

Manager Toolkit

MANAGING A REMOTE WORKFORCE

Human Resources

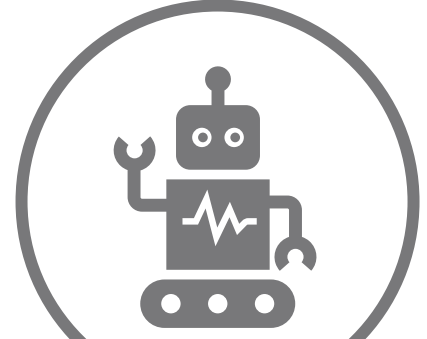
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Communication
Opportunities



Development &
Resources



Technology



Engagement
Activities



Manager Quick
Tips



Wellness

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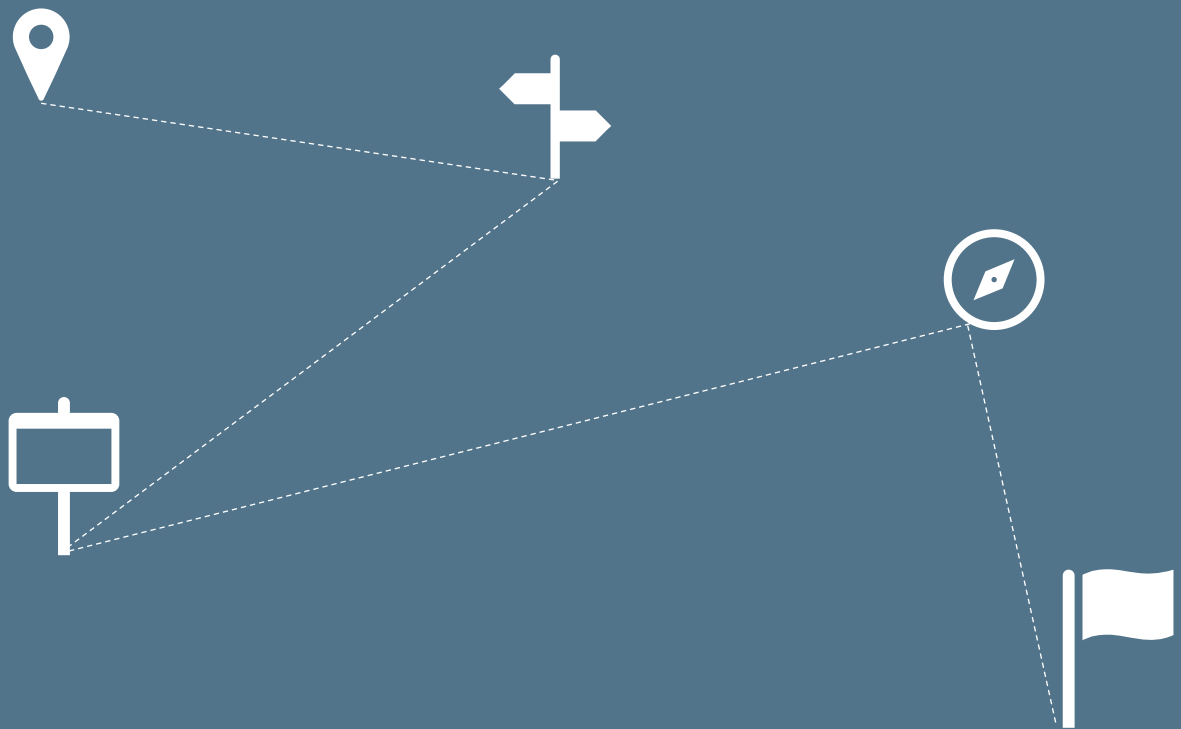
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Managers are leading the way...

The global pandemic has created new ways of working and performing our jobs. This creates challenges for managers as they navigate how to determine whether jobs within their span of control should be performed on-site, remote, or in a hybrid fashion and engage with their teams to continue succeeding in new and innovative ways. UTHealth remains committed to helping managers provide leadership and successful outcomes for their teams. Use this toolkit as a resource for how to lead productively while empowering your team to work differently.

... to tomorrow's future.





On-Site? Remote? Hybrid?

Use [this tool](#) to help determine which form of work will be most suitable for your team.

Once a determination is made for the jobs in your area, communicate both individually and to your whole team what the plan is moving forward and why.

Non-Exempt Employees

Non-exempt employees are owed overtime if they work more than 40 hours in a week. For non-exempt employees who are working remotely it is important to ensure you have the ability to track when the employee is working and that time worked is accurately captured. For reference, please refer to [HOOP 154 Overtime and Compensatory Time Off](#).

Tracking Work Time:

- Set clear expectations for when the employee's work day will begin and end and when the employee will take breaks. How will you measure or record this? Will the employee send you emails when beginning and ending work, call you, IM you?
- Ensure specific assignments are given each day and completion is tracked.

Remind the employee that per university policy, they must ask and gain permission before working any overtime. Employees will be paid for any time worked, regardless of whether permission is granted or not. However, employees can be disciplined for failure to follow university policy.

Remind the employee to accurately report their time in their timesheet as this is the official record of time worked.

Quick Tips for Leading the Way



COMMUNICATION IS KEY

- You cannot overcommunicate
- Focus on continuing to build the relationships you have with your employees – stay connected
- Build and implement a communication strategy ([Sample Strategy](#)) for consistency
- Use all your tools: email, chat, virtual meetings and video
- Start meetings with time for people to interact casually and encourage the team to share highs and lows of the week

TRUST YOUR TEAM

- Encourage team to set boundaries to avoid burnout
- Know you hired good people and trust them to accomplish their goals
- Acknowledge success

CREATE SUCCESS

- Be clear. Set clear goals and expectations. Follow up to ensure the individual understood the expectations
- Look for opportunities to have team members partner together on projects to leverage their strengths
- Ask the team about opportunities or areas for the team to grow. The outcome may be great project assignments for the team to collaborate

LISTEN TO YOUR TEAM

- Listen for stresses and explore one-on-one with the person to see where they may need assistance
- Provide opportunities for each employee to be heard. This means making sure that those who are less likely to speak up are able to express themselves

Send quick tips about working remote to your employees.



