

# Managing Home Workers



**At Mentor we understand that COVID-19 has put a huge strain on all businesses.**

Many of us have found ourselves not only working from home, but also managing people working from home.

How do we keep our team working together and motivated in this unprecedented time?

These 6 top tips will help you make the transition as smooth as possible.

## 1. Increase your 1-1s

Your people may be feeling anxious and scared about events. Your 1-1s are the most effect way to support your teams. Have regular and longer contact with them to help.

## 2. Use Video Chat

The first thing people will miss is face to face contact. Using video chat rather than phone calls will help them to connect with you and the team.

## 3. Ask how you can help

Your people may be struggling to adjust with their new arrangements, but may be too scared to say. Give them regular opportunities to let you know what they need.

## 3. Be aware of your legal requirements

Just because your people are not in the office, you still have a duty of care. MentorDigital can help you understand your legal requirements.

## 4. Set clear objectives, then trust your team.

Whilst you should increase your regular 1-1s, don't micromanage your team. Set clear and precise objectives, then focus on their output and results rather than a minute by minute checklist.

## 5. Add tone to text

When you lose body language, you lose the tone. Use visual aids to add personality into your communications, such as emoji's and GIFs

# Useful Links

- [Government COVID-19 Website](#)
- [MentorDigital](#)
- [Mentor Corona Q&A](#)
- [Samaritans](#)
- [MIND](#)

