



MANAGING REMOTELY TOOLKIT

Guidance, hints, and tips for supporting your team when they are working remotely.

If you require this document in an alternative format please contact
hrhelpline@ed.ac.uk

HOMEWORKING

Guidance from our colleagues in Health and Safety about setting up your workstation at home.
(20 mins)

includes links to useful resources and online training.



TOOLS AND TECHNOLOGY

All the information you need from our colleagues in ISG to get you and your team set up to work and communicate with each other remotely.
(20 mins)



TIPS FOR WORKING FROM HOME

Top tips to help you and your team remain productive and energised as you find your new routine.
(5 mins)



TOP TEN CHALLENGES OF MANAGING A VIRTUAL TEAM

Troubleshoot your remote working challenges with this handy infographic.
(7 mins)



TOP TIPS FOR SUCCESSFUL VIRTUAL MEETINGS

These top tips will help you avoid some of the common pitfalls associated with virtual meetings, and ensure that the meetings you lead are successful.
(3 mins)



MANAGING VIRTUAL TEAMS

This online tutorial from LinkedIn learning provides managers with a clear approach for getting the most out their teams when they are working remotely.
(56 mins)



SUPPORTING YOU AND YOUR TEAM TO WORK REMOTELY

An overview of tools, tips and best practice from the Learning and Organisation Development Team.
(15 mins)



LOOKING AFTER YOUR WELLBEING WHEN WORKING REMOTELY

It's incredibly important to focus on our own wellbeing and that of those around us. Some guidance around what's available to support you.
(30 mins)