[DOWNLOAD HERE](#)

Staying Connected

Work closely with your team to ensure continued engagement and that the team feels connected to each other, you and the mission of the department.

INDIVIDUAL EMPLOYEE MEETINGS

Kick Off to Working Virtually Meeting

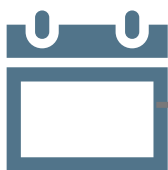
This is an opportunity to talk with your employee to help them feel comfortable while working remotely or in a hybrid environment. Below are a few items you may want to consider reviewing during this initial meeting.



- Understand if the employee has ever worked in a virtual or hybrid environment
- What does the employee see as possible challenges?
- Review the best ways to communicate during the day so that both of you feel connected
- Are they comfortable utilizing the needed technology?
- This is a time for the employee to learn new skills that will help improve their performance. Ask the employee to review the various courses in [LinkedIn Learning](#) and share with you in your next meeting skills they want to learn (consider creating a learning plan)

Daily Touch Base

Keep it short and sweet! A touch base can be as simple as a quick Teams message, text or email. It does not need to be formal. People will appreciate the quick touch base.



Weekly, Bi-Weekly or Monthly One-on-one Meetings

It is important to have consistent one-on-one meetings with your team members to connect with them, answer any questions they may have, and ensure they remain connected to individual and team goals. Employees will feel a stronger connection when they know they have dedicated time to connect with their manager.



TEAM MEETINGS

Team meetings are important for connection and alignment. With remote or hybrid teams it is important to build camaraderie and relationship that can be missed when teams are on-site. Consider whether some meetings should be held in-person to help build relationships or to complete projects or work product that is more effectively done in-person.

Team Huddles

These are quick high-level meetings to gather the team.

- Typically, short meetings scheduled throughout the week to make sure everyone is aligned
- How often to schedule will depend on the needs of the team. If in a time of consistent change, daily may be needed. If mainly a time to stay connected for quick updates, possible two to three times a week



Standard Team Meetings

Keep the team connected with weekly or bi-weekly meetings to enhance team dynamics. Topics for the meetings may include:

- General department updates. Do not forget that people often find out about meetings, general updates or new things happening in the department just by being in the office. Nothing is too small, people want to hear what is happening
- Have the team go around and discuss something good/new happening professionally or personally to break the ice
- Ask the team for their suggestions on possible continuous improvement projects. This would allow you to assign groups of people to work together on a unified goal
- Ask a team member to do research on a topic and share information with the team that would be of interest to the team and ask them to share with the group

Engagement Touchbase

Schedule time to just have fun! With a remote or hybrid team, it is important to schedule time to connect on a personal level. This helps build relationships that can be leveraged to create a more cohesive team.

- Virtual Tea Time: A quick conference call where employees will sit around (preferably with coffee or tea) in a relaxed environment to just chat about anything.
- Weekly Children or Pet sharing chain: Very simple email sent to those on your team with a fun photo of you and your children / pets and invite others to share.
- DIY Craft Challenge: 30-minute surprise activity you can play with your team. Have everyone build anything from materials in their general area and then share during video chat or by email.

For more great ideas check out the Engagement Section!



Communication Best Practices

WHAT TOOLS SHOULD I USE

- There are several tools to aid in communication opportunities such as email, phone, text messaging, instant messaging, video conferences, and document sharing.
- Ensure that all remote employees have the same programs downloaded and are capable and trained on how to use them all effectively.

[Refer to Technology section for additional information](#)

KEEP PREDICTABLE & CONSISTENT

To prevent remote anxiety, clarify how and when information will be communicated. You might be asking yourself, “When do we use instant messaging? Why do we write emails? At what point do we pick up the phone?”



E-mails are good for sending information, but not for collaboration.



Text/Instant Messaging is for immediate action.



Call directly if the topic requires clarity and sensitivity, or benefits from an energetic exchange of ideas.



Video conferencing is used to help people stay connected; there is no replacement for face-to-face interaction. This will help your team feel more connected to colleagues in a more intentional, human way.

Use a check-in or reporting template to keep consistency across the team

- Example: 15-5 Report - Each week, everyone on a team spends 15 minutes writing feedback in a templated report sent to the manager. The manager takes five minutes to read and respond to each report, and 15 minutes to collate their own feedback for their manager.



[Download the 15-5 Report](#)

HAVE A CLEAR MESSAGE

Context: When you are communicating digitally, provide enough context to make sure your message is known. When only responding “Yes” to a question or giving little information, the lack of elaborating might make the person feel you do not care about the issue or lead them to not care about the issue you brought up.

Not Concise

So, I was thinking that maybe, we could try meeting at twelve noon instead of 5:00pm for our weekly meetings. I plan on working from home in the afternoon and I was thinking that might be easier. What do you think?

Concise:

I'd like to begin working from home in the afternoon from now on. Are you okay with changing our weekly meeting time from 5pm to 12pm?

CONTINUE CASUAL COMMUNICATION HABITS

If you normally catch up with colleagues in person before a big meeting, do the same before dialing in to a group conference call when everyone is remote. If you normally chat with your admin assistant first thing in the morning, do the same remotely by instant messaging. Even when at home, you should confirm receipt of messages and check in with people when you start your day and end your day. Try to follow the same rituals and habits to maintain relationships.



APPROPRIATE HOME WORK ENVIRONMENTS

Remote or hybrid employees need to have appropriate work from home environments. Discuss the following points with your employee regarding their home work environment:

- Do they have a workspace at home where interruptions are controlled during work hours?
- Ensure their workspace has the ability to avoid breaches of information security. How will the employee safeguard any sensitive data they may need when working from their home environment? Teleworking employees remain obligated to comply with all UTHealth security policies, practices, and instructions, including [HOOP 206](#), [HOOP 175](#), and [HOOP 180](#).
- If necessary, does their worksite have a door that can be closed so that household members do not interfere with work?
- Does the employee have a reliable wi-fi connection for their home work environment? At least 50 Mbps download speed and 5 Mbps upload speed are recommended. What is the plan if there is a power or internet outage?



