LLOYD'S

Enabling and supporting you to

# work virtually

Stay connected
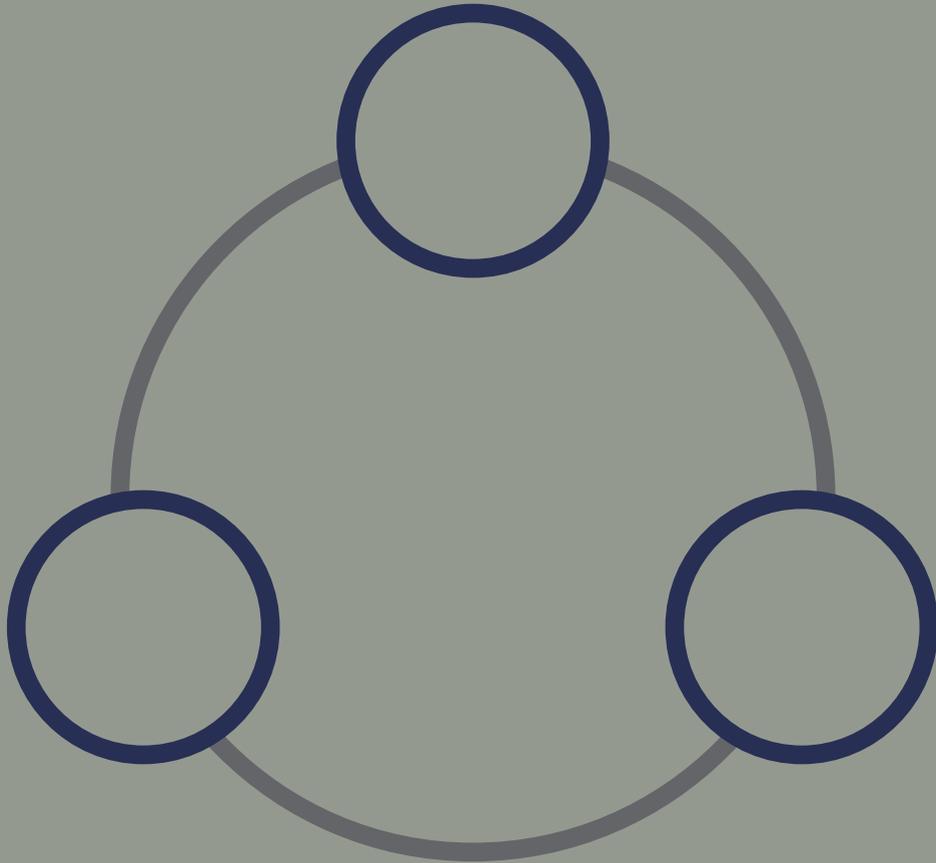
— **Set up a workspace,** free from distractions where possible.

— **Make sure you** take your laptop, your power leads and your headsets.

— **Use your laptop to connect remotely via wi-fi.** Only use Citrix if instructed to do so by your senior leader or Group Technology.

— **Use the online tools** available in the Lloyd's University including WebEx and Skype how-to guides.

— **Stay in touch and connected** through WebEx, Skype and over the phone (check it all works before you set up a meeting).

— **Make your meetings effective:** use video and audio; keep to an agenda; make sure everyone can contribute during the session.

— **Keep meetings brief:** break up any long meetings into parts where you can; be flexible and patient as your colleagues get used to working this way.
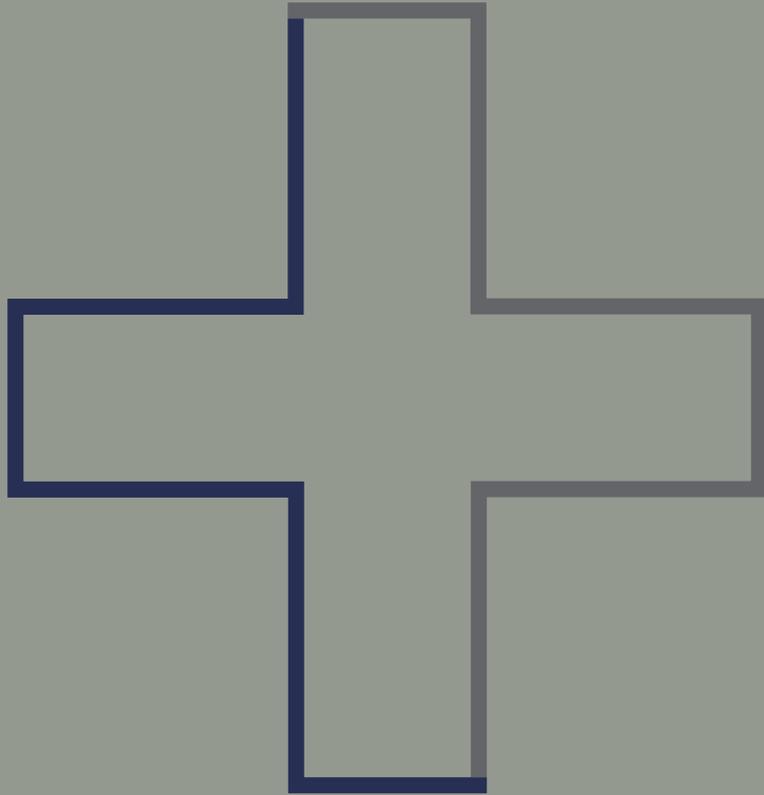
Stay healthy

— **Keep structure in your day** to stay productive including to-do lists, daily priorities and taking time to recognise what you achieve each day.

