



Langley Park Learning Trust

This document is aimed at supporting colleagues when working from home during the Coronavirus outbreak.

Top tips for home working

Working remotely may mean approaching everyday activities differently and adopting a different mindset for things such as meetings. Still treat your day as you normally would, fulfilling your contracted hours, being available during the day and delivering on tasks in between meetings.

Create a space to work: Find a space that you're comfortable in, where you can concentrate and that gives you access to the things you need to do your job. Remember to ensure your workspace is comfortable with an appropriate chair, desk/table.

Communication and ways of working: When working remotely it's essential to turn up to meetings on time, whether that be by online or conference call. Communicate with your team on a regular basis and be visible and accessible. **Zoom** is a great way to feel connected and catch up with others, so make sure you schedule regular check ins.

E-mails: Take time to ensure the tone of your e-mails is professional and collegiate. This is always important but even more so when you are having far less face to face time with colleagues. Take time to re-read your message, checking for tone.

Also remember the power of a phone call - it may be a far quicker and efficient way of resolving a problem than e-mail.

Workload and priorities: Work with your line manager to agree priorities so that you can focus on the essential activities. Agree goals and daily tasks to help you stay on track. Think about what deadlines exist outside of your team and ensure you are keeping everyone up to date on progress

Figure out how you focus best and change your environment accordingly

Your workstation setup

Know when to step away from your working area: Everyone needs a break from their screens at some point; step away to take regular breaks, recharge and return refreshed.

Keep your calendar current and keep in touch: Keeping people informed of your availability, even if it's to step away for lunch, is especially important when you are not in someone's direct line of vision.

Remember when working from public spaces: be mindful of any confidential/sensitive information you're accessing on open WIFI networks and of who could potentially view content on your screen.



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Honour finish times: working remotely can make it hard to set boundaries between work and home. When your working day is done, close your laptop and walk away.

Look after your own wellbeing

For some, remote working can feel isolating. If you are not feeling yourself and are concerned about anything please reach out to your line manager, colleague, HR or call our Employee Assistance line.

Our Employee Assistance Programme is a free and independent support service. It's available to all LPLT colleagues 24/7. You can contact them confidentially for advice, information and counselling or just to talk about your mental health.

To find out more information on what services our Employee Assistance Programme can provide, please visit www.healthassuredeap.com or contact 0800 030 5182.

To gain access to our Employee Assistance Programme you will require the below details:

Username: Langley

Password: Park

Contact your HR Team: Tamasine Barrett, Director of HR, Langley Park Learning Trust:
tbarrett@lplt.org.uk