KEEP COMMUNICATION POSITIVE

Avoid	Use Instead
Must	Needs to
Required	Strongly recommend
I'm forced to	I choose to
That will never work	Let's look at our alternatives
We will not be able to....	We will be able to once....
That's not my problem	I think you should talk to instead
There's nothing I can do about that	I'm a bit stuck, can you help me find other options?
You should have...	That didn't work - here is what I recommend for next time...
I haven't had time	I will be able to get this to you by...
I assumed that...	Could you clarify for me please?

ONBOARDING A REMOTE EMPLOYEE

When a new employee joins your team, it is very important to be intentional about their training, especially if they are a remote or hybrid employee. Some factors to consider are listed below:

- Create a training plan that identifies the scope of all items and the timeline
- If a hybrid model, identify which items are best covered face to face or appropriate for a virtual training.
- Consider how shadowing exercises will be adapted to a virtual environment, if not how will the shadowing exercises work virtually, does the training lend itself to create training exercises the person can practice independently, or is there an opportunity for all training to take place face to face.
- Is there an opportunity to have different people train various sections of the outlined training? This would allow the new hire the opportunity to work with a variety of people on the team and build connections.
- Work with those designated to train and walk through how they will train virtually. It is important to make sure they are also comfortable training virtually.
- Have the trainer monitor the progress of the area they have trained. Set realistic goals for the progress of the new hire.
- To ensure the new hire continues to feel connected create regular check points to discuss the progress and how they feel they are progressing. In addition, have team members that have trained create regular check points so the individual is comfortable reviewing or asking questions about the training.

Technology

UTHealth provides many excellent information technology resources for its staff, faculty, and students. In this section of the Manager Toolkit, you will learn about the various IT resources available to you that can keep your team working effectively and efficiently even though you are separated physically!

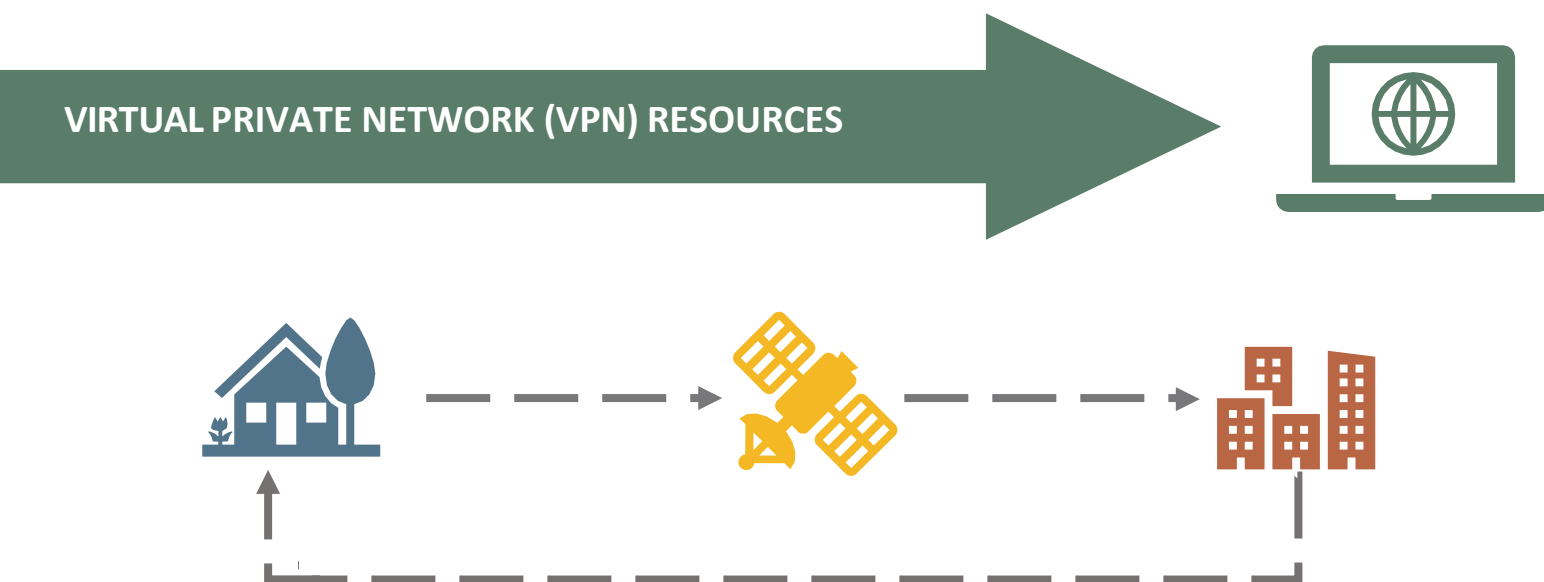
WORKING REMOTELY GUIDE

The UTHealth Information Technology department has developed a website with a list of helpful resources available to UTHealth community members who work remotely. Please reference this resource as you work and encourage your employees to be successful remotely.



VIRTUAL PRIVATE NETWORK (VPN)

Ever wondered what a VPN is and why it's important? IT has you covered! Educate yourself on what exactly this critical tool is, how to install it, and when to log on and log off from it during the day.

