Working from Home

Guidance for Staff

Expectations

- Seek clarity on your work outcomes and know how your work is being managed
- Follow any remote working guidelines within your departments

Planning

- Be realistic about what you achieve in a day. Try to focus on 2-3 activities that will help you achieve your goals and agree this with your manager
- Communicate regularly with your colleagues and line manager
- Recognise when you are most productive and schedule work activities accordingly e.g. are you more productive in the morning or afternoon
- Build a list of what you are going to focus on and in what order
- Agree a work plan with your manager, and how this will be shared with your manager
- Schedule in regular breaks and/or take a walk
- Create a routine to get in and out of work mode - communicate your expectation to anyone who will be at home with you
- As part of your planning, identify a space/room where you will be able to work without distraction
- Avoid distractions e.g. carve out specific times of the day for social media and household chores

Communication and Collaboration

- Check in with your colleagues informally - how are they feeling?
- Keep your support network intact - this is important when you are not physically present
- Build your online community - establish new ways of working e.g. when and how to communicate
- Use Skype, Teams, and Sharepoint to share information and communicate

Equipment, security, data protection and confidentiality

Please take good care of any company equipment that you are using for working from home, and don't use company equipment for personal use. If you are unsure about any aspect of security, confidentiality or data protection, please speak to your Manager or email data.privacy@pinnaclegroup.co.uk for advice and support.

For more information about looking after your mental health while working from home, visit Mind for ideas about things that could help.