**How To……support remote workers**

**Introduction**

Line Managers play a key role in supporting mobile and remote workers throughout the new ways of working. Some teams may have a mixture of people working at home and those who do not regularly ‘touch down’ in an office. It is also recognised that line managers may also be working at home. At all times it is important to think how connections to and across teams are working and your role in supporting these.

This How To….offers you guidance around how you can support mobile and remote workers.

You might also want to refer to the ‘Working from Home’ How to



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| **Keeping the connections** * Regular line management meetings
* Team related tasks
* Thinking of how teams can keep up the interactions
* Checking in on the teams health & wellbeing
* Seeking feedback wherever possible
* Adapting to feedback
* Signposting supports
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There are many ways in which employees, line managers and the wider workforce will be supported in adapting to the new normal. Continued communications with your team and ensuring their awareness of the various supports, updates and service specific updates are all the more important when we are not in a face to face environment.

Some useful checklists and questions you can ask your team at regular meetings and individual engagements have been provided**.**

**Checking in - Remote questionnaire**

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| **Question** | **Answer** | **Action Required** |
| Do you have an office set up at home that you are comfortable with? |  |  |
| What is one thing we could get for you that would make your work easier of better? |  |  |
| What have you found most challenging or surprising about working remotely? |  |  |
| What helps you feel connected to others when working remotely? |  |  |
| What do you do to recharge each day? |  |  |

**Team engagement questions**

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| --- | --- | --- |
| **Question** | **Answer** | **Action Required** |
| How are the tools we use as a team working out for you remotely? |  |  |
| What challenges do you feel you have compared to when working in the office? |  |  |
| Are there any tools that you can think of that would help us keep connected as a team?  |  |  |

**Connection questions**

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| --- | --- | --- |
| **Question** | **Answer** | **Action Required** |
| Do you feel like you have opportunities for informal type discussions with the team to help you? |  |  |
| What can we do as a team to keep the connections up? |  |  |
| Do you know where to find supports and signposts if you or a colleague needed it?  |  |  |

**If you require any additional support, speak to a member of the HR team -**

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| **Wellbeing and Attendance Improvement Adviser** |
| **Name** | **Job Title** | **Email** | **Ext No** |
| Shona Diack | Wellbeing and Attendance Improvement Adviser | shona.diack@eastdunbarton.gov.uk | 07725766450 |

|  |
| --- |
| **HR Support** |
| **Name** | **Job Title** | **Email** | **Ext No** |
| Nikki Edgar | HR Adviser | nikki.edgar@eastdunbarton.gov.uk  | 07785223945 |
| Lorna McLaughlin | HR Adviser  | lorna.mclaughlin@eastdunbarton.gov.uk  | 0141 7773311 Ext 3423 |
| Susie Andrews | HR Adviser  | susie.andrews@eastdunbarton.gov.uk  | 07785 761 227 |
| Susan Hamilton | HR Adviser  | susan.hamilton@eastdunbarton.gov.uk  | 07785 518 374 |
| Natalie Moyes | HR Adviser | natalie.moyes@eastdunbarton.gov.uk | 0141 6013172 |
| Anne Marie Cunningham | Team Leader HR Operations | annemarie**\_**cunningham@eastdunbarton.gov.uk  | 0141 574 5535 |
| Caroline Smith | HR Business Partner | caroline.smith@eastdunbarton.gov.uk | 07917 638789 |
| Lesley Milligan | HR Business Partner | lesley.milligan@eastdunbarton.gov.uk | 0141 574 5648 |
| Craig Robertson | HR Business Partner | craig.robertson@eastdunbarton.gov.uk | 0141 7773311 Ext 3216 |
| Alison Nisbet | HR Business Partner | alison.nisbet@eastdunbarton.gov.uk | 0141 7773311Ext 3252 |
| Lisa MacGregor | Team Leader Organisation Development | lisa.macgregor@eastdunbarton.gov.uk | 0141 7773311Ext 3429 |

Contact details can also be found on the Hub at: [HR & OD Contact List](http://thehub.eastdunbarton.gov.uk/sites/default/files/documents/council/plans-policies-and-strategies/workforce_strategy_contact_list.pdf)