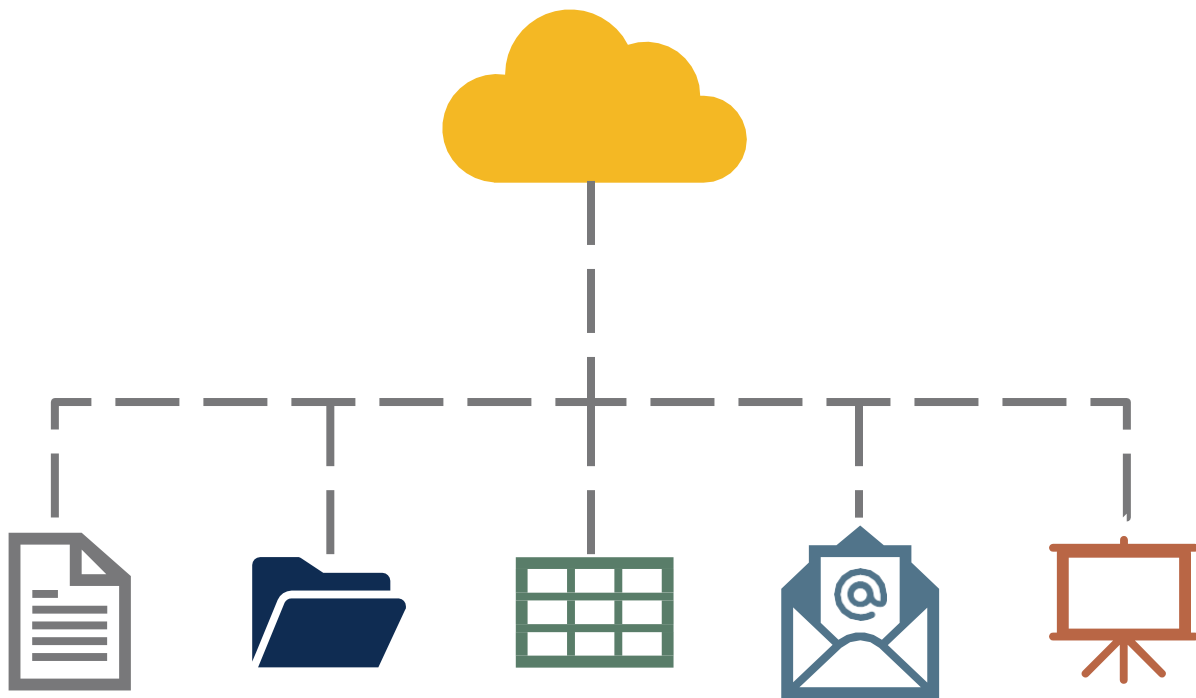


MICROSOFT OFFICE 365

Every staff member has a version of Microsoft Office downloaded on their work computer/laptop. You probably are very familiar with most of Microsoft Office's programs such as Outlook, Word, Excel, and PowerPoint. In addition to the applications on your computer, you have access to Office 365 Education. Office 365 Education is a cloud-based service which provides access to Word, Excel, PowerPoint, and additional productivity tools. Employees at UTHealth can download Microsoft Office 365 Education for personal use on no more than 5 personal, non-UTHealth devices. Using your Office 365 account, you can also access OneDrive which is managed by UTHealth and accessible via most browsers. With OneDrive, you can log in and access Office documents from any computer at any location.

Office 365 allows staff members to log in from anywhere at any time to create documents, share them and collaborate in real time with you and their coworkers. All edits are saved and you can easily look back at previous versions of the document for reference. No more endless email threads with attached documents named V1, V2, FINAL, FINAL_FINAL; now it's in one place and available at a moment's notice.

The first time you log in to Office 365 you will need to register using your UTHealth email address.



Word, PowerPoint, Excel, & Outlook

Given the ubiquity of these Microsoft Office products, we will not give detailed explanations of what these applications are or how to use them. We encourage you to increase your knowledge and productivity using the training links below. It is important to note that Word, PowerPoint, and Excel can be used online via Office 365 from any web browser and can be edited by multiple individuals in real time as well!

Links:

- word.office.com
- powerpoint.office.com
- excel.office.com
- mail.uth.edu



Training:

- [Word](#)
- [PowerPoint](#)
- [Excel](#)
- [Outlook](#)



OneDrive



OneDrive is similar to a network drive, but you can access it from any internet browser. You can save any file type to your personal OneDrive or create a folder and share it with your direct reports so they can access those files too.

Use Case:

Are your network drives not available when you're away from campus? No worries. Now there's a centralized spot to view and edit documents in Office 365! Give your team members access to the files they need to edit or just the ones they need to view/comment on.

Link: onedrive.live.com

Training: [Office 365 Training Center](#)

OneNote

How many times have you written notes down only later to find that you've lost them. Is your desk overflowing with sticky notes and other hastily written reminders? Microsoft OneNote is the all-purpose digital notebook you've been waiting for! Whether you've got a million ideas or a million things to do, you can easily jot them down and find them later. OneNote organizes itself into notebooks, sections, and pages for easy organizing. Even better, you can share your notebook with anyone who may need access so you always have a central repository for your knowledge. You can add typed notes, pictures, attachments, audio notes, as well as sketches and drawings for future reference.



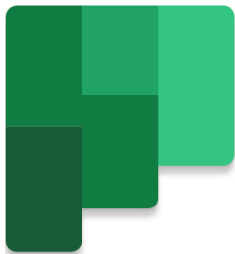
Use Case:

Does your team have standardized processes for getting things accomplished? Why not jot those processes down so that way anyone can look back later for a quick refresher? This also makes onboarding easier if you have a virtual desk manual available to any newcomers. The search feature within OneNote makes it easy to find the information you're looking for!

Link: onenote.com (or create a new notebook from your application and save to OneDrive)

Training: [Office 365 Training Center](#)

Planner



Microsoft Planner is a project management tool that allows teams to visualize tasks in a project and give real-time status updates. With Planner you can create buckets for tasks and assign specific tasks to individuals on your team. Buckets can be labeled however you like: *Not Started, In Progress, Completed* for example. Each task can be assigned to an individual and comments can be written on the task so everyone has the most up to date information about that specific task. Planner also offers you the ability to view the project in multiple ways: by status, by assigned to, by due date, etc.!

Use Case:

Are you planning an upcoming virtual event? Want to make sure you haven't forgotten any important step? Create a Planner board and add all the necessary tasks to have a successful event. Then start assigning tasks to members on your team. As the date get closer, you can see exactly what you have left to accomplish before the event.

