

Top tips for employers



Establish guidelines for working hours and employee availability

If you don't already, consider flexible working hours (e.g. 7.30-4.00 or 10.00-18.30) to help staff with their work life balance and other commitments. Build these hours around 'core working hours' so that your team knows when everyone is available. Encourage employees to leave their workstation at the end of the working day and not work extra hour when unnecessary.



Invest in good quality home office equipment for your staff

If you're using a laptop, invest in a good quality keyboard mouse and ergonomic tools such as laptop stands and wrist supports as these will help maintain a good posture and prevent repetitive stress injuries.



Set up file sharing tools

Use sharing tools like Dropbox, Office 365 and We Transfer for sharing large files, backup and collaboration.



Use collaboration tools

Google Docs or Microsoft Teams are great for helping your team work together in real time. Edits can be made on live documents, saving you from continually making draft copies, which could lead to error or something important being missed.



Introduce video calls to help reduce isolation

Use Microsoft Teams, Zoom or Google Hangouts for quick messaging, face to face video conferencing and collaboration to help team members work on a project together and reduce social isolation. Most of these video conferencing facilities have a useful 'screen share' option.



Ensure staff are able to access IT support remotely

Ensuring staff have access to IT support over the phone or internet reduces 'down time' caused by common IT issues including difficulty logging in, accidentally deleting files, print failures and many other issues.



Encourage learning

Some industries are facing lighter workloads as a result of Covid-19. Now is a great way to upskill your staff by encouraging them to take training opportunities. There are plenty of free resources online and many industry specific courses are being delivered via webinar.



Offer recognition

It is more important than ever to give recognition and say thank you. Employees may be feeling isolated and unnoticed, so letting them know you value their work can be a huge motivation boost.



Promote health and wellbeing

It is important to encourage a healthy body and a healthy mind. Encourage social activities such as online Pictionary, healthy eating and exercise (including active travel) and take part yourself occasionally to show employees you support them.