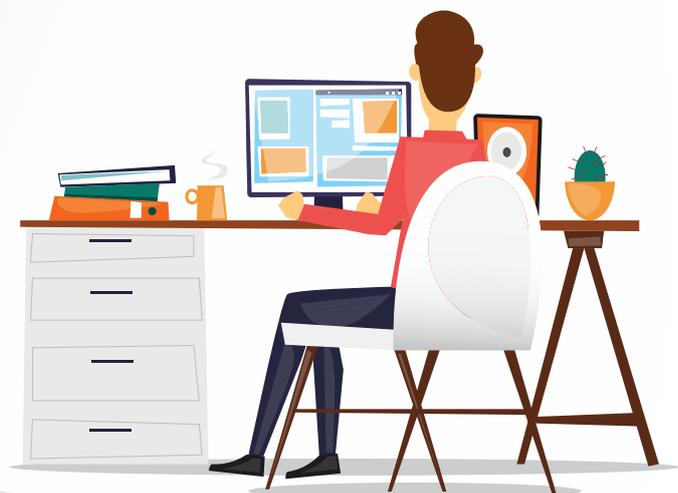# Top tips for employers working well at home

- **Communicate with your employees** – Regularly check in on your employees to see how they are doing and if they need any extra support. Remote working can be lonely, so check they are not struggling and remind them that management are available for private chats.

- **Be as open as possible** – Whilst you don't want to tell your employees every single update or reveal worrying information about the business, keeping them in the loop about the future shows respect and helps them to manage expectations. If this isn't possible, consider re-emphasising how each employee fits into the team and how their role fits within the organisation's strategy and goals to refocus everyone.

- **EAP** – Remind employees about the Employee Assistance Program. If you do not have EAP in place it may be something to consider for now and for the long term. Having a dedicated Employee Assistance Program can help your employees manage their stress and anxiety about work or their personal life in a confidential and secure way. This benefit shows to your employees that you care.

- **Private chats** – Remote working can mean that many of your employees are missing the 'non work' conversations they would have had in the office. Encourage employees to call their colleagues during the day so that they don't miss out on these aspects.

- **Set some structure** – As much as remote working can provide people with more freedom in their work schedule and impact positively on productivity, for some people structure is vital. Talk to your employees and try to set some basic structures in place for remote working days; scheduled break times or setting time-specific tasks. Try to work with what suits you and your team best.

- **Prevent burnout from overworking** – It can be too easy to say, 'just one more email', or 'let me check that quickly before bed' when working from home. However, over-working can lead to burnout, so think about introducing guidelines for out of hours communications, clearly setting out the expectations for employees and management. An IT block on emails sent outside of working hours could also be implemented.

- **Socialise virtually** – Could a Friday wind down meeting via video conference call work for you? This could be a good way to boost morale and keep everyone connected, as well as to have a break. This could be re-purposed into a 'coffee morning call' mid-week too.

- **Keep track of team morale and culture** – Changing working circumstances can have a negative effect on team dynamics, morale and culture. Team DNAmix from Origos could be a great way to get honest, productive answers out of your employees on where you could improve. Maybe dedicate five minutes on a Friday in team meetings to doing one of the activities. It's anonymous and works from their smartphones!

- **Consider a Wellness Action Plan (WAP)** – Using a WAP can help you fulfil your duties as a line manager and help you maintain the mental health of your team. A WAP is a tool to help you and your employees share what keeps them well at work, when and why they might become unwell. Try providing your team with the MyMindPal application which can help them monitor their mental health at the same time.

- **Look after yourself** – Your team needs you to be on top form, so ensure you are taking the time to take care of yourself too. Go for a walk, sit down and listen to some music, do some stretching or deep breathing exercises. Such activities can help to restore yourself and recover from the pressures around you.

If you would like any support implementing any of these changes, please do not hesitate to contact us, we would be happy to help.