

Helpful Tips on Remote Supervision:

As many of us adjust to working remotely, supervising staff from a distance can present its own set of challenges. Listed below are some helpful tips to adjust to supervising remotely. We recognize that each work unit is different and that some of these suggestions may not work for your team due to the nature of work to be performed and/or technology limitations. We hope that some of these ideas may work for you:

- Daily Check-in: Strive to have contact daily with your subordinates whether by phone call, email or video chat using Skype or Zoom. Important details can get lost in strictly using email so attempt to vary your platform usage.
- Be quick with communicating, especially after updated information is released about the COVID-19 situation and the operations of the University. Share changes and how they affect your employees as soon as possible.
- Staff meetings: Consider holding periodic staff meetings using Skype or Zoom. This will not only provide valuable face-to-face interaction, it will enable you to foster connectivity for your team.
- When you check-in, update your employee on what you have been working on as well. This will help them to see the big picture of what your unit is trying to accomplish and may help provide motivation to accomplish their work.
- Share what has been working for you as you work remotely (designating a spot in your home to work, getting dressed like usual, taking usual breaks, etc.). Everyone needs to find a routine that works for them!
- Be creative and flexible for staff whose traditional duties do not easily translate to remote work. Can you provide reading materials for career development or employee enrichment?
- Be aware that some tasks/duties may be difficult for your employee to finish due to the nature of working remotely. Have patience and work with them on how to resolve these issues.
- Demonstrate flexibility for employees who may have additional challenges during this time period due to child care or elder care responsibilities.
- Encourage employees to reach out. Let them know that your virtual door is always open.

For more information and remote working resources, please visit the [UI System Employee Development page on Remote Working](#).