Link: tasks.office.com

Training: [Office 365 Training Center](#)

Forms

Microsoft Forms lets you easily create surveys and polls to collect customer feedback, measure employee satisfaction, and organize team events. You can also set up forms like a quiz so that people taking the quiz get a score immediately after submitting their response. You can summarize survey results at a glance with charts and graphs. Want to make sure that each person only responds to the form once? You can make that adjustment in the settings.



Use Case:

Are you trying to figure out the best date to hold a quarterly lunch and learn? Create a form using Microsoft Forms and send it out to your team. You can set an end time for the form availability and even receive an email notification when someone submits a response. After everyone's taken it, you can go to the form and look at the summary charts to see when the best date and time is for the event!

Link: forms.office.com

Training: [Office 365 Training Center](#)

Microsoft Teams

Microsoft Teams is the ultimate messaging app for your organization—a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! As a truly collaborative tool, you can set up a team and then create different channels so the correct communication is shared in the correct space. Additionally, you can link various Microsoft applications right to your team so there's never a need to leave the Teams application; all the work takes place in one location with everyone, together.



Use Case:

You have a small team that needs to focus on a large project for several months. They need to be able to communicate quickly and share documents in a way that allows everyone to have real-time information about the project so there are no duplications of efforts. Create a team and add those individuals who need access so they can work seamlessly with each other, regardless of their location.

Link: teams.office.com

Training: [Office 365 Training Center](#)

UTHealth Resources: [UTHealth MS Teams Training](#)

UTH-SHARE (GOOGLE OFFICE SUITE)

UTH-Share is UTHealth's implementation of Google's G Suite for Education -- a set of cloud-based collaboration tools that allow users to create, store and share Google documents with others both inside campus and around the world!

UTH-Share's suite of products includes Drive, Documents, Forms, Groups, Sheets, Slides, Sites, and a host of other applications to enhance communication and real-time collaboration. UTH-Share has even been approved for the secure storage of HIPAA and FERPA information with [certain security restrictions](#).

If you have not set up your UTH-Share account, you can do so [online](#).

Google Drive

Google Drive is similar to a network drive, but you can access it from any internet browser. You can save any file type to your personal drive or create Shared Drives if you need members of your team to collaborate on documents. There are a host of sharing features and permissions available to document/folder owners as well as collaboration abilities.



Use Case:

Are your network drives not available when you're away from campus? No worries. Now there's a centralized spot to view and edit documents on Google! Give your team members access to the files they need to edit or just the ones they need to view/comment on. Shared drive lets teams all have access to add and edit all the files they need at a moment's notice.

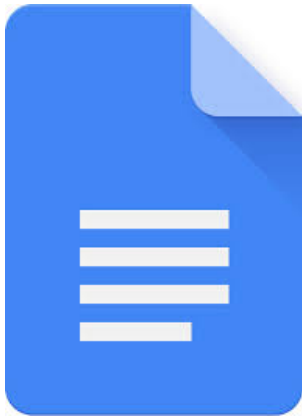
Link: <https://drive.google.com>

Training: [G Suite Learning Center](#)

Additional Help: [Cheat Sheet](#)

Google Docs

If you are unfamiliar with Google Docs, it's easiest to think of it as Google's version of Microsoft Word. With Google Docs, you can create and edit text documents right in your web browser—no special software is required. Even better, multiple people can work at the same time, you can see people's changes as they make them, and every change is saved automatically.



Use Case:

Need to have meeting minutes typed and accessible to everyone on your team? Do you have a report that needs pieces of information from multiple people? Now they can all work in the same place at the same time. Everything saves automatically and you can see who has done what in the version history. You can download the file in various formats to send via email at any point!

Link: docs.google.com

Training: [G Suite Learning Center](#)

Additional Help: [Cheat Sheet](#)

Google Sheets

If you are unfamiliar with Google Sheets, it's easiest to think of it as Google's version of Microsoft Excel. With Google Sheets, you can create and edit spreadsheets directly in your web browser—no special software is required. Multiple people can work simultaneously, you can see people's changes as they make them, and every change is saved automatically.

Use Case:

Do you want to track the status of a project? Use sheets to make a task list and give everyone access to update it. Or perhaps you need multiple people to fill in part of a report and another person to analyze those parts? This one sheet is available to everyone at the same time. You can download the file in various formats to send via email at any point!



Link: sheets.google.com

Training: [G Suite Learning Center](#)

Additional Help: [Cheat Sheet](#)

Google Slides



If you are unfamiliar with Google Slides, it's easiest to think of it as Google's version of Microsoft PowerPoint. Create and present professional pitch decks, project presentations, training modules, and more. With Google Slides, you can build presentations right in your web browser—no special software is required. Even better, multiple people can work on slides at the same time, you can see people's changes as they make them, and every change is automatically saved. Google slides also has a Q&A feature, where you can showcase a link at the top of your slide show and as people have questions, they can use their phone/computer to send them to the presenter.

Use Case:

Do you have a department-wide meeting coming up and you want to showcase what your team has done? Instead of waiting for everyone send you their individual slides, have everyone work on one document together. You can download the file in various formats to send via email at any point!

Link: slides.google.com

Training: [G Suite Learning Center](#)

Additional Help: [Cheat Sheet](#)

Google Forms

Manage event registrations, create a quick opinion poll, and much more. With Google Forms, you can create and analyze surveys right in your mobile or web browser—no special software required. You get instant results as they come in. And, you can summarize survey results at a glance with charts and graphs. Want to make sure that each person only responds to the form once? You can make that adjustment in the settings. You can even make a Google Form [act like a quiz](#), by specifying which answer is correct and having the quiz self-grade!



Use Case:

Are you trying to plan a meeting and want to get everyone's availability? Need to update the department's contact details list? Want to capture feedback from a presentation electronically? Does your department routinely do training and want to make sure that the audience is understanding the knowledge? All of these are excellent reasons to create a Google Form. By creating a form, you can centralize all the responses into one place.

