TOOLKIT of Resources for flexible work arrangements   USNH August 13, 2021

Audience:	Summary:
Remotely working employees: Overall tips	
My Top 10 Tips to be a Successful Remote Worker by Kerry Hannon	Tips identified: keep a regular work schedule; put firm work-life boundaries in place; get comfortable with tech tools to help you work better; etc.
12 Tips to Help You Work from Home Successfully by Greg Kratz	Tips identified: communicate proactively, clarify expectations, set office hours and stick to them, dress for the job, structure your days, etc.
Remotely working employees: Qualities for success	
The Qualities of a Successful Remote Worker by Dave Anderson	This article identifies qualities needed for successfully working remotely: communication, collaborative, independent worker, produce impactful work, etc. _Plus interview tips to assess these qualities._
8 Characteristics of Successful Remote Employees by Jennifer Parris	Needed characteristics: communicative, assertiveness, organized, motivated, etc.
Remotely working employees: Communication	
9 Ways to Improve Communication Skills as a Remote Worker by Greg Kratz	Build your communication skills while working remotely.
Remotely working employees: Workspace preparation	
Ergonomic Checklist for home offices: MEMIC and Namely, Inc	Remote workstation health and safety
Work From Home: Safety Best Practices: MEMIC	Health and safety for home office

Supervisors: Strategic Workforce Planning	
Considerations for remote work	Factors to determine if a role can be remote
Reimagining the post-pandemic organization – *McKinsey Quarterly*	Topics: making decisions on degree of remote work; get intentional about culture; move beyond hierarchy of bosses; turbocharge decision making; treat talent as your scarcest resource; adopt an eco-system mindset; embrace data rich technology platforms; learn how to learn.
Supervisors: Onboarding remote workers	
Manager's Guide to Remote onboarding: by EAB	Tools to orient, train, and network remote employees
All:	
Work. Life. Wellness.	Overview of supports for USNH employees
Linkedin Learning - On demand content map of video trainings Linkedin Learning Available free to USNH employees: Steps to activate your LinkedIn Learning account and sign in: LinkedIn Learning - Activation, Login Process & Recommendations | UNH Human Resources	Find online trainings for specific needs: **Topics** *from table of contents page 2*: - Return to work courses & learning paths - Leadership Upskilling for leading hybrid and virtual teams - Organizational Design and Strategy - Productivity in Blended Work Environments - Mental Health & Well-Being - Tech Strategy, Remote Teams and Support Vertical Topics (Marketing, Analysis, Customer Service)