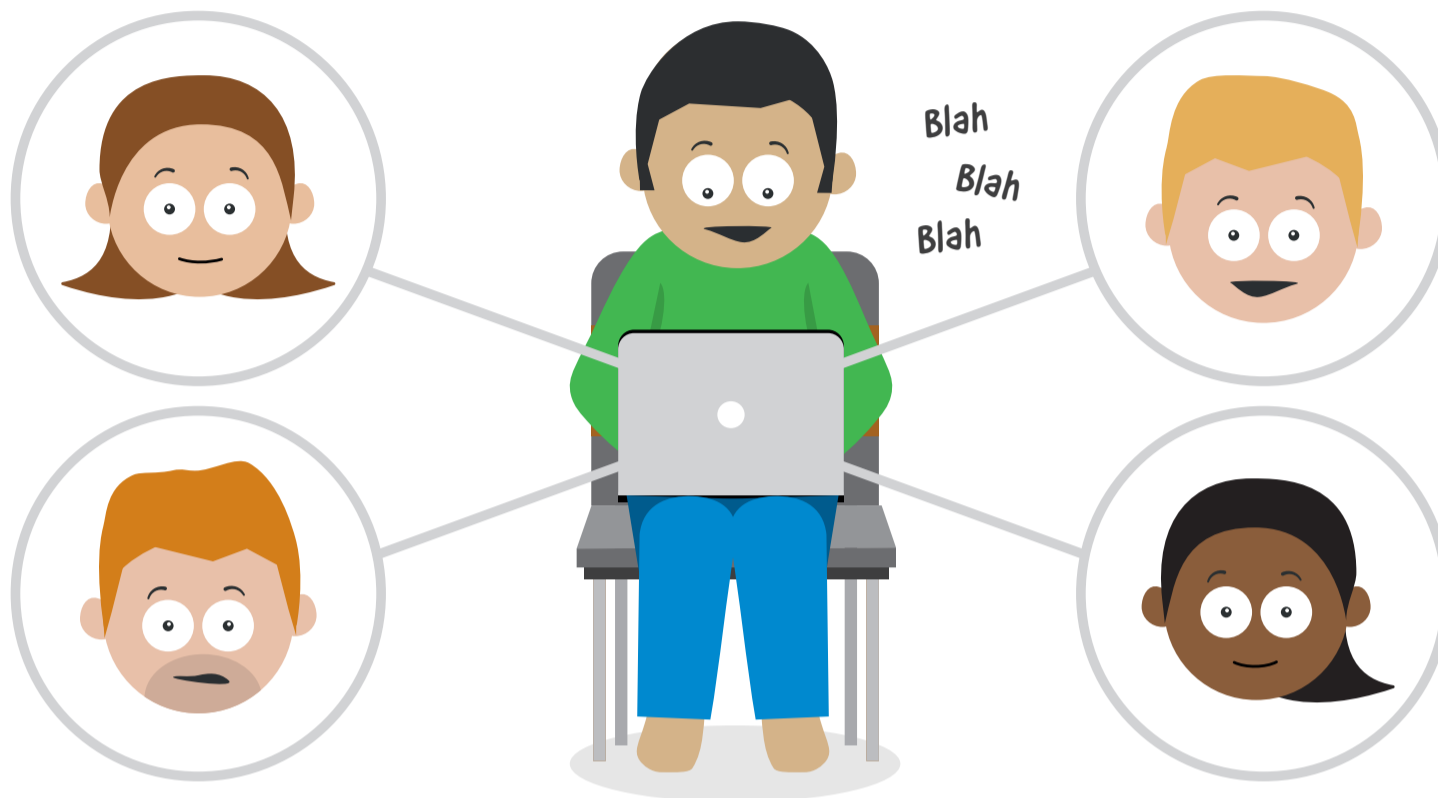


10 WAYS to manage team members remotely

HEALTHY CHOICES



1 Keep yourself well

As a team manager you are the lynchpin to team operations. It is important you prioritise your own needs in line with those of your colleagues.

2 Daily check-ins

When it comes to social connection we all have different needs and preferences. As a manager, it is important to be aware that all of us thrive when our work is valued and we feel a valued member of the team. To facilitate such team visibility, why not set up a brief daily or weekly check in – how are you doing on a scale of 1 to 10. The mood temperature will enable you to take a quick wellbeing check-in and encourage team members to seek support or step up their self-care regime.

3 Positive virtual meetings

In times of challenge and change it is critical to keep the team focussed and connected. Setting up virtual daily hub meetings or weekly working planning sessions are a great way to keep the team ethos alive. We would recommend you step up your ration of positive to negative comments with team members. Psychologists have found work relationships thrive when we say three positive comments to every critical one. This is because individuals tend to be naturally self-critical and it is therefore easy for them to feel unappreciated.

4 Encourage working boundaries

Working from home offers us more flexibility and save time from the daily commute. However there is a danger that team members may not know when to switch off or want to show their manager they are logged on 24/7. Working from home guidelines can be invaluable in setting the appropriate expectations for remote workers.

5 A working from home role model

Team members will be looking at the way you prioritise your wellbeing needs. If they see you set-up and close-down your working day well with healthy habits and timelines, they are more likely to follow suit.

6 Remember team members who live alone

For some colleagues who live on their own, going into the office presents the opportunity to have regular social interaction. These team members may not find socialising outside of work easy and face weeks ahead facing chronic loneliness. Sadly social isolation and loneliness is a risk factor for declining mental health and suicide.

We would encourage managers to keep in close contact and any employees who may exhibit signs of declining mental health, be encouraged to seek appropriate support

Please do remember that Babcock has a confidential care service available 24 hours a day, 7 days a week and 365 days a year. Here are the access details:

Freephone number - **0800 085 1376**

wellbeing website - **www.well-online.co.uk** (username: BX loginpassword: wellbeing).

7 Get your team share their “what went well today” stories with you

When we are facing uncertainty and change, we tend to focus on the issues that are not going well. This is because spotting dangers on the horizon is more likely to keep us safe. However, speaking to your team and asking them what went well each day has been shown to feed off negative preoccupations and increase daily wellbeing.

8 Buddy ups for new recruits

New members to the team may experience anxiety by having to work remotely. You may not have enough time to give the practical and emotional support required to keep their induction thriving. Consider if there is a trusted team member who could give the recruit encouragement and guidance during this period of disruption.

9 Be social media savvy

Make sure your team know our current guidelines on social media. Rumours and negativity can be contagious so it is critical your team exercise caution with online chat.

10 Be realistic

Be realistic around what can be achieved in a working day and set yourself daily goals with realistic time frames.

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