

Working Remotely and Managing Remote Teams

Tips and resources for employees during the COVID-19 outbreak



University of Missouri System

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Working Remotely and Managing Remote Teams:



Stay Connected



Use your resources for
personal and professional
development



Manage your time
and well-being



Stay Connected to Each Other



"One of the things we know from research is that social support is very important to resilience and recovery during times of stress."

- Institute for Disaster Mental Health, State University of New York

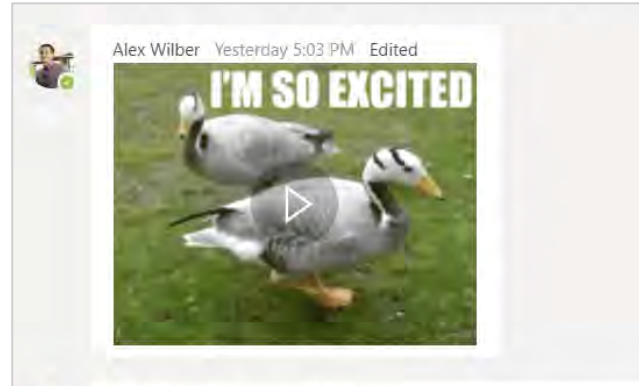
Communicate

There are many ways to stay connected while working from home.



Communicate often

Make it a habit to connect frequently with your colleagues and stakeholders. Decide together which communication platforms you will use and for certain situations (phone, e-mail, Skype, Zoom, Teams, etc).



Make space for fun

Were you going to celebrate a birthday of a team member before going remote? Or do you have a weekly tradition to show thanks to team members? These can still be done online!

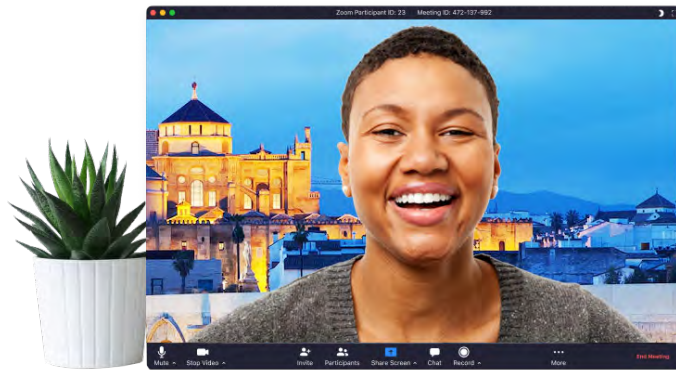


Virtual 'water cooler'

Make up for missing hallway talk or connecting in the kitchenette or café by using chat messages or calling. Set yourself a reminder to check in with people regularly.

Lead inclusive online meetings

As you move your meetings online, take these steps to make them productive and welcoming for everyone.



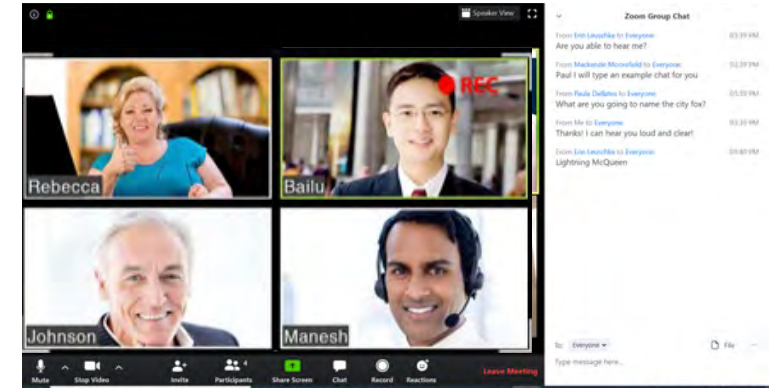
Be present and respectful

Limit multitasking during meetings. Turning on your video can show that you are paying attention and allow you to focus on the person or people on your call. Change your background if it helps to reduce distractions.



Pause for others to speak

It can be hard to find space to speak in a meeting, and even harder when everyone is virtual. Make sure there's time and opportunity for all voices to be heard.



Monitor meeting chat

People may not feel comfortable breaking into the conversation or may be having technical difficulties. Check the Zoom chat for questions or concerns that may not be being voiced out loud.



