

Working from Home



Guidance for Managers



Leading during times of uncertainty

- Expect the unexpected. Things are going to be unpredictable
- Be accessible and visible to team members
- Due to lack of face-to-face, reduce email where you can – use skype, teams or the phone instead

Managing communication and wellbeing

- Hold regular team check-ins using Skype or Teams
- Hold regular individual check-ins with individuals (agree the frequency with them) using Skype or Teams
- Emphasise appreciation and celebrate success
- Ask individuals how they are

Managing expectations and work loads

- Discuss a set of remote working guidelines with your team
- Be clear about the outcomes you want individuals within your team to achieve
- Agree deadlines and measures of success
- It may take time to adjust to new ways of working. Everyone will have to make changes and for some this will take more adjustment than others.