

Managing Well-Being (Manager/Leader) hints & tips – 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:

Supporting your team to set up remote/home workspace – IT&S have produced a [dedicated site](#) with advice and guidance:

- Encouraging habits that boost mental wellbeing – useful guidance from MIND can be found [here](#)
- Ensuring your team follow remote working good practice available [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. The '[Going home checklist](#)' is a great tool to support this.

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 Covid 19 website for staff [here](#)
- Discuss with your Human Resources Business Partner if staff report health and wellbeing concerns that are affecting their ability to carry out general daily activities, including the ability to carry out their work.

Information and advice for colleagues can be found on our Covid 19 website [here](#)