Link: forms.google.com

Training: [G Suite Learning Center](#)

Additional Help: [Cheat Sheet](#)

Google Chat & Meet

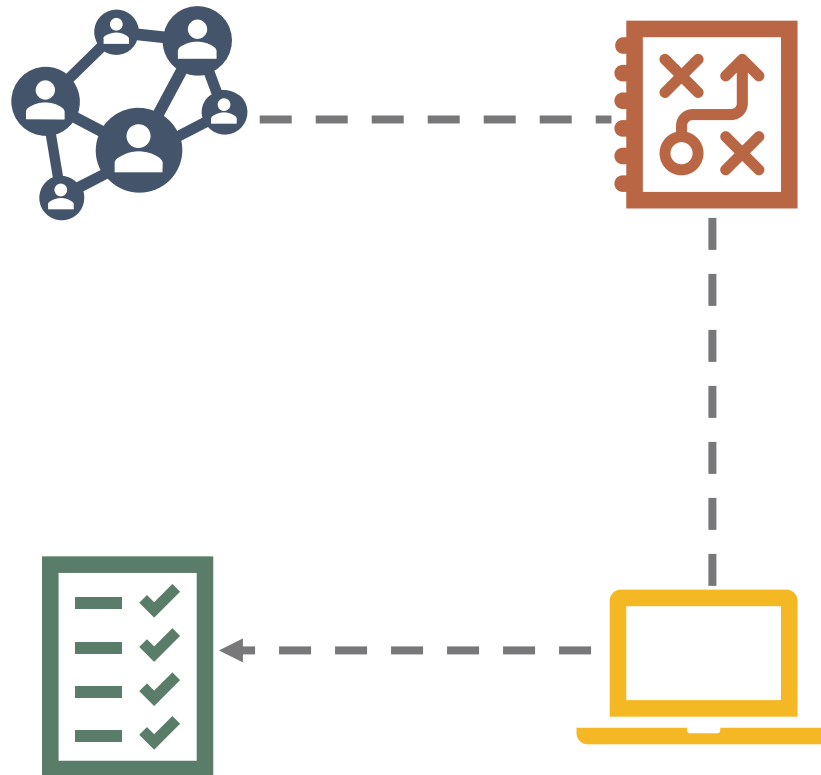
If you are unfamiliar with Google Chat & Meet, it's easiest to think of it as Google's version of Microsoft Skype for Business. Google Chat combines both features of instant messaging and video calling. Whether in a 1:1 chat or a dedicated group workspace, [Google Chat](#) makes it easy to collaborate with your team in an organized way. Share and discuss Google Docs, Sheets, and Slides all in one place. [Google Meet](#) lets you host video conferences, hold remote interviews, conduct webinars, and more.

Links: chat.google.com, meet.google.com

Training: [G Suite Learning Center: Chat](#)

Training: [G Suite Learning Center: Meet](#)

Additional Help: [Chat Cheat Sheet](#)



WEBEX

Webex is a video and audio collaboration tool. Staff can use this technology, free of charge, to schedule interactive online meetings. Webex includes Outlook calendar integration, allowing you to schedule Webex meetings directly from your Outlook calendar. Each online Webex meeting you host will support up to 1,000 participants. Easily meet with your entire team or department to give live updates or check-in with everyone. If you have a document that needs to be discussed, you can share it in the meeting so everyone is on the same page.



Use Case:

Any meeting with one or more people who are working remote is a good use for Webex. Do a check-in, give a status update on a project, and much more with this collaborative tool.

Link: uthealth.webex.com (Also look for the app on your computer!)

Training: [Webex Help Center](#)

Webex Personal Room

Your Webex Personal Room is your private virtual conference room. The link to this virtual conference room never changes and can be ideal if you need to jump into a virtual meeting quickly. Some individuals even add their Webex personal room link to their email signature. If someone accesses your personal room while you are not there, you will receive an email letting you know they are waiting for you. Once you are in your personal meeting room, you can “lock” the meeting so that no one is allowed to enter until you allow them



Use Case:

Do you have one-on-ones scheduled back to back? Don't create hundreds of different meetings -- just put your personal room link in the meeting invite and then there signing in and signing out of multiple meetings.

Link: unique to you! Find it by logging in to uthealth.webex.com and it's on the front page!

Training: [Webex Help Center](#)

Webex Meeting

A Webex meeting is just like an in-person meeting but virtual. When you create a Webex meeting, it has a specific meeting number and the settings can be adjusted for what participants are allowed to access within the meeting. You can also create an alternate host for the meeting if you might be running late but want the meeting to get started without you.



Use Case:

Any meeting with one or more people who are working remote is a good use for Webex. This is also a great tool for interviewing candidates remotely! From a simple link, anyone can access the meeting, log in, and participate!

Link: uthealth.webex.com

Training: [Webex Help Center](#)

Webex Event



Webex Events make hosting an online event easy. Whether you are launching a product or holding an all-hands, you can deliver a polished, interactive presentation with multimedia, Q&A, and polling to engage your audience. A Webex event is ideal if you have one speaker or several panelists who need to give information to a large audience. There are plenty of tools built in to keep it interactive, without everyone speaking over each other and interrupting the flow of the presentation.

Use Case:

Do you have a large department, say 50 - 100+ people? Do you need to give them information in a way that is productive and includes everyone? Webex events allow one or a few people to speak and give information while allowing the attendees view the speakers, the presentation, and even ask questions via text.

Link: uthealth.webex.com (Webex events must be scheduled online)

Training: [Webex Help Center](#)

SECURESTOR

UTHealth SecureStor is a cloud-based file storage application that allows users to store and share files with other UTHealth users or external users. SecureStor is approved for the storage of HIPAA and FERPA information at UTHealth. If you are unsure what this means, please contact IT Security at its@uth.tmc.edu. SecureStor is automatically connected to your personal network drive (H:) and inside the “Home Share Drive”. Files that are located within your Home Share drive are immediately available for your use via the SecureStor application interface. You can easily share a link to a document in SecureStor which gives users access to it and a trail of their access for auditing purposes.



