Personal Remote Working Tips Report for Terry Harris

Introduction

Terry, the following report is designed to help guide and assist you when it comes to working remotely.

The report is divided into six behavioural areas and within each you will find a brief description of your preferred approach in this area. This is to help you to build self awareness of your preferred working styles - i. e. the way you like to work.

You will also find some personalised remote working tips that are provided to help you manage working remotely more effectively so you can be more productive and better handle the challenges of working remotely.

This report covers the following remote working areas:

1. Dealing With Interruptions - remote working can be a challenge if there are constant interruptions during the day. Some people can handle interruptions well, while others may find this aggravating. We'll help you to understand how well you deal with interruptions naturally and what you can do to get better at handling the inevitable interruptions during the working day.

2. Feedback and Follow Up - remote working is very different to working in an office environment. Its doubly important to feedback and follow up on action items or just generally with co-workers to ensure everything continues to run smoothly. We'll help you to understand how well you deal with providing feedback and follow up with you colleagues and what you can do to improve.

3. Motivating Others - keeping morale high is important in these uncertain times, helping others to be and remain motivated is therefore a key skill when working remotely. We'll help you to understand your preferred approach to motivating others and what you can do to enhance this further.

4. Communication - communicating with colleagues in a remote work environment becomes a bit more of a challenge when you have to rely on electronic methods of communications (email, conference calls, telephones, etc), frequently we can miss the non-verbal cues. We'll help you to understand your communication style and what you can do to improve communications with your colleagues and co-workers.

5. Remote Team Working - social distancing and remote working can make collaborating with others in your team more of a challenge. We will help you to understand you preferred approach to working on a team and provide you with some tips for working in a remote team environment.

6. Handling Stress - these uncertain times can be unsettling for some and cause a lot of anxiety. We'll help you to understand how you deal with these stresses and some tips to help you manage better.

Dealing With Interruptions

- You tend to be moderately organized

- Situations that call for a high level of detailed planning will be more difficult

- You have a good balance between being organized and being able to react to what's going on during the day as well as handling interruptions

Tip: In times when you must deal with a high level of details, be sure to double check your work for accuracy.

Tip: You may find that planning times in the day when you can and can't be interrupted beneficial

Feedback and Follow Up

- You tend to be moderately organized

Tip: Be sure to use a system or organizer that automatically reminds you when you should follow up with team members.

Tip: When you are providing feedback, be as specific as possible which may require you to prepare in advance so that you can cite specific examples and details. In most cases, feedback that is highly specific will be the most effective.

- Because you tend to be more direct with your communications, some team members may feel that your feedback is confrontational

Tip: Effective feedback generally leaves the other person feeling positive and motivated. Be sure to think about the delivery of feedback so that it can be received as effectively as possible.

Communication

- Terry, you have a moderate level of need to communicate and interact with others during the day.

- Continual interaction with others or ones that require you to work alone for long periods of time will be more difficult.

Tip: Working remotely will be ok for you providing you get the balance of interaction and interruption right.

Tip: Working remotely may require you to communicate more than you generally do. This could be a little draining for you, so make sure that you build time in to your day when you can work more independently.

Motivating Others

- You are moderately extroverted which means that you will generate a moderate level of enthusiasm when motivating others to do their work

- You tend to have a moderate level of initiative when it comes to motivating others

Tip: In those situations when you need to highly motivate other team members to respond, you will feel some stress. In these cases, prepare ahead of time so that your delivery can be more outwardly enthusiastic and motivational. Give yourself a pep talk first!

Remote Team Working

- You like working with a team but appreciate occasional recognition for your own efforts

- In most cases, you feel that collaboration with others is productive

Tip: Success generally comes from motivating and managing others to do their jobs successfully, and in turn, providing them with recognition for their efforts. It is important that you also remember to recognize yourself for your own accomplishments.

Handling Stress

- Terry, you typically handle stress and difficult situations with poise

- Your poised nature may be seen as a lack of concern by others who are expecting a more sensitive reaction

- Situations that require a high level of sensitivity may be more difficult for you to handle

Tip: Recognise that others may be feeling the stress of this situation more than you.

Tip: Your poised and calm nature can be re-assuring and can help alleviate others' tensions and anxieties. Be mindful of being sensitive with others who may be feeling the pressures more than you do.

Note: This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.

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