MANAGING REMOTELY TOOLKIT

Guidance, hints, and tips for supporting your team when they are working remotely.

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

HOMEWORKING
Guidance from our colleagues in Health and Safety about setting up your workstation at home. (20 mins)

includes links to useful resources and online training.

TOOLS AND TECHNOLOGY
All the information you need from our colleagues in ISG to get you and 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 stay 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. (3 mins)

MANAGING VIRTUAL TEAMS
This online tutorial from LinkedIn learning provides managers with a clear approach for getting the most out of their teams when they are working remotely. (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 REMOTELY
It's 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)