A Leader’s Guide:
Potential Work Assignments and Learning Opportunities for Remote Workers.

For More Information Contact:
/ Leadership and Organization Development
304.293.7217
Goals:
The purpose of this guide is to help you as a leader navigate through the unfamiliar territory of managing remote work. We understand the type of work varies among our employees at West Virginia University, and not everything is transferrable to a remote setting. This guide includes everything from identifying appropriate assignments for your team to effectively managing their work and supporting them from a remote location.

Before jumping onto the content, you will want to consider the following Questions to ask yourself:

- Does the employee have access to a computer/internet at home? Do I need to transfer items to a flash drive or send via email?
- Are my employees exempt or non-exempt? (Refer to Employee Relations with any questions)
- How and when will I check in with my team members?
- Are there any projects that have been lingering around as “nice to have”, but you haven't had time to tackle them?

Identifying Appropriate Assignments
Below are suggestions of assignments and learning opportunities that may be valuable to be distributed your employees while working at home. It is up to your discretion, as a leader, to select the types of assignments that will work best for your individual employees.

Note* Below is a list of resources available for you.

A. Free Online Learning
B. YouTube Videos for Professional Development
C. List of WVU Websites & Materials to Review (i.e., Code of Conduct)
D. List of Project ideas
E. Professional Development Articles/ Quizzes
F. Professional Development Resources Using MindTools
G. Preparation for Employee Annual Reviews
Accessing and Saving Data:

If your employees will be working on a project, such as a policy revision or improving a process, you will want to think about how and where your team plans on accessing and saving those files. Going back to a question asked earlier:

_do I need to transfer items to a flash drive or send via email?

Content saved to a departmental Share Drive is not accessible on home computers. Employees should transfer their work to supervisors via email, copy to a flash drive, or utilize Microsoft Teams. It is up to the discretion of you as a Supervisor how and where you will be collecting the remote assignments.

Tracking Work Progress

The Assignment Tracker is an optional document you can distribute to employees as a way to help stay on track while working from home.

It is important to set solid expectations for employees on what assignments you expect accomplished with a timeframe of when you expect to receive progress updates and completion of work.

Be realistic and flexible about how much time employees may need and the level of support you may need to provide.

Proof of Assignments

The Customizable Proof of Assignments is an option document you can use to help guide you through discussions with your employees about the specific work they completed. It provides reflection and follow up questions you may want to ask employees about the task completed, with an area to map out exactly what you need to do to set those clear expectations with your employees.

Tips To Keep Employees Engaged

/ Continue group and individual 1-1 meetings via Microsoft Teams or by phone

It is easy to become consumed in work you are completing, and daily check-ins are important to stay informed with how your employees are doing and what support they need from you and others on the team.

/ Ask employees for their input on what assignments are appealing to them
Don’t forget to provide feedback and recognition while working remotely

Appendix

1.1 Assignment Tracker (Optional)

<table>
<thead>
<tr>
<th>Assignment #</th>
<th>Approved Assignment Name</th>
<th>Due Date</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.2 Customizable Proof of Assignment Completion (Optional)

Assignment Name:

Start Date:

Completion Date:

<table>
<thead>
<tr>
<th>Date</th>
<th>Timeframe</th>
<th>Action Steps</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Before Training or Assignments:

1. Have a conversation with your employee prior to the training or assignment to share your reason for having your employee attend/participate in this development opportunity.
   • Explain that you want to invest in him/her and contribute to their success.
   • Share any specific expectations or examples of what you desire for the employee to focus on or achieve as a result of participating in the development opportunity.

2. Set up a meeting with your employee after the training to debrief questions about their learning and plan to apply the knowledge or skills gained. To ensure relevant and meaningful dialogue, customize the questions below as needed.

Reflection & Application Questions (If Applicable):

1. What key learnings stood out to you?
2. What insights did you gain about yourself?
3. Which knowledge and/or skills could you apply to your work?
4. How could you strengthen what you learned or extend your knowledge and skills?
5. What development opportunities did you uncover and what ideas do you have for addressing them?
6. What is the best way we can measure the impact of your learning?
7. What obstacles do you anticipate encountering and what ideas do you have for overcoming them?

8. How can I support you?