Zoom has some great tips for you about running a meeting with your team that may be especially helpful if you don't use Zoom regularly! Visit bit.ly/MeetLikeAPro



Using your resources for personal and professional development

Using your resources for personal and professional development

Continue to encourage development in your team even from a distance.



Plan a conversation around a topic

A great way to encourage development and engagement with your staff is to choose an article, video, or other media to share, and then host a time to connect for folks to discuss. It doesn't have to be long, and you can ask staff to take turns leading the discussion.

Evaluate your current reality relate to change

You may have some goals that relate to change in your department, organization, or office. This might be the perfect time to take advantage of your team's attention to work on a project that allows you to rethink your business practice – which can be a perfect way to develop your team members skills.

Network with peers

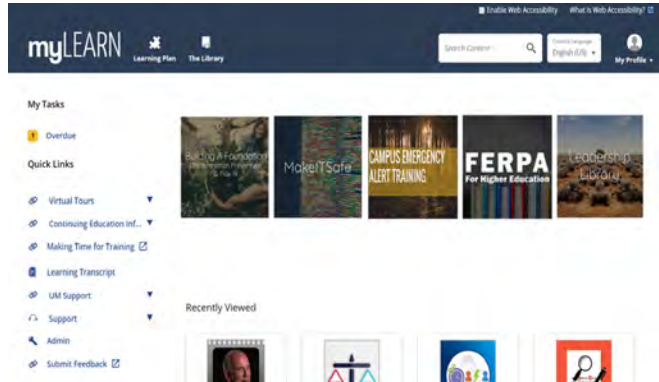
With many people learning how to be remote leaders, team members, and employees, engaging with your peers (or reaching out to them for the first time) is a great way to learn together within the current reality.



Questions about technology and working from home? DOIT has compiled an FAQ that can help answer some common questions! Visit their website for more info: bit.ly/DOITFAQ

Using your resources for personal and professional development

Take advantage of the resources that are available to you to develop new skills



Take advantage of myLearn's resources

MyLearn has thousands of courses, videos, and books that you can access from anywhere. Please note that if you are working on a home computer, it can be helpful to allow pop-ups while logged in to myLearn.

Review Success Factors courses

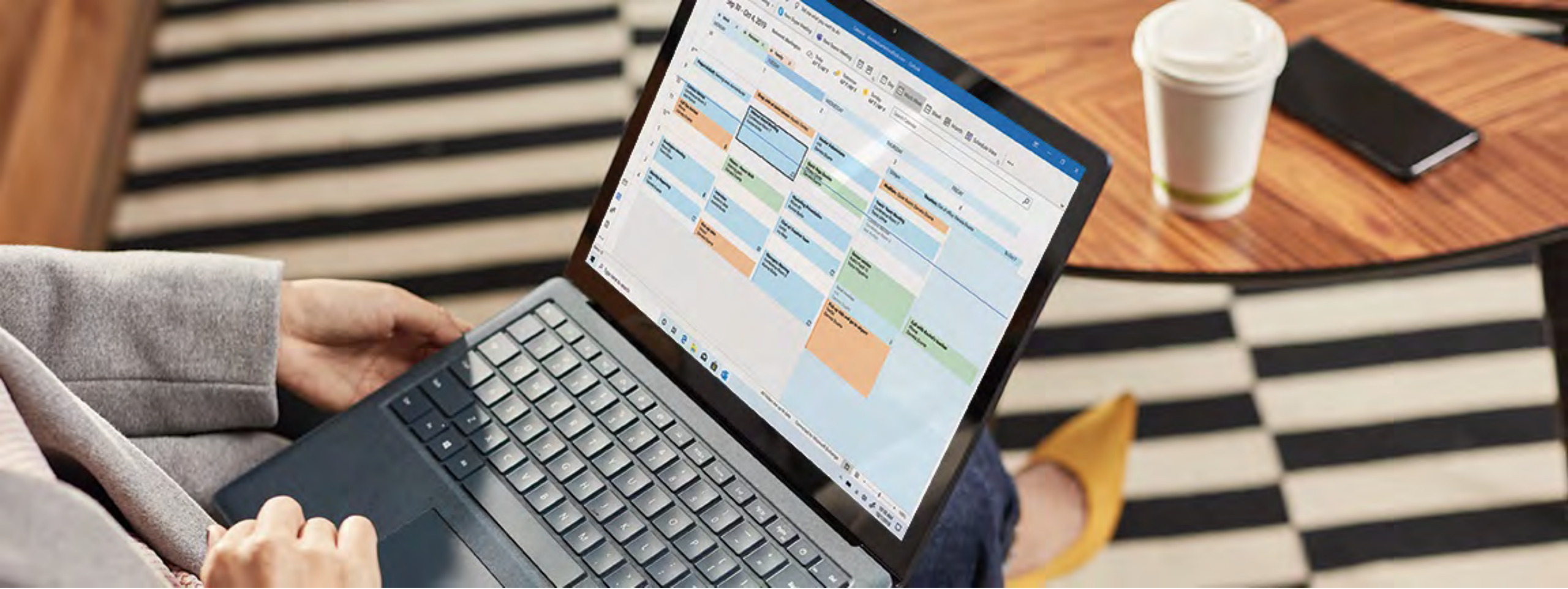
Success Factors are a collection of competencies used by the University of Missouri to help define what effective performance looks like in your role. With Performance Appraisals approaching, now is a great time to review the Success Factors. Specific courses for each success factor are available to you on myLearn.

