Working Remotely

WFH "8-8 principles"

By LKYSPP BCP Team
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8 Principles for Reporting Officer

1. Set clear expectations and create WFH Rules of Engagement for your team

2. Be proactive in scheduling regular chats with your team to check-in work-in-progress and encourage e-socialising with colleagues

3. Use video conferencing whenever possible, NUS encourages Zoom for video conferencing

4. Make sure to follow standard meeting best practices. Create and share meeting agendas before the meeting starts, notes taking, action items, follow-ups, and sharing with the team afterwards

5. Continually communicate goals and initiatives, and be committed to help your staff achieve their KRAs

6. Remain fluid. Some goals may be affected due to the evolving COVID-19 situation, continually look for ways to make things better

7. Value of remote work is trust and that ability to empower every staff to manage their time, to manage their days and their responsibilities around an output

8. Stay positive and be supportive towards your team

8 Principles for Staff

1. Set up core work hours of 0830 – 1800 with a scheduled lunch break either 1100-1200 or 1300-1400 to avoid the lunch crowd

2. Plan and start your workday with a to-do routine to maximise efficiency. Structure your day like you would in the office

3. Set aside designated work area at your home

4. Be proactive in reducing distractions around you (e.g. devices, television, radio)

5. Stay visible virtually. Let your colleagues and RO know what you're working on. Being responsive as quickly as you can is another form of visibility.

6. Communicate proactively with your RO on what are your deliverables

7. Maintain good physical and mental well-being - eat well, exercise regularly

8. Experiment with what makes you most productive

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