



# MANAGING REMOTELY – TOOLS AND RESOURCES FOR MANAGERS

For more information please follow the hyperlinks embedded in the text.  
Please open the Youtube links on an external network.



## Best Management Practices

- 10 Best Practices for Managing Remotely;
- How to make working remotely a success - for managers and employees;
- Self-Evaluation for Leaders of a Virtual Team;
- Virtual leadership (podcasts);
- Do's and Don'ts for Virtual Team Members;
- Addressing Virtual Management Challenges;
- COVID-19: Working Remotely – Tips for Team Leaders;
- Coronavirus disease (COVID-19): Working remotely;
- Leading Remotely in a Crisis (podcasts).

## Wellbeing / Mental Health

- ESDC Workplace Mental Health Resources;
- COVID-19: Employees expressing concerns/anxiety in the workplace;
- Check-In Tool;
- Leading in Uncertainty: Cultivating Agility;
- Resilience at Work – Building a Strong and Healthy Team;
- Managing mental health within a virtual team (YouTube link);
- Mental health tips for working from home;
- Resources for employees for mental health in the workplace.

## Technology

- Exploring Virtual Collaboration (G055) (Training);
- Working Virtually: Practical tips for team leaders and members transitioning to remote work;
- Organizing Remote Management;
- Best practices to maximize the use of available technology while teleworking;
- Choosing the Right Video and Audio Conferencing Tool;
- M365 Training Materials & Events.

## Security

- Best security measures to apply while working remotely;
- Security considerations when you are collaborating online.

## Managing a Virtual Team

- Virtual Team Charter Guidelines;
- Leading in Uncertainty: Activating Remote Teams;
- Establishing Effective Virtual Teams (X175) (Training);
- Leading in Uncertainty: Using the Volatility, Uncertainty, Complexity, Ambiguity (VUCA) Approach;
- Virtual team oath;
- Establishing social connections with remote teams (Games).

## Health and Safety

- Toolkit for Managers: Employees Working Remotely;
- Ergonomic Tips for Working from Home;
- Equipping Employees – Home Office Furniture;
- Furniture, Equipment and Ergonomics (FAQ);
- Ergonomic Considerations for Working Remotely: Work Space Set-Up;
- Keeping Our Workplace Safe (Podcast series);
- Environmental Conditions When Working Remotely.

## Virtual Communication

- Civility and Respect at Work: Do's and Don'ts in Remote Work;
- Encouraging Team Communication and Collaboration (C052) (Training);
- Trust Building Through Effective Communication (C074) (Training);
- Finding Opportunities in Challenging Times.
- Planning Accessible Virtual Events.