Wellbeing hints & tips for Managers – When Working Remotely

Maintaining health and wellbeing, is something we all have responsibility for and as a result, need to think about. Specifically, when managing people as they work remotely, there are some unique challenges. These include:

- Ensuring your team have the equipment needed and supporting them to set up remote/home workspace

- Encouraging habits that boost mental wellbeing – see Care First, Employee Assistance Programme webpages for guidance for Bangor University staff.

- Ensuring your team follow remote working good practice – see Microsoft Remote Work Checklist HERE

Remember: The health and wellbeing of your team members comes first.   Setting and maintaining healthy boundaries is important to help them to avoid burnout. Encourage them to make time for meals, drink plenty of water, and remind them to mentally 'clock out' from remote work at the end of the day. If any of your team raise concerns about their wellbeing:

- Talk through their concerns if they want you to or;

- Direct them to the wellbeing advice and services available via the Occupational Health Webpages

- Encourage and support them to complete a Wellness Action Plan

- Refer to Occupational Health if reporting health and wellbeing concerns that are affecting their ability to carry out general daily activities, including the ability to carry out their work

- Ensure they follow NHS and Public Health Wales guidance in relation to Covid-19

- Familiarise yourselves with mind.org.uk guidance for wellbeing and welfare matters

Lastly, remember to lead by example and follow these guidelines yourself. This is a period of immense change for all of us.