Tips for working from home

UNIVERSITY OF OTAGO
Te Whare Wānanga o Otāgo
NEW ZEALAND

ORGANISATIONAL
DEVELOPMENT

This document should be read in conjunction with the following documents:

- Working from Home Policy
- Working from Home procedures
- Working from home guidelines
- Health and Safety Policy
  https://www.otago.ac.nz/administration/policies/otago003219.html

The term "working from home" refers to an agreed arrangement to work fully or partially from home or from another location outside of the University campus.

If you are working from home, you may form part of a hybrid team. The term hybrid teams refers to a team/group where some people are working remotely (from home) and others are working in the shared office space.

The following table provides some areas to consider when you are working from home and it is useful to read these in conjunction with the key considerations listed in the Working From Home Guidelines. These considerations will support your planning and preparation.

Once your proposal has been agreed, it can be helpful to consider the following ideas.

Purpose and priorities	- Talk to your manager to establish clear and shared expectations and priorities. - Do either you or your manager have concerns or points that might be useful to clarify at an early stage in this process? - Establish processes and procedures for both formal and informal meetings. - Keep both your team and your manager updated with progress and work activities. - Think about the information sharing that happens naturally within a shared office and consider how you might replicate this when you are working from home.
Induction and set up for working from home	- Plan and organise any equipment needed. - Check that you have the knowledge and skills to set up the necessary technology. Linkedin Learning has some useful resources for upskilling in technology. - Plan your home office space and setup to ensure that it complies with any health and safety requirements. Complete a H&S assessment of your work. Any accidents or incidents will need to be reported in Vault.

	• You may be interacting with students or others and require a confidential space to talk. Consider how you might arrange that. • Review the cybersecurity and privacy requirements for your work in a home setting.
Communication channels	An important component of successful hybrid teams is communication both formal and informal. • Learn the communication channels for use with specified work activities. • Build in informal communications with your team • Use your outlook calendar to let your team know when you are available for calls or informal meetings. • The incidental communication that builds a sense of community and team can be built in a variety of ways that suit you and your team. It can be useful to share ideas with the team.

References and more information

Linkedin Learning resources: https://www.linkedin.com/learning/be-an-effective-hybrid-or-virtual-employee/a-new-world-of-work?autoplay=true&u=74831122