

TEMPLATE FOR FIRST INDIVIDUAL VIRTUAL MEETING WITH EACH OF YOUR EMPLOYEES

Introduction

- ✓ How have you been doing?
- ✓ How have you been dealing with the reality of having to work remotely?
 - What has been working well so far?
- ✓ What challenges or issues are you facing? (could be technical or personal, e.g., connectivity issues with new/remote tools, difficulty understanding new/remote tools, family obligations, etc.) – *As a manager, we would invite you to be as flexible and as open as possible while trying to find ways to mitigate the situation and support employees.*
- ✓ What type of support can I provide during this challenging time?

Managing remotely

- ✓ What have you been focusing on work-wise lately?
 - Together, list all tasks, training activities, projects, readings and/or types of research your employee could complete remotely (refer to the *Team Service Chart*)
 - For each task/project, establish clear action steps, deadlines and follow-up mechanisms (we suggest you aim for short-term objectives as it might prove to be easier to manage)
- ✓ Specify your expectations during this time (e.g., availability, schedule, communication channels, check-ins, deadlines, etc.)
- ✓ Determine with your employee the ideal frequency of your individual virtual meetings (suggested frequency: daily touch point)
- ✓ Invite them to contact you and/or their colleagues as needed, and remind them that you are available for them if they need help