Use Case:

You need to share files with an employee, but they are both too large for email and contain sensitive data. Log on to SecureStor to enable file sharing in a secure environment that allows only the individuals you select to access the data.

Link: securestor.uth.tmc.edu

Training: [UTHealth IT - Cloud Based Services](#)

Development & Resources



Employees may have time to take advantage of professional development opportunities. Ask your employees about skills or competencies they would like to learn or enhance. This can help them grow in their current role or help them prepare for a possible growth opportunity.

LINKEDIN LEARNING

LinkedIn Learning is the industry leader in on-demand training. You and your employees have access to over 15,000 courses and 150 learning paths. Now is an excellent time for your employees to take advantage of these professional development opportunities.



Link: go.uth.edu/linkedinlearning

If you are new to managing a remote workforce, there are incredible resources available on LinkedIn Learning as well. Try a specific [learning path](#) or individual courses to help enhance your remote or hybrid team.

To help guide you in your discussion with your employees, attached is sample guide you may have them complete and discuss.

[Download this form](#) that you can provide to your employee. The tool may help them select courses that will help support their career objectives and goals.





TOOLS TO HELP YOU MANAGE YOUR TEAM

15:5 - Template

[This document](#) is a weekly summary of an employee's work. It should take no more than 15 minutes to complete and only 5 minutes to read.

Meeting Agenda Template

These can be very basic, but if you are managing a remote workforce, it is important to have [an agenda](#) and disperse before the meeting so everyone can come prepared.

Contact List

If your department does not have a current [contact list](#), now is the time to create a new one. Some suggested fields to capture are below. If you're starting from scratch, try utilizing Microsoft Forms or Google Forms for easy response collection.

HOW-TO DOCUMENTS / JOB AIDS

[Webex Job Aid – Create a Meeting](#)

[Manager Checklist – Working Remote](#)

[Webex Job Aid – Join a Meeting](#)

[Employee Checklist – Working Remote](#)

[Forwarding Office Phone Job Aid](#)



Time to Engage – Get Excited!

Here are a few ideas to keep your employees engaged and feeling connected with their colleagues. Participation in the activities are voluntary.



HELLO VIDEOS OR SELFIES



- Offer employees the opportunity to send in videos (15 secs max) of them saying hello and/or a positive encouraging message.
 - Option #1: For those who want to send in selfies, ask them to hold up a sign with “Hello” or a positive message in their selfie.
 - Option #2: For those who aren’t fans of videos or selfies, offer them the opportunity to share words of encouragement instead.



BRING YOUR PET TO WORK

- Submit videos or selfies to activity lead and compile into a presentation to send out to employees.
- Ask employees to submit pictures of their pets.
- Activity lead will gather all submissions and create a way to vote for the winners in the following categories: Cutest, Best Dressed, Most Photogenic, etc.
- Create a way to vote for pets in categories. And, create certificates for winners.

VIRTUAL COFFEE / LUNCH TALKS



- Randomly pair team members together to have coffee and connect virtually.
 - Utilize WebEx, Microsoft Teams or any video conferencing platform available.



BEST COFFEE MUGFACE

- Employees take a picture drinking from their favorite/funny coffee mug.
- Activity lead compiles all pictures and team votes on the best/funniest/most creative coffee mug {face}.

LITTLE KNOWN FACTS ABOUT ME



- Select a few employees (contingent upon number in department) to participate.
 - Each person submits 1-2 facts about themselves.
- Compile all facts and create a presentation where employees can guess which person each fact belongs to.



GUESS WHO? (BABY PICTUREVERSION)

- Employees can share baby pictures of themselves.
- Activity lead will compile all pictures into a presentation and employees can guess who are in the pictures.
 - Answers are revealed with a side-by-side of the baby picture and current picture of the employee.

MANAGER COFFEE/OFFICE HOURS



- Managers can have a block of time set aside where employees can {virtually} visit and catch up.





VIRTUAL SCAVENGER HUNT

- Clues are provided about each team member to the activity lead (i.e. the employee with a baseball card collection, most siblings, traveled the most, etc.)
- Then, employees go on a {virtual} hunt for which team member this could be using a conferencing platform that is suitable for the team.

TOUR MY WORKSPACE



- Offer employees the opportunity to share videos or photos of their workspace. They can share their favorite desk item, favorite item in their home, whatever they want their colleagues to see.



10 COMMON THINGS

- Divide team into small groups (or use entire group – depending on size).
- Select a topic (work-related or non-work related) and ask them to come up with a list of 10 things they have in common.
 - It can be as simple as, *we all wear shoes* – to more specific – *we were all hired in 2014*.
 - Share the team lists with the larger team via email or use the online whiteboard.

WHERE IN THE WORLD HAVE YOU BEEN?



- Employees can share where they have visited through pictures.
 - Use a virtual whiteboard to share pictures of travels and the favorite things about the trip.



RIDDLE METHIS

- Email weekly brain teasers or riddles to team and see who can solve it first.

STORYTELLING



- Create a theme of the week for each story.
- Using that theme, the employees are instructed to:
 - Use photo stories that contain action-oriented photographs with captions (include compelling, captivating images in photo stories).
 - Place photo stories on the selected online resource. (i.e. white board or emailing them to the activity lead).
 - Then, translate text associated with photo stories into an overall meaningful story.



WEEKLY TROOPTALKS

- Suitable for a large group of employees (10 or more); create a theme of the week where employees connect using zoom or any video conferencing platform that is accessible.
 - The activity leader selects a theme, like recipe party (sharing your favorite recipes) and bon-**app**-etite (discussing the phone app you can't live without) or any other theme for each conversation.
 - Then, a date for the talk is set – giving employees time to think about what they want to say. During the call itself, everyone takes turns talking and sharing.



