

EFFECTIVE REMOTE TEAM WORKING



TEAM CALLS

Schedule team calls regularly to check in and/or discuss workload.



SOCIALISING

Colleagues/small teams can arrange 'tea break' calls.



WORK LIFE BALANCE

Encourage staff to take breaks and establish effective work/home boundaries with regard to technology, contact and location of work – ensure work patterns are respected.



TALK

Don't just rely on electronic communication for work related discussions or to catch up – it's good to talk...



HR AND OTHER ASSISTANCE

Remind employees of availability of HR support and any Employee Assistance Programme in place.



VIDEO

Explore what options are available to connect by video – particularly for meetings with a large number of participants.



SUPERVISORS

Consider arranging a regular time when your team can call you everyday.