



Continuing to Lead When the Location Has Changed

RPN Strategies | 2020

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Washington Coalition of Sexual Assault Programs
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We'll focus on...

Setting clear work performance expectations within this new reality

Staying informed on other people's work performance remotely

Ensuring clear, consistent communication across teams

Maintaining connection and support throughout our organizations

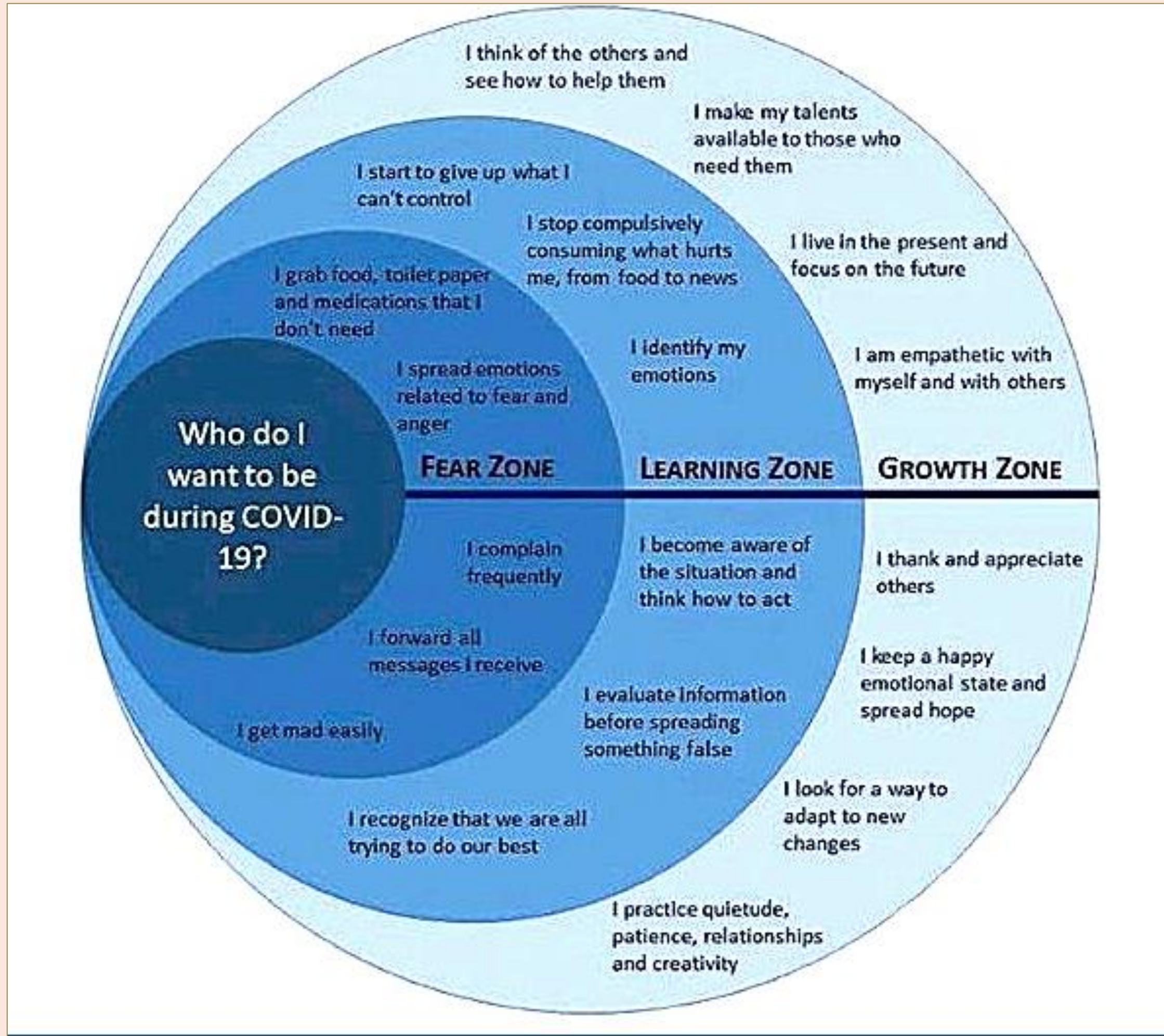


Working From Home Challenges

- Technology
- Dedicated Workspace
- Working + Caregiving
- Many of us weren't doing this before COVID
- Blurred Boundaries Between Work and Personal Life

