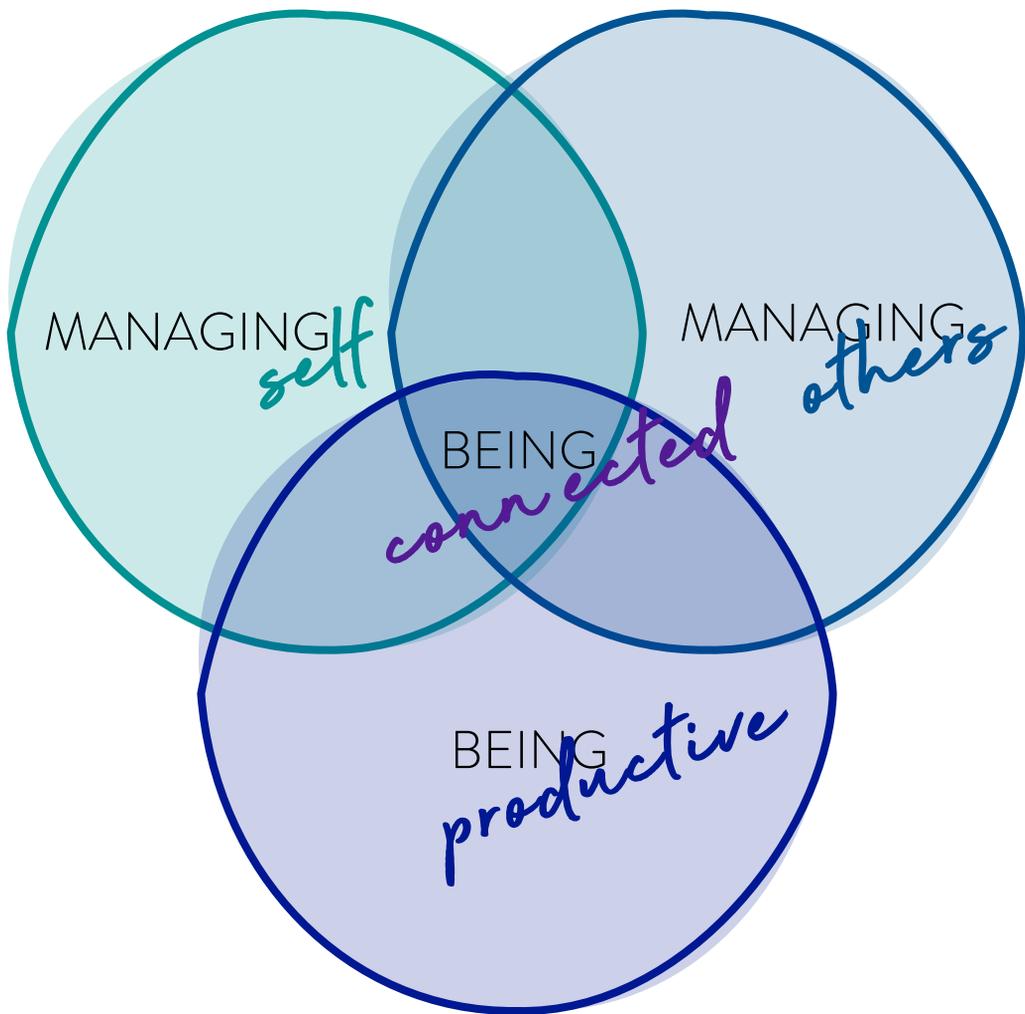


Donna
McGEORGE

REMOTE WORKING
WEBINAR SERIES



REMOTE WORKING WEBINAR SERIES

	<i>Self</i>	<i>Others</i>	<i>Productivity</i>	<i>Connection</i>
Making working from home <i>work</i>	●		●	●
25-minute virtual meetings		●	●	●
Take back control of your day	●		●	
Being in a virtual team	●	●	●	●
Managing remote teams*		●	●	●
Becoming a working from home coach*		●	●	●
Get your mask on first*	●			●
Holding people accountable with empathy*		●	●	
Trust and working remotely	●	●	●	●
Looking after all aspects of yourself	●		●	●
Working from home – it's not just about work	●			●
Working from home – mindfully and resiliently	●		●	●

* Specifically for people leaders and managers

Making Working from Home *Work*

Do you suddenly find yourself having to work from home? Is it unfamiliar to you? This webinar will set you up for success.

