# Working effectively and successfully in a remote environment

## Practical tips for Employees and Employers

SOCIETY OF CHARTERED SURVEYORS IRELAND

### Employee

**1** Set up a workstation in a quiet place – away from the kitchen. Good chair, desk, screens, lighting, and ventilation.

**2** Take regular breaks and keep your usual routine, go for walks etc. limit distractions (social media apps, news sites).

**6** If the employee has a personal issue or concern talk to a buddy, friend or employer (very stressful for new employees to work remotely etc).

**3** Be in contact with your team. Make sure you have regular calls, use your camera etc.

**5** Stay motivated & be patient – it may take longer to get to know your team when working remotely, utilise all opportunities to get to know your team, keep track of your tasks with lists, don't be afraid to ask questions just as if you were in the office, use chat/ calls/ email etc. to ask these questions.

**4** Over-communicate to keep communication channels open with your team – helps in getting to know them and keep everyone in the loop with project/ status updates.

### Employer

**1** Ensure your employee has received all the equipment required and has access to company systems, and has a suitable workspace at home.

**2** Introduce the new employee to the team/ other employees and appoint a buddy to help them bed in, arrange introductions with other teams to help contextualise their new role within the wider organisation.

**5** Encourage a culture of 'cameras on' for team meetings to help new employee settle into the team.

**3** Set aside regular slots in first few weeks to check in with new employee – virtual coffees etc. regular 1:1 meetings with line manager.

**4** Ensure the new employee is familiar with the requirements and expectations for the role while working remotely e.g. key business hours. Ensure that new employee has the skillsets required for working remotely (time management, working independently, online) - incorporate training as required into induction and orientation.