

FOSTERING CONNECTIONS WHILE WORKING FROM HOME

While you want to ensure working remotely stays productive, it is also essential to make sure your employees feel energized, connected, and avoid burnout. Here are some points to consider when fostering community, courtesy of Movability members Point B and Thrival.

Set team norms.

- Establish expectations on work hours for the entire team to agree upon, whether a set timeframe or flex schedule.
- Respect limits and help set boundaries around when someone is expected to respond to notifications or messages.
- Be cautious and respectful of contacting employees after hours or in the evening, especially when they're considered off the clock.
- Push for consistent and honest communication. Have employees let the team know when they will be stepping away from the screen.

Have open communication and transparency:

- Provide an open ear to employees, as they need to know you as the employer are ready to listen and work together on how to figure out the best solutions for the employee to work productively, while also managing taking care of themselves and other personal matters.

Encourage employees to make a schedule and stick to it.

- It's important for employees to set boundaries for themselves, set time limits on when to work, when to self-care, and to do everything else in between. Establishing a work and home-life balanced schedule will provide a more holistic and beneficial practice of working from home.

Be empathetic and understanding.

- During this time, it is important for you as an employer to understand your employees are now having to re-adjust and wear multiple hats at the same time. Some may have to juggle being the parent, teacher, employee, and partner. Talk with these employees to determine the best plan of action.

Schedule time for team building and fun activities.

- Set up weekly meetings and have your team share any life updates, highs and lows, as well as leading an interactive and fun icebreaker.
- Have a virtual happy hour: Dedicate time for your team to step back from working and connect with each other through non-work related conversation and banter, while having a drink or two.
- Schedule weekly check ins; Whether it's you as the executive or a designated supervisor, call or meet online with your staff to get updates on how each employee is adjusting to working from home, and see what assistance or guidance they may need to successfully keep going with their work.

