PRINCIPLES OF REMOTE WORKING IN AN INCREASINGLY VIRTUAL WORKPLACE

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AGENDA

- Employee onboarding in a virtual world – key considerations for employers and employees

- Setting the remote environment up for success

- Working effectively, and smartly, whilst remote working

- Communications and Engagement

- Q&A

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SOCIETY OF
CHARTERED
SURVEYORS
IRELAND

WHO WE ARE

Adare Human Resource Management provide expert-led

Employment Law, Industrial Relations and best practice

Human Resource Management solutions.

Key Considerations for the 'Never Normal' Workplace

Employee Engagement

Communication

HR Policies and Procedures

Working Practices

Workforce Planning

Health and Wellbeing

Health and Safety

Unintended Consequences

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ADARE HUMAN RESOURCE MANAGEMENT

HR BAROMETER

BENCHMARKING | ANALYSING | FORECASTING

SERIES 4

HEALTH AND WELLBEING IS A TOP HR PRIORITY IN 2021

ADDITIONAL IMPACT OF COVID-19 ON EMPLOYEES

45%

Organisations agree that Employee Health and Wellbeing is a top HR Priority in 2021

65%

agree their employees have been negatively impacted in terms of their personal health and wellbeing

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REMOTE WORKING

68%
Organisations agreed that Covid-19 required them to introduce remote working.

The HR Barometer shows that, as of August 2020, nearly four in 10 (37%) Organisations have at least half of their workforce working from home. Nearly one fifth (17%) state that the entire workforce is remote working.

1 IN 4
Organisations state productivity negatively impacted while staff working remotely

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EXERCISE

As a new employee / work placement what are the 5 things that you <u>need to know </u>before you start

……Looking for top 5

Add your comments onto zoom now

– anonymous if you prefer

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*Employee onboarding in a virtual world
– key considerations for employers and employees*

EXERCISE

How can an employer support a new employee / work placement to settle in / onboard into the Company in a virtual world

......Looking for top 10 ideas

Add your comments onto zoom now

– anonymous if you prefer

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

- **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.

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

- 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)

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

Employer

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

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

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

✓ 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.

✓ 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

✓ If you have a personal **issue** or concern talk to a buddy, friend or employer

Employee

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KEY POLICIES – EMPLOYER AND EMPLOYEE

- Remote Working
- Health & Safety
- Data Protection
- Confidentiality
- Information Technology, Internet & Email
- Organisation of Working Time Act

- Performance Management
- Absence Management
- Grievance
- Disciplinary
- Dignity at Work

HR Policies and Procedures

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KEY LEGAL CONSIDERATIONS

- Organisation of Working Time Act
- Data Protection
- Confidentiality
- Information Technology, Internet & Email
- Remote Working Policy

HR Policies and Procedures

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Poll 2

Setting the remote environment up for success

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HEALTH & SAFETY

- Safety, Health and Welfare at Work Act 2005

- Determine suitability of temporary workplace
  - Checklist (rest breaks, physical/ mental health concerns)
  - Checklist (equipment, insurance, expenses, tax)

- Risk assessment (underline risks specific to the workplace)

- Record responses, action immediately

Health and
Safety

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HEALTH & WELLBEING

- Wellbeing (RTWS Protocols, EAP)

- Mental health supports (information/ resources)

- Updating your key policies i.e., sick leave/ absence management policy

Health and Wellbeing

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PRACTICAL CONSIDERATIONS

- Use *videoconferencing* facilities

- Make sure all involved are familiar with the *software* – how to use and etiquette

- Agree best practice – *'cameras on'*

Working Practices

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Working effectively, and smartly, whilst remote working

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- Lack of access to information
- Social isolation
- Lack of standard set up for employees
- Distractions at home
- Lack of face-to-face supervision
- New ways of communicating
- Need to embrace technology

Managing and working remotely can be very different than working in the office

Communications and Engagement

WORKING REMOTELY DOESN'T JUST NEED STRUCTURE

⭐ **Communication** is about connection
- "Who am I going to talk to today?"

⭐ **Purpose** is about staying focused
- "What I am going to get done today?"

⭐ **Motivation** is about engagement
- "How can I encourage myself and others today?"

⭐ **Well-being** - ask yourself
- "How can I look after myself and others today?"

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INDIVIDUAL EXERCISE

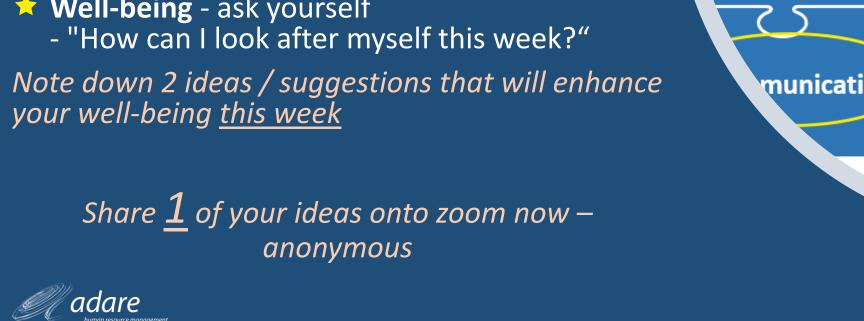⭐ **Motivation** is about engagement
  - "How can I encourage myself this week?"

Note down 2 ideas / suggestions that will keep you motivated this week

⭐ **Well-being** - ask yourself
  - "How can I look after myself this week?"

Note down 2 ideas / suggestions that will enhance your well-being this week

Share 1 of your ideas onto zoom now – anonymous

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COMMUNICATION

- Have a **clear and structured communications plan**

- **Use technology** to encourage virtual face to face meetings

- Have a **nominated contact(s)** within your Organisation that Employees can reach out to

- **Provide opportunities for remote social interaction**

- Communicate a **Remote Working policy** that is fit for purpose

Communication

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EMPLOYEE ENGAGEMENT

Employers

- Take the **pulse** of the workforce

- Set **Expectations** of the role

- **Focus on the outcomes** and measure accordingly

- Provide **training**

Employees

- Participate in **surveys** and provide feedback

- Engage in **virtual coffees** and social events

- Participate in **training**

- Avail of **supports** if needed – buddy / colleagues / line manager / EAP

Employee Engagement

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KEY TAKE AWAYS

✓ **Set the remote environment up for success**

✓ **Set the employee (and yourself) up for success**

✓ **Working effectively, and smartly**

✓ **Communicate and communicate some more**

✓ **Engagement – employers and employees**

✓ **Ask for support**

✓ **Remember your personal ideas for Motivation and Well-being...**

Unintended
Consequences

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Questions & Answers

CONTACT US

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