

Check-in Guidance for Managers – Keeping in Touch When Working Remotely

When working remotely a scheduled Check-in conversation is essential, both individually and for your whole team. They facilitate the opportunity to;

- Stay connected, combating feelings of isolation and loneliness;
- Maintain engagement, by showing and building trust, maintaining effective working relationships, and giving recognition;
- Communicate, discussing progress reports, recent work and changes in priorities.

This is a guidance document and provides some guiding principles, it is not meant to be prescriptive. For example, in some cases daily check in meetings may be appropriate, in other cases a weekly check in would be more suitable.

A Check-in meeting does not need to be long, and actually little and often are better. When working remotely it is a good idea to think about and agree in advance a method (Phone/video call) and, to set up and stick to a routine wherever possible. Think about the following examples and how something similar could work for your team:

- 10@10 – 10 minutes daily for the team to connect together
- Individual 121 connection timeslots (Consider frequency e.g.: daily/weekly/start of day/end of day)
- Co-directed virtual development sessions
- Virtual individual coaching timeslots
- Encourage your team to 'chat' amongst themselves (if this is something that they would normally do if working from the office).
- There isn't necessarily a need to keep notes/minutes etc from a Check-in but you or your team member/s can if they want.
- Ultimately the Check-in is for them and they can talk about work projects and/or personal wellbeing.

How to start your *Check-in Conversations*

- How are things going? Tell me what you are working on?
- How happy do you feel about things right now?
- How is remote working for you?
- Do we need to change or adjust any of our work priorities?
- Let me share what I think went well this week...
- Let me share a quick team update...