Consider your network's resources

Many professional organizations, companies, and other resources are providing materials that aid in personal and professional development. Ask your peers, supervisor, or others in your professional community if they are aware of any resources you should consider.



For more information about myLearn, visit <https://www.umsystem.edu/ums/hr/mylearn>



Manage your time and well-being

Share your schedule and availability



Set expectations for availability

Setting healthy boundaries, managing interruptions, and being clear about when you are available is an important part of managing your time when working from home.



Managing your time

Your daily schedule or even the hours that you work may change while working from home. Discuss your schedule with your team (and those you live with) around your working times for the day.



Set boundaries

It can be a challenge to switch 'off' from work when you don't leave the office—or switch 'on' your workday when you don't leave the house. If needed, set clear intentions about work time and home time to avoid burnout or being 'always on'.



For some UM System specific tips and suggestions, visit bit.ly/UMSystemWFH

Take care and be mindful



Don't forget to take breaks

It can be difficult to remember to take breaks. Use your calendar to turn meals and breaks into appointments so you get regular reminders. Block time on your calendar for exercise and fresh air—or just time to step away from your workspace.



Work-life harmony

We recognize that while working from home you may need to occasionally redirect your time and energy to your loved ones. Remember you have resources available to you, including the [UM System Employee Assistance Program](#).



Check-in with yourself

It's important to check in with yourself and be mindful of how you are feeling. Anxiety, loneliness, and other feelings are perfectly normal, and we have resources to help you take care. Be sure to check in on others within your community, family members, and co-workers.



Working from home as a parent? Children adjusting to a new schedule or trying to complete schoolwork from home can add extra layers to your new work environment. The Harvard Business Review has tips for parents working from home here: bit.ly/HBRParents



Proactively release your stress before it spreads.

1

Find a quiet
spot

2

10 deep
breaths

3

Check
your level
of tension

Some pressures add a healthy sense of urgency. Not much can derail and spread to others. It is important to proactively release your stress before it spreads. Use the 1,2,3 breathing method to help release stress.

- 1) Find a quiet spot to have alone time away from distractions.
- 2) Take 10 deep breaths focusing on the long exhales.
- 3) Check in on your level of tension and repeat if needed.



For additional tips towards handling stress check out this myLearn course: [*Take a Deep Breath and Manage Your Stress*](#)

Learn more

Upcoming Webinars:

- **Financially Coping with COVID-19: What You Need to Know Right Now**, presented by MU Extension Personal Financial Planning Team - April 9, 2 - 2:30 p.m.
- **Self-Care and Developing the Right Mindset for Working Remotely**, presented by TIAA—April 14, 2:00-2:30pm
- **Establishing Remote Work Routines: Time Management and Creating a Productive Workspace**, presented by TIAA—April 15, 2:00-2:30pm
- **Maintaining Engagement and Productivity with a Virtual Team**, presented by TIAA – April 16, 2:00-2:30pm

Recommended Learning:

<https://www.umsystem.edu/ums/hr/tmr/learning-recommendations-demand-and-webinars>

Questions? Email learningdevelopment@umsystem.edu