Working from home isn't as easy as it sounds and there's more to it than meets the eye. As a productivity expert and author, and as someone who has been working from home for almost 20 years, I have some things to share about how we can both leverage and thrive in a working from home environment, even if it is short term.

This short session is about helping you make working from homework. Studies show that we can be more productive at home, however it requires us to adjust our working style and structure, as well as how we stay in touch with our colleagues.

When setting ourselves up to work from home, there are a few things we need to consider:

- Boundaries – mental and physical.
- Outcomes – paying closer attention to what we want to get done (and with whom)
- Structure – how we set up our day to get the most from it.

This workshop will provide some great tips and techniques for these, as well as participating in virtual meetings, clarity in communication and preventing cabin fever.

25-Minute virtual meetings

One thing that hasn't gone away with our new working arrangements is the need to meet, albeit remotely. In this session we will look at all the usual ways in which we can make our meetings more effectively but apply them in a distance setting. Whether they are 25 minutes or not, the strategies covered will support you in having better, more productive online meetings. We will cover:

- The optimal amount of people to have in a virtual meeting (versus face to face)
- A generic agenda for just about all virtual meetings
- Getting ok with the tech
- Tips to improve interactions (eg how to avoid talking over people)
- Fun stuff to make them more interesting

We will cover this and all manner of things you might not have thought of, eg are you wearing the right accessories for a virtual meeting? 🤖

Take back control of your day!

In the current conditions, the first couple of weeks of working from home have seemed more frantic than when you were working in an office. An endless amount of back to back video meetings, phone calls, and emails have gone through the roof! You need to take control of your day and your time and structure your day so that you can maintain this working arrangement for as long as is necessary. In this session we will deep dive into:

- Morning routines & rituals
- Organising your work-space
- Task focused time blocks
- Scheduling “off-line” time
- Integrating kids/dogs/family

Being in a virtual team

Now is not the time to be waiting for your manager or leader to do everything. We are all finding ourselves in new working conditions and we all have the opportunity to step up. Working in a virtual team doesn't have to be awkward, and it also doesn't have to rely on someone organising meetings. In this session we will explore ways in which we can stay in touch with our work mates. We will look at:

- How you can show up productively to team meetings
- Keeping your teammates (and manager) informed
- Using tech to stay in touch
- How to keep the “human” element going when everything has become high tech

Managing Remote Teams

What you need right now if you have not managed a remote or “dis-located” team before. It is particularly relevant to the current pandemic situation. Managing people in “normal” co-located conditions can be challenging at the best of times. Moving to remote teams can be nerve-wracking...and quietly... a bit scary, particularly if it's new to you. And, remote working and remote teams has been around for a while, so there's plenty of great advice, people to learn from and things we can adopt. When adapting to managing remote teams, there are few things we need to consider to be REAL:

- Relatedness – how are we staying in touch and making sure our people are ok?
- Empathy – are you understanding the changed context and taking it into consideration?
- Accountability – how can ensure people are getting the job done without micromanagement or monitoring?
- Leading by example – how do you want people to show up? Are you demonstrating that yourself?

This workshop will cover these and more to help you and your team make the adjustment to remote interactions.

Becoming a “work from home” coach

When you don't see people casually on a day to day basis, you may be missing the normal cues that would tell you that something is not quite right, either in their emotional/mental state but also their productivity. In this session we will look at how we apply our coaching mindset to a virtual or distance relationship. We will cover:

- Why, more than ever, more ask and less tell is important
- How to structure a virtual 1:1 meeting
- 4 different coaching styles that apply to virtual environments

We will share some case studies on how other organisations are doing this and encourage sharing amongst participants on what they are trying that is working.

Get your own mask on first – take care of yourself then others

As a leader, you are not really going to be much good for anyone else in your life (team members and/or family) if you are depleted, lacking energy, or are in a state of anxiety or worry. That's not to say that you are not allowed to feel concerned over the current situation going on around us, however we need to make sure that you have enough fuel and energy to actually support what you need to do and allow you to and everyone else in your world. This workshop will cover:

- Be aware – notice the signs in yourself – what are the “normal” responses to stress, and what are yours
- Take short term action – what can you do immediately when you detect you may not be “quite right”
- Make a longer-term plan – putting a self-care plan in place and setting up accountability buddies.