EACH ONE – REACH ONE



- Each employee is randomly paired with another team member.
 - To simplify the execution, pairing can be done in a way that is logistically convenient.
- Each person sends a note of gratitude or a well-being message to the person they are paired with for the activity.
 - Each employee will receive one message and in return will send one message. If you do decide to go with this idea, the Organization & Talent Development team is happy to brainstorm further and make it logistically simpler.



TEAM JAMBOARD/WHITEBOARD

- Create a [jam board](#) where employees can share photos and discussions.
 - Create a theme to drive the discussions and keep it topic focused for guided discussion.

For questions and additional information, please email the Organizational and Talent Development team at iLearn@uth.tmc.edu or submit a request using the online [Organizational & Talent Development Services Request](#) form.

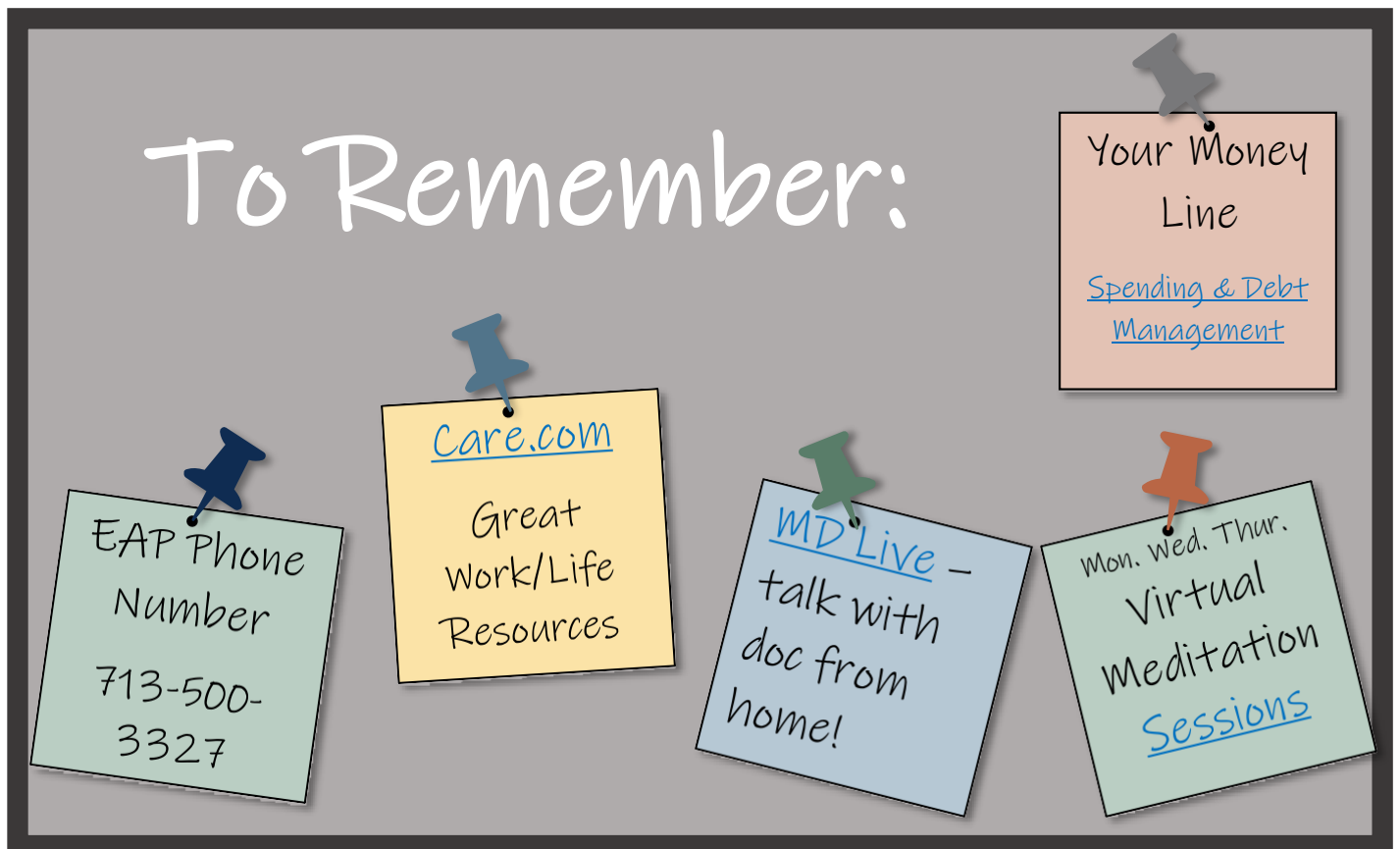
Let's Stay Healthy

Items to keep in mind when managing your team:

- Working remotely may cause some individuals to feel isolated. Check in with your employees routinely, not only about work but to check and see how they are doing.
- Listen to your employee and be open and available to their concerns, obstacles or struggles they may have.
- Encourage your employees to stay connected to their professional and personal network

Below are resources that you as a leader have available to share with employees.

Our own internal Employee Assistance Programs website is a great place to start. There is a variety of information including wellness and mindfulness tips, meditation sessions as well as financial management information.





UTHEALTH EMPLOYEE ASSISTANCE WEBSITE

- EAP Website
<https://inside.uth.edu/eap/employee-assistance/>
- EAP Financial & Debt Management Resources https://inside.uth.edu/eap/employee-assistance/resources/money_line

ADDITIONAL RESOURCES

Centers for Disease Control and Prevention (CDC)
[COVID-19: Managing Stress and Anxiety](#)

World Health Organization (WHO)
[COVID-19/Coronavirus: Mental Health Considerations](#)

Substance Abuse and Mental Health Services Administration (SAMHSA)
[Tips for Social Distancing, Quarantine and Isolation](#)

National Alliance on Mental Health (NAMI)
[COVID-19 and Mental Illness Guide](#)

Mental Health & Wellness
[Helpguide.org](#)

Guided Meditations
[Headspace.com](#)

Guided Meditation (Podcast)
[Tenpercent.com](#)

Guided Meditation (Podcast)
[Insighttimer.com](#)
[Insighttimer.com](#) (For anxiety)

