

TIPS ON MANAGING REMOTELY

More and more staff at LU are now working remotely due to the Covid-19 situation. Some work groups are already used to working from home or from other locations at times, however, for some groups the situation is more unusual. If you have not already done so, as an LU manager, you need to create a structure to ensure the daily work functions, but also to ensure that you notice any anxiety among your employees. Below are some tips to consider when managing remotely:

Meetings with the work group

- Hold **regular** telephone or digital **meetings** with your work groups. Perhaps you should start each day with a joint morning meeting in digital form to initiate the workday?
- **Ensure** that your **employees can use the technology**. If needed, put in place opportunities to practise.
- Create **clearer agendas** than usual with start and finish times, who is responsible for each item on the agenda as well as an allocated time for questions.
- **Evaluate together** how your use of the technology is working and agree on adjustments if required.

If you usually have regularly morning or weekly meetings where you see each other in person you may now need to use technical solutions to be able to hold such meetings remotely. Effective and regular communication is important regardless of how large or small the work group may be, as you easily lose the small talk and updates that take place less formally when you meet on a daily basis. Consider what you would like to do to maintain the daily contact.

Individual follow-up

- It is often better to hold several, **short and regular meetings** than only a few, longer follow-ups that take place less often.
- Remember that **all your employees do not need the same kind of support** – perhaps you do not need to contact everyone in the same way?

When you are not working in the same physical location, it is especially important that you, as an LU manager, prioritise regular individual conversations with your employees, by telephone, via email or other digital formats.

Clarify expectations and tasks

- Make clearer and more **detailed plans** than usual.
- Try to have several, **short deadlines will clearly defined goals** that can be followed up.

For many of your employees it will be especially important for there to be clarity on what they are expected to deliver. Therefore, draw up a clear division of tasks so that both you and the employees know who is doing what and when it is expected to be finalised.

Help to create structure in the workday

- Encourage the **creation of workday routines**, e.g. between which times the employee is working and taking lunch or coffee breaks, and when employees are taking care of other daily tasks in the home.

When you work remotely, it is easy for work and private life to blend. Do what you can to ensure that employees have a functioning structure to their workdays.

Set aside time for spontaneous contact

- **Set aside regular times** when employees know that **you are contactable**.

Sometimes unexpected questions and thoughts come up that employees need to discuss with you.

Ensure there is a healthy work environment

- Ask what the **home workplace looks like** and let the employee know that it is important to take breaks and change work positions from time to time. Perhaps the employee can set things up so that it is possible to switch between sitting and standing at home as well?
- It is a good idea to remind employees about the “**Pausit** tool” as well as **other ergonomic tips** available on the Staff Pages.

The employer is responsible for the work environment of employees working remotely as well. Do what you can to ensure that the work environment is acceptable and talk to the employee about what they can do to improve the situation.