

This support document has been created to complement the **Working Alone - Together** PowerPoint presentation we've also shared with you.

At this difficult time, we know that many people are working from home, either through self-isolation or the temporary steps taken by business in response to Covid-19. In response we have created support materials to help you ensure your people are set up for success, have everything in place to be productive and are cognisant of their wellbeing. We recommend the slides are used via video call or circulated and walked through on a team calls, prompting optimum ways of working to benefit your people, customers and business.

GUIDANCE NOTES:

Whilst these slides are designed to be discussed as a team, it's important to create the opportunity for participants to talk in confidence about their personal situation and need

SETTING UP FOR SUCCESS

Recognising the Challenges | Creating Routine | Robust Network and Technology

This section provides the opportunity to help your people recognise how important it is to create an environment where they can feel comfortable, effective and able to switch off at the end of the day. The transition to home working could be very challenging for some, due to their personal home situation, reliance on close contact with colleagues or their personal levels of motivation. Use the questions to help individuals recognise what they need to put in place, encouraging them to share thoughts and suggestions.

REMAINING PRODUCTIVE

Creating Accountability | Optimising Your Time | Mobilising Support & Connectivity

Here we guide you through a conversation with your people that will encourage them to consider how they implement the appropriate levels and methods of engagement to effectively deliver. Challenge them to think about their regular ways of working and empower them to consider creative ways to overcome obstacles to success. The purpose of this section is to ensure individuals think about how they meet their objectives and feel successful, whilst offering support and guidance as needed.

MENTAL WELLNESS

Recognising Stresses | Creating Resilience | Making Personal Adjustments

Opening the conversation on mental health will allow your people to feel more comfortable considering their own circumstances. This section is designed to prompt self-reflection and promote the importance of self-care. Discussing "good practises" can socialise and encourage a range of positive activities including mindful practises, exercise, creative hobbies and online courses for self-development. This conversation also provides the opportunity to clarify what support services your organisation can offer.