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Working Remotely: How to manage yourself and your team

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Sageview Consulting

- Sageview Consulting provides executive search and outsourced human resources consulting services for organizations nation-wide. We leverage decades of experience to help find and keep top talent, protect an organization's assets, reduce its costs and minimize potential liabilities.
- NJHSA partner and conference sponsor
- Carin Maher, Vice President Talent Acquisition

Self- Care

- Difficult transitions / Juggling work life balance
- It has been a tough 10 weeks
- Take care of yourself so you can take care of others
- Give your self a break
- Set boundaries to maintain trust and balance
- Walking meetings with appropriate social distancing/mask guidelines
- Protect your workspace from your household
- Dealing with distractions
- EAP resources

- Poll Question: What has worked for you?



Establish expectations early on



Look at your team's goals and work plans. Consider what can be adjusted and prioritized



Get input from your team



Focus on output over activities to build trust



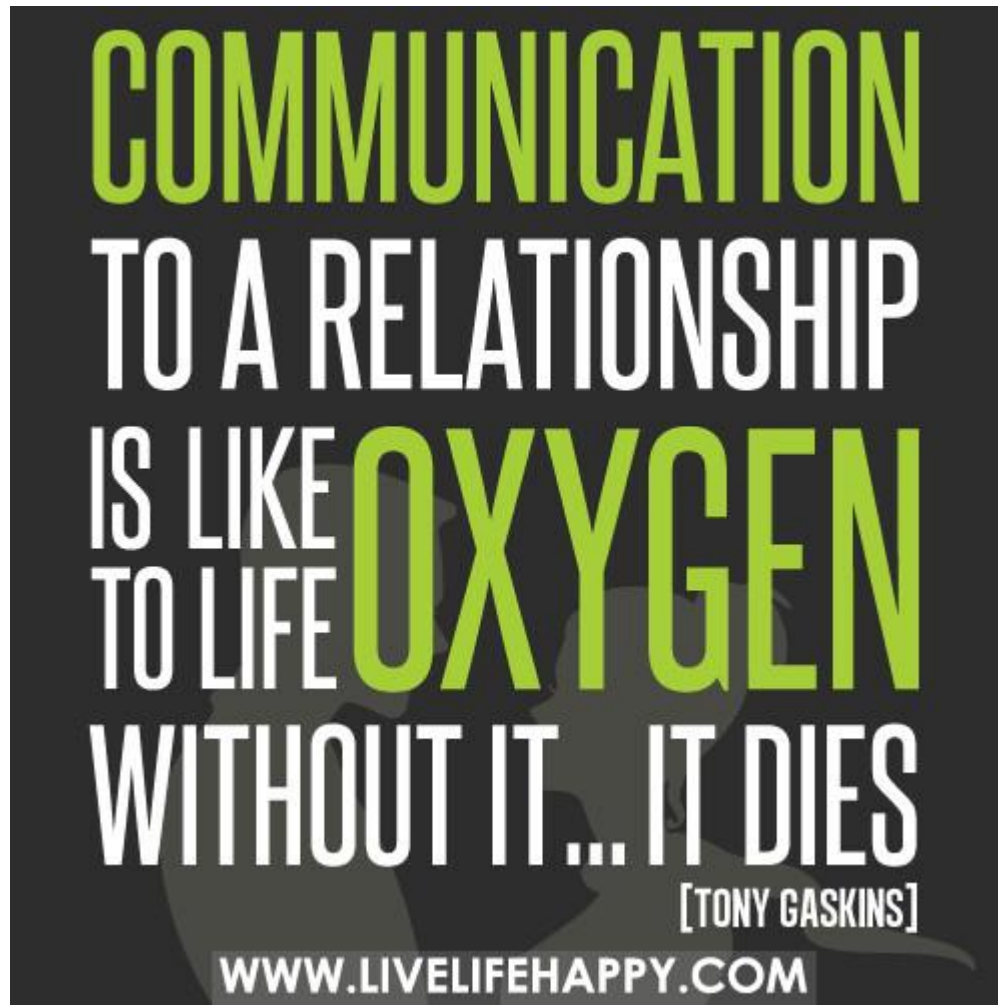
Think respect: find out what respect and support look like from their point of view.



Don't let perfection be the enemy of good

Manage Expectations

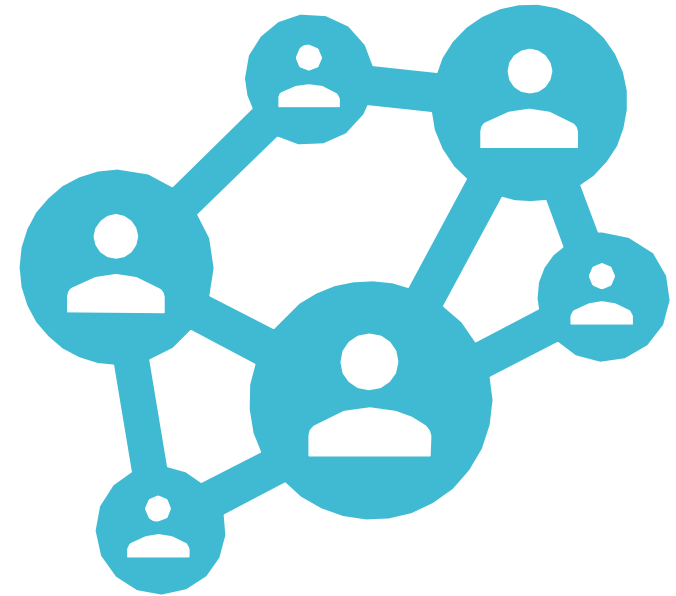
Communication



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Communication

- More communication is better
- Communicate regularly with your team:
 - Do you have everything you need to be productive and comfortable while working remotely?
- Block off time to indicate when you are working – have staff do the same
- One on one check ins
- Monitor your own anxiety
- Staff / Leadership team Meetings
- Create a system for sharing documents



1

Check in on a social level to reduce isolation

2

Pause and Connect: make space to find out how folks are doing before diving into what they are or aren't doing

3

Let your team know you are available

4

Deepen trust in both people and process

Communication

Moving Forward

- Uncertainty
 - Adaptability
 - Shifting patterns in how we work
 - Business “Reimagined”
 - There is no right answer
 - Share best practices
 - Use your resources and each other
 - Back to work planning
-
- Poll Question: Is your organization developing a “Back to work plan?”



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Q & A

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