

# Managing WIL students who work remotely

## Establish a positive work culture

- › establish core work hours for your team and allow for flexibility so they can:
  - balance work and home responsibilities
  - optimize effectiveness by performing important work when they can best focus
  - tune-in to a meeting while away from their desk, for example when going for a walk
- › provide encouragement and clear direction
- › celebrate successes
- › hold your team accountable for achieving the results you've agreed on
- › resist the urge to micro-manage or surveil your remote team



## Schedule regular check-ins

- › daily team huddles (30 minutes) where each person takes a few minutes to share
  - what they're working on now, what's next, and what they're not working on that others might expect them to be
  - how it's going and whether they need help
  - time for casual conversation and building personal connections
- › one-on-one meetings (30-60 minutes)
  - daily when onboarding
  - weekly or more frequently once your WIL student is up and running



## Build community

- › offer open Q&A sessions with leadership
- › arrange coffee match-up meetings so your WIL student can get to know others in the workplace
- › create mastermind groups - peer-to-peer mentoring with goal setting and accountability
- › socialize during a 'game night'
- › offer a social space online for team members to share personal stories, photos and updates
- › use team-building and self-discovery tools such as behavioural and strengths assessments

## Collaborate in bursts

- › pre-set fixed meeting times for team projects
- › prepare for team collaborations by setting an agenda and sharing it in advance
- › keep online meetings short (under 60 minutes)
- › use real-time collaboration apps
- › don't forget about low-tech tools
  - for brainstorming, try 'note and vote', where team members work individually to write ten ideas within five minutes. Everyone has an opportunity to share their top five ideas with the entire team. Then, everyone has two votes to assign to the ideas they believe are the strongest.

## Provide supports

- › technology, tools, equipment and/or a stipend to purchase what they need
- › easy access to IT, HR and mental health supports
- › deliver a 'care package'
  - notebooks, pens and fun stuff like company swag or 'lunch on me' gift cards
- › health and safety of remote workers and workspaces are your responsibility