

## Settling into remote working – taking stock after Week 1 of Alert Level 4

This short exercise will support you, as a manager while you take a breath, pause deliberately and take stock.

<b>Starting with yourself</b>	
What is working well for you in making the transition to working at home?	
How are your energy levels?	
What successful strategies have you built in to your daily work?	
What are the challenges to doing your work this week? What small steps could you take next week to address these?	
<b>Thanking people</b>	
What have you noticed that other team members are doing to help each other?	
How have you shown your thanks and appreciation?	
<b>Individual team members and their remote work environment.</b> A helpful guide from the NZ Government can be found at <a href="https://www.healthandsafety.govt.nz/assets/Uploads/2020-working-from-home-during-COVID-19.pdf">https://www.healthandsafety.govt.nz/assets/Uploads/2020-working-from-home-during-COVID-19.pdf</a>	
What is going well for each person working at home?	
What are the challenges each person is experiencing at home?	
What steps could they and you realistically take that might overcome the challenges?	

What has been the impact for each person's workflow and sense of productivity?	
Have you talked with individuals and the team about what can realistically be achieved at this point and how they might manage their workflow?	
<b>Communication</b>	
What are the different communication preferences of the individuals you manage? How will you take this into account when managing people remotely?	
What are the different ways in which the team is communicating together? (txt, emails, Teams, Zoom)	
How effective is this?	Not effective <span style="float: right;">Very effective</span> 0 -----5
Team meetings: how effective have these been to date?	Not effective <span style="float: right;">Very effective</span> 0 -----5
Team meetings: what changes might be needed in coming weeks?	
In readiness for internet instability, has the team shared alternative forms of communication such as landline numbers?	
How is work being saved, stored and version control maintained?	
Does the team have a process for moving and storing files across working platforms?	
Have you communicated to the team times when you are available and the best methods to contact you (e.g. email/txt) as well as how to contact you for urgent decisions?	
Is the team maintaining social connections like virtual morning teas?	

<b>Staying focused and productive</b>	
What strategies are your team using to stay focused?	
Have these been shared or even trialled as a team?	
Have you shared useful resources or links to information?	
<b>Leading change</b>	
How are you communicating a clear sense of purpose for the next couple of weeks to the team? (e.g. At this time, we are all in this together, to do xxxxx)	
<b>Professional development</b>	
What opportunities might exist soon for people to undertake professional development?	
What opportunities for cross skilling or teaching each other might you take advantage of in future weeks?	