

Tips for supporting your workforce through this time

With some of your people working remotely, and some working on site with social distancing in place, employers and business owners are having to adapt quickly, in order to encourage a happy and productive workforce. We've created some quick tips to support the wellbeing of your workforce, and some tips for maintaining a productive and motivated workforce through this time. We hope you find these tips useful.

Productivity tips for your team working remotely

1. Get dressed like you are going to work
2. Schedule some exercise (online or outside if you can)
3. Take a coffee break or just stand up regularly
4. Sit at a desk and put your monitor at eye level, don't work slumped on the couch
5. Write a 'to-do' and 'done' list and share it with a colleague or your team. This keeps you on track, and you can celebrate your achievements at the end of each day
6. Spilt your day up into 'productivity chunks' of 45/90 mins – then take little breaks around this. Think about what works best for you
7. Stay connected with your team, for example:
 - Webcam. Show your team your surroundings. Take it in turn to drive meetings. Meet online to set AM and PM goals
 - High fives are virtual, but needed! Call out people who've helped you today, and celebrate each of your wins
 - Don't always email, if people live alone they may not talk to anyone all day
 - Connect and chat about things that bring us joy too, not only work

Tips for people leaders to keep teams productive and well

- 1 Be very clear with your team how and when you expect them to communicate and check in.
- 2 Be mindful of challenges people may have. As an employer you're still responsible for their mental and physical wellbeing when they are at home.
- 3 Some people end up putting in more hours and working harder when they're at home. Monitor this. Don't let people burn out.
- 4 Let your team know they're doing a good job. Tell them you appreciate their adaptability and hard work.
- 5 Check in personally with your direct reports and ensure they cascade this to their teams too. Check in on their personal situation through this time too.

atWork Australia's team of Employment Specialists are here to help, whether that be navigating Government stimulus information together, finding you new recruits from our pool of great talent, should you need, through to tips for supporting and sustaining your workforce - we are here when you need us.



Call us on
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