— **Take regular breaks and stay active:** include time for lunch and regular breaks away from your screen. Don't forget to stretch your legs when you need to, inside or outside.

— **Stay socially connected:** keep in contact with your team via a WhatsApp group.

— **Maintain your work-life balance:** ensure that you have set boundaries between work time and personal time. This includes keeping to your regular routine as much as possible and powering off at the end of your working day.

— **For more information, visit the Lloyd's Wellbeing Hub on MyLloyd's** ⊕

Enabling and supporting your team to

work virtually

Managers' guide
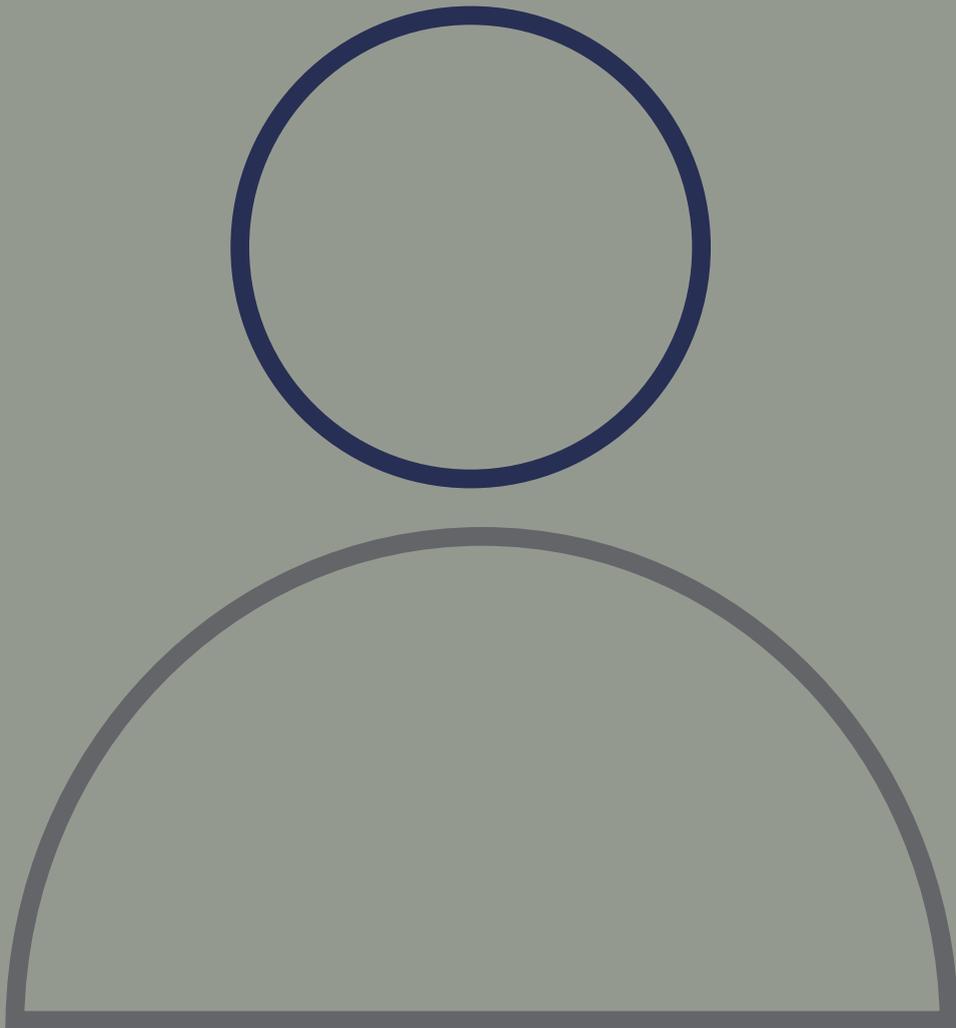
— Set up a team WhatsApp group and consider starting or ending the day with a team check-in.

— **Make time to be personal (recognising people are dealing with these challenges differently).**

— Make sure your team are staying healthy and adopting good working practices.

— **Be flexible.**

— Find a pattern for staying in touch with employees that works (make sure people feel connected but not micro-managed).

— **Make sure your meetings are technology enabled.**

— Chair discussions effectively: consider rotating the chairs in your team.

— **Capture learning: what is working well with this remote set-up? What are you finding more challenging and how can this be improved?**

— Celebrate wins in challenging times.

— **Check in on people who live alone or have family affected, highlighting employee assistance programme services where needed.**

— Ensure your team are aware of your mobile number and personal email address, just in case contact through Lloyds channels is lost.

— **Keep one-to-ones in place at a regular time slot.**