Remote Work Tips and Tricks

By Natasha Côté-Khan and Jennifer Thorne from FlexGC

Getting set-up

- Create workspace
  - Location
  - Space
  - Devices
- Mindset is key
- Prioritize well-being
  - Human connections
  - Mental health
  - Physical health

Trust is key

- Reach out
- Be reliable
- Avoid assumptions
- Be flexible
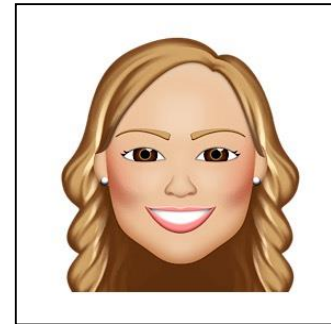- Give feedback

Communication

- Use variety of channels/tools (visual/non-visual)

- Setting priorities and timelines

- Team Charter

- Different preferences

- Communicate frequently and regularly

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HOW I LIKE TO COMMUNICATE
By email, text or Webex/VMR
- I tend to *not* be as direct as I'd like in my communications. Call me out on this!
- I spend A LOT of time on the phone, so prefer to schedule chats rather than get cold-calls out of the blue

WHAT I VALUE & PET PEEVES
Pragmatism
Being on time
Humour
Negativity
Verticality/silos
When my meeting invites go unanswered (just click accept, tentative or decline…)

WHEN I'M NOT AT WORK YOU WILL FIND ME…

- Skiing
- Biking
- Hiking
- Reading
- Cooking
- Nagging

Flex GC

Meetings and collaboration

- Consider quantity and quality

- Etiquette/best practices/structure

  - Voice vs Video

- Scheduling meetings

- Sharing information and collaborating

- Asynchronous vs synchronous

Technology and tools

Keep in mind…

- Values and Ethics Code

- ATIP

- OCHRO guidance

Resources

Virtual Team Charter (CSPS)

Going Remote Guide (Digital Academy CSPS)

FlexGC resources

Information for Government of Canada employees – COVID19 (OCHRO)