In addition, we will share 8 self-care rituals that are easy to fit into a daily routine.

How to keep people accountable when working from home and do it with empathy

Once the exception, working from home has quickly become the norm. Not only are our team members new to this arrangement, but as managers, our usual techniques in a face to face environment to check up on our people may not work as effectively. What hasn't changed is that we still need to be setting expectations, checking progress and providing feedback. What has changed is that we have a new level of empathy and sensitivity required to support our people in this enforced change in how we work. In this session we will be covering the usual approach, but from a different perspective:

- Instead of setting expectations, we are agreeing expectations
- Instead of checking progress, we are discussing progress
- Instead of providing feedback, we are asking for feedback

Whilst not much has changed, everything has changed, and our approach needs to change along with it.

Trust and working remotely

When you think of people working from home, what do you picture in your mind? Do it now. What do you see? Focused team members, getting their work done without the need to commute and with the opportunity to take the kids to school? Or pyjama clad employees, with daytime TV on in the background, checking the odd email?

In this session we will explore trust as it applies to working from home. We will talk about not only trusting team members but being trustworthy yourself. In this workshop we will:

- Learn a trust framework
- Develop an action plan to engage in more trustworthy behaviours
- Craft trusting conversations (remotely)

Looking after all aspects of yourself

When many people think of health, they only consider their physical wellbeing. If you want to maintain a vibrant, healthy life, you need to pay attention to your mental, spiritual, and emotional wellbeing, too.

In this webinar, we will be looking at practices across all four of the PEMS domains for wellness.

- Physical – your physical body: how you move, fuel and rest for good health.
- Emotional – your feelings: how you monitor your state and the resultant emotions
- Mental – your mind and thoughts: how you focus on what's important
- Spiritual – your connection to energy: your connection to inner self, others and the wider environment.

This is a highly practical workshop with suggestions of simple activities to be incorporated into your daily routine.

Working from home – it's not just about the work

Working from home usually means employees have greater autonomy over how they do their work, including the hours and conditions of their work, and how they manage their lives and other responsibilities. These benefits of teleworking have been shown to lead to greater job satisfaction, lower absenteeism and turnover, increased commitment to the organisation and, importantly, reductions in stress associated with work.

That said, there are challenges associated with working from home that organisations and individuals often do not plan well for. Some studies have shown working from home for extended periods can leave employees feeling socially and professionally isolated. In this session, we will explore how to take advantage of the benefits from working from home across all aspects of our life:

- Setting up working hours and routines
- Setting boundaries between work and home
- Developing a longer term working from home plan for all involved

Working from home – mindfully and resiliently

With the long-term impact of Covid-19 remaining unclear, we all need to be giving some thought to the potential impact on both our productivity and wellbeing. What happens if this is a more permanent proposition than we first thought? No-one knows what will happen and this situation is unprecedented. It is up to all of us to find ways to manage our state and health.

But where to begin? Great question! And in this session, we will explore:

- Neuroplasticity and how it impacts our ability to cope with change
- Our 4 uniquely human gifts when it comes to dealing with stress and recovery
- Our brain waves, and how to access and optimise them for greater resilience

This is a highly practical workshop with suggestions of simple activities to be incorporated into your daily routine.

ABOUT *Donna*

Donna is passionate about enhancing the large amount of time we spend in our workplace (too much, for many) to ensure it is effective and productive, as well as enjoyable.

Donna has worked with managers and leaders throughout Australia and Asia–Pacific for over 20 years. She delivers practical skills, training, workshops and facilitation to corporates — such as Nissan Motor Company, Jetstar, Medibank Private and Ford Motor Company — so they learn to manage their people well and produce great performance and results.

Donna believes that workplaces are complex, but not hard. More often than not it's getting the simple things right, consistently, that has the greatest impact.

She also knows that when we decide to be intentional, we can surprise ourselves with what we can achieve.

Donna is the author of seven books:

- The First 2 Hours (2019)
- Permission Granted (2018)
- The 25 Minute Meeting (2018)
- Making Work Work (2016)
- Engaging Training (2015)
- Visual Vocab (2015)
- The Pen is Mightier than the Slide (2014)

