



# MANAGING REMOTELY TOOLKIT

Our ways of working will change dramatically for many of us over the coming months. Here is some guidance, hints and tips for supporting your team to work remotely.

If you require this document in an alternative format please contact  
hrhelpline@ed.ac.uk

## HOMWORKING

Guidance from our colleagues in Health and Safety about setting up your workstation at home.  
(5 mins)

includes links to infographics and online training.



## TOOLS AND TECHNOLOGY

All the information you need from our colleagues in ISG to get your team set up to work and communicate with each other remotely.  
(20 mins)



## TIPS FOR WORKING FROM HOME

Top tips to help you and your team remain productive and energised as you find your new routine.  
(5 mins)



## TOP TEN CHALLENGES OF MANAGING A VIRTUAL TEAM

Troubleshoot your remote working challenges with this handy infographic.  
(7 mins)



## TOP TIPS FOR SUCCESSFUL VIRTUAL MEETINGS

These top tips will help you avoid some of the common pitfalls associated with virtual meetings, and ensure that the meetings you lead are successful.  
(5 mins)



## MANAGING VIRTUAL TEAMS

This online tutorial from LinkedIn learning provides managers with a clear approach for getting the most out their remote teams.  
(56 mins)



## SUPPORTING YOU AND YOUR TEAM TO WORK REMOTELY

An overview of tools, tips and best practice from the Learning and Organisation Development Team.  
(15 mins)



## LOOKING AFTER YOUR WELLBEING WHEN WORKING FROM HOME

In these difficult and rapidly changing times its incredibly important to focus on our own wellbeing and that of those around us. Some guidance around what's available to support you.  
(30 mins)

