again, in a general way, mentioning the availability of information and resources can open the door to further conversations.
- 6. Respond to employee requests.** Share this information if an employee asks for a paycheck advance or 401k loan.