Work from home alternative setup



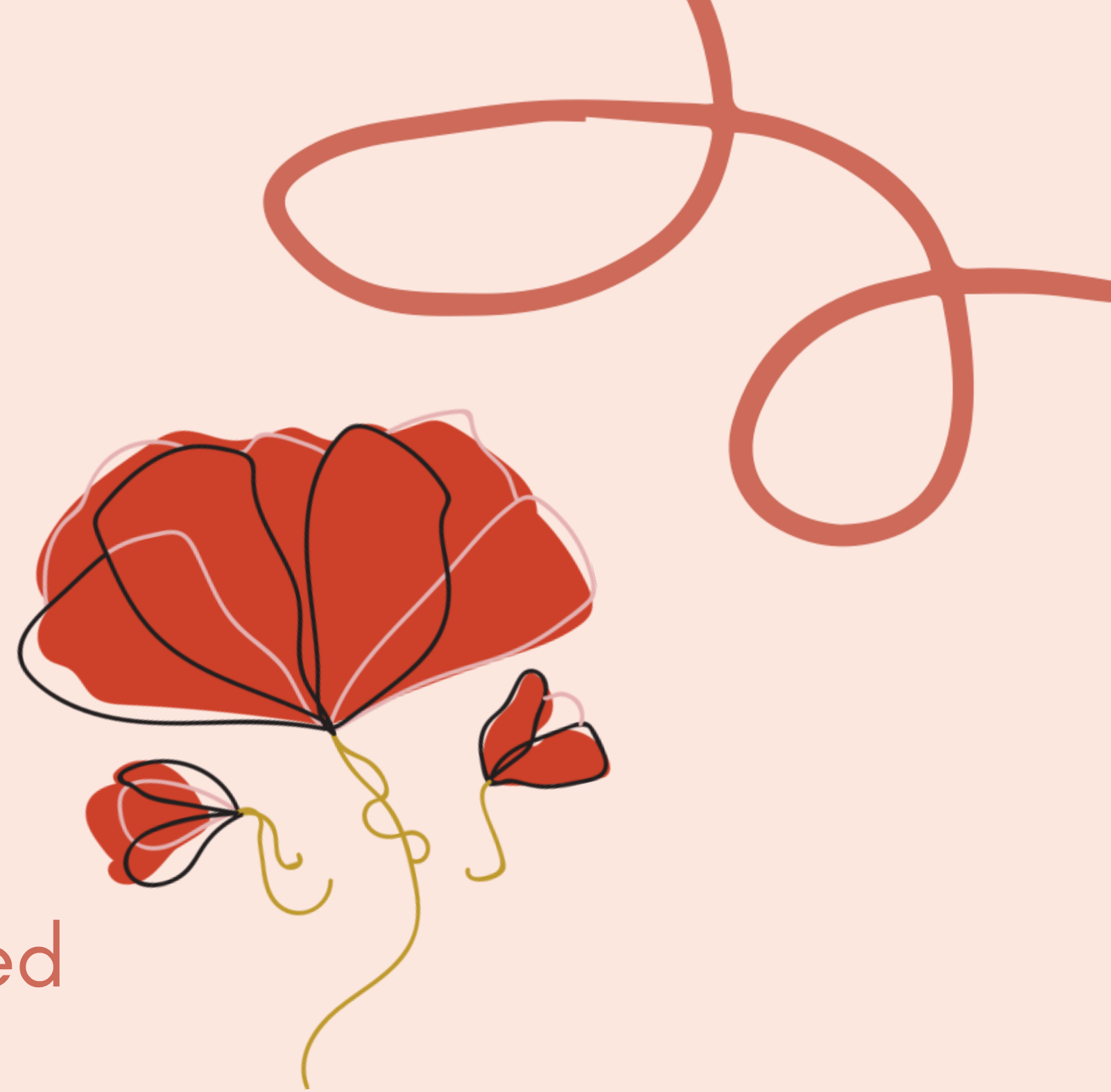


Setting Up Clear Expectations

- * Teleworking policy that outlines expectations for employee and responsibilities of organization

- * Hours worked vs Tasks completed

- * Staff Meetings





Components of a Teleworking Policy



- Work hours and compensation do not change because of teleworking.
- Employees are expected to be available via phone, text or email during their teleworking hours.
- Organization will provide equipment that supports teleworking.
- Equipment should be used for organization business only, and only by employees. Confidentiality must be protected.
- How / when supplies will be provided or reimbursed by organization.
- If employees are unsure what their tasks are, they should ask their supervisor. Similarly, supervisors will ask about tasks often.

Hours Worked vs. Tasks Completed



Make it normal to ask or say:

- What are you working on this week?
- What progress have you made on these tasks?
- I'd like to hear from you more often.

Consider having co-workers create a task list that both of you have access to

Recognize that different co-workers will benefit from different strategies with communication and task monitoring



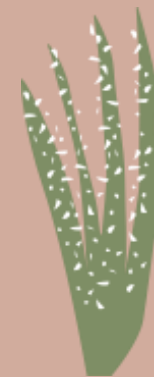
Staff Meetings

(i.e. "kids & cat butts")

* "Come as you are"



Make Connection



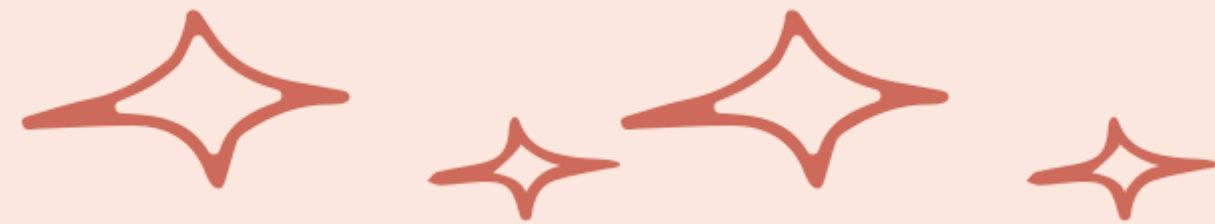
Use Virtual Facilitation
Techniques



"It's vitally important to help each other. No, we can not walk in each other's shoes, but we can walk side-by-side and support each other."

Michele Sullivan

Inviting direct service into personal spaces



Help staff have a work area in their home

Create a physical reminder of the separation between work and home

Talk about the impacts





Flexibility for parents and caregivers

Communicate what
accommodations are
available

Families First Coronavirus
Response Act

SharedWork Program

Regular Supervision



Zoom, Phone, Walk + Talk



Pick up the phone as though you were walking down the hall to ask a question

Team Cohesion

Create staff meetings/gatherings that aren't business related:

- Social/Craft hour
- Breakout Room Social Time
- Outdoor gatherings
- Social RPN Strategies | 2020 Media or Chat Group

Increase staff meetings to promote "real time" communication





If you are tired (and you might indeed be tired or getting there) remember the infinite moving parts that hold you up without asking you to show them how. It took a miracle to make you in the first place; and from hour to hour you go on being made.

Yrsa Daley-Ward