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?
  o 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?
  o Together, list all tasks, training activities, projects, readings and/or types of research your employee could complete remotely (refer to the Team Service Chart)
  o 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