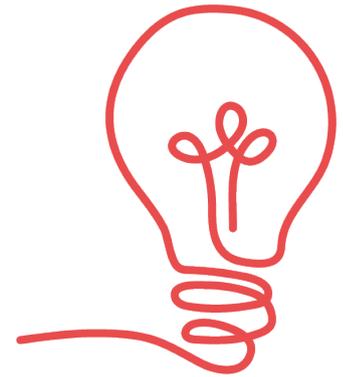


TOP TIPS FOR FINANCE TEAMS WORKING REMOTELY



WORKING IN A DIFFERENT WAY

- Keep your status in MS teams updated, so people know when you are available and can feel confident 'dropping in' without worrying about disturbing you.
- Consider using a course or introduction package for new software that supports working from home (e.g. MS Teams, OneNote), or appointing a 'champion' within the team who can learn and share. This could ensure staff are getting the best from the system.
- Where possible, ensure documentation for meetings is shared beforehand – it's difficult to read or take in anything presented during a meeting particularly when the screen is being used for the video call itself.
- Consider walking meetings for one to one or small group discussions – a good way to get some fresh air and a bit of exercise at the same time!
- Don't put staff development on pause – remember to carry out your usual appraisals and interim reviews, look at what online courses are being offered through Skills Development Network and consider other ways of accessing learning and development opportunities.
- Have a review of your procedure notes and desktop instructions – having these up to date and easily accessible can be very helpful and a quick way to rectify a 'how do I do this?' without having to call or email a colleague.



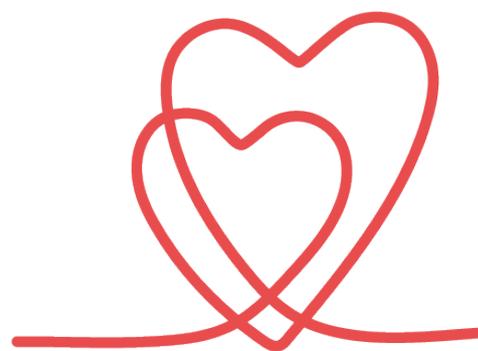
KEEPING TEAMS CONNECTED



- Encourage or mandate use of cameras on team calls to increase face to face engagement and maintain working relationships
- Make use of available technology such as sharing screens in MS Teams
- 'Check in' with teams regularly through video calls – these don't need to have an agenda and everyone doesn't need to attend all the time – but it's a good way to keep people talking regularly and feeling like they have a support system available.
- Diarise regular team catch ups to share updates – they may not always need to be more than a quick 'hello', but it's good to have them booked in as a regular meeting.
- Set up channels on Microsoft Teams for social conversations, support, and specific pieces of work.
- Continue with your regular team communications and newsletters.
- Consider socials such as a monthly payday picnic or lunch 'drop in' where teams can have a virtual online lunch together through video calls, or after work socials with a quiz or bingo.
- Hold regular check-ins with senior staff to provide updates on Executive Committee discussions and decisions, and team updates.
- Provide opportunities for teams to offer or request support dependent on capacity.
- During month end or busy periods, have a quick check in daily to resolve queries quickly, ensure the work is on track and re-priorities workloads where necessary.
- Consider different ways to celebrate occasions we would normally celebrate in the office such as birthdays and leavers.

SUPPORTING WELLBEING & ENGAGEMENT

- Designate one day of the week as a dedicated wellbeing day, when teams are encouraged to share physical and mental health support tips to support working from home.
- Run an internal staff survey to gather ideas from your teams on where support to individuals or teams could be improved.
- Set up an online anonymised suggestion box where anyone can make a suggestion for improvement or development.
- Weekly well-being check ins – for example using emojis – can help to quickly identify people who need some support but are reluctant to request it.
- Be understanding that staff may not be able to work their usual hours particularly where they have childcare responsibilities. Don't set an expectation that staff should catch up all of their hours on evenings and weekends – encourage staff to make time for their own physical and mental wellbeing alongside their other responsibilities.
- Identify staff who live alone and make regular contact (e.g. a weekly phone call) to catch up and see how they are doing.
- Consider setting up a 'buddying' scheme – groups of 3-4 people who may not usually work directly together, using video calls to check in and catch up with each other regularly.
- Encourage staff to take breaks during the working day – in the office we would usually go to the kitchen to make a drink, take screen breaks, go outside for some fresh air at lunchtime. It's easy to forego these breaks when working from home but they are important to keep staff focused and refreshed.
- Promote exercise as an effective way to support physical and mental health. Light hearted challenges for number of steps or distance for runners and cyclists can keep people motivated and encourage camaraderie between colleagues. Remember that one particular type of exercise won't be for everyone so try to consider a range of options.



NEW STARTERS

- Use of cameras on team calls will help new or recent starters to build relationships with their colleagues.
- Make use of available technology such as sharing screens in MS Teams for training and induction.
- Make sure your induction handbooks and checklists are up to date, including references to key documents and policies. Teams may not be able to support new starters all day, so it will be helpful if there is clear detail on what new starters can do to support their own induction when they are not having planned handover and induction time.



The tips in this document have been compiled from feedback from Value Makers across the country on what has worked well for their teams. If you have other suggestions that you feel would be beneficial to share, please get in touch via our details below.

W: www.futurefocusedfinance.nhs.uk

E: futurefocusedfinance@nhs.net

Twitter: [@nhsFFF](https://twitter.com/nhsFFF)