

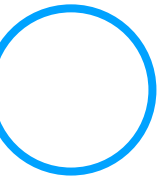


WORK FROM HOME SESSION – SHARING OUR EXPERIENCES

HOSTED BY: SEAN BISSCHOP, KAREN BELCOURT, SHERRIE FOURNIER, KATHERINE MCCLEARY

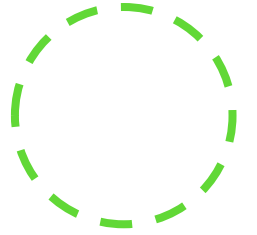


PROJECT MANAGEMENT OFFICE
EMAIL: PMO@WAYPOINTCENTRE.CA

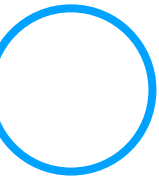




SESSION



- ❖ Welcome & roundtable - 5 minutes
- ❖ Introduction to the session - 5 minutes
- ❖ Mindset - 10 minutes
- ❖ Workspace- 10 minutes
- ❖ Communication – 10 minutes
- ❖ Resources: 2 minutes






WHAT IT'S REALLY LIKE





TIPS: WORKING FROM HOME IN A PANDEMIC

1. Zoom fatigue is real
 2. Family/friends
 3. Take your lunch and breaks - sunlight
 4. Get at up the same time every morning
 5. End your day at the same time
 6. Take time for self care
- 





Mindset

Meeting people in the place where they are
Empathy towards others

“

Successfully working from home is a skill, just like programming, designing or writing. It takes time and commitment to develop that skill.

—
ALEX TURNBULL

Workspace





SET UP A FUNCTIONAL WORKSPACE

- ☐ Area clear of distractions
- ☐ Setup close to the router
- ☐ Be aware of your background- Consider virtual background. [Benjamin Moore](#)
- ☐ Head set
- ☐ Comfortable chair
- ☐ Technology –laptops,VPN, audio, link to the article, learn technology, wireless mouse, monitors
- ☐ Make inventory of your needs and discuss with your manager



Communication

Daily/weekly check ins
Coffee breaks
Lunch meet at locations





DAILY CHECK IN

WEEKLY CHECK IN



JOHN



JOE



SALLY

CHECK IN MEETINGS EXAMPLES

WHAT	WHY
1. How are you? What's new? What's funny? https://comics.azcentral.com/	Team morale
1. What going on out there? What are you hearing?	Organizational status updates and information sharing
1. What are your priorities / anticipated success for today? Key meetings, redeployments, project work, PMO work,...	Focus on key goals
1. Any conflicts to address or support needed?	Support one another



Weekly Team Check-in Standard Work

Version: 1-2

Last Updated: November 25, 2019

Purpose: Share weekly schedules, activities, anticipate weekly success and barriers

Owner: Director, Strategic Project Management

Revised by: Sean Bisschop

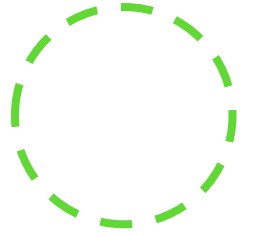
Time: 15 mins

Trigger: Designated Weekly Meeting

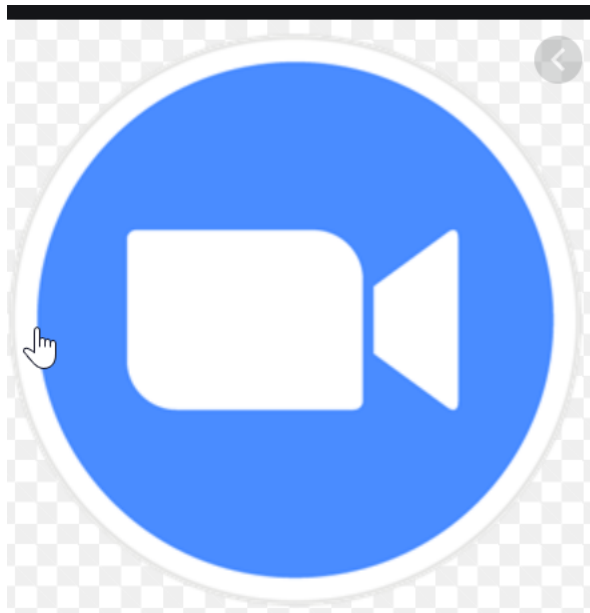
	Week:	Week:	Week:
What key meetings or events are happening this week?			
Do we see any conflicts that we need to address			
Is anyone away or working off-site this week?			
How did we do re: 20% WIGS last week? Is 20% scheduled this week?			
What success / benefits do we expect this week?			
What could be a barrier to a great week?			



RESOURCES



Zoom – Guidebook & Resources At
Waypoint on [PenNIE](#)



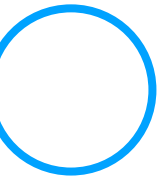
Zoom etiquette TIPS:

Mute your mic on entering the
meeting

Ask colleagues for assistance to
monitor chat and raising hands

Utilize chat to message if you step
away. BRB= BE Right Back

Build time in between Zoom
meetings



How to Succeed as a Remote Worker

