



MANAGING CHANGES TO YOUR WAY OF WORKING THROUGH AND BEYOND COVID-19

We can assist you with recruitment solutions, drive your strategy forward and support you during these unprecedented times.



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HEALTH & WELLBEING

The Health and Wellbeing of your employees should be of utmost importance during such uncertain time, when stress and pressure is at an all-time high. At Trinnovo Group we put together a Health and Wellbeing programme to support our employees'. This covers the four pillars of a person's overall wellbeing:

- Mental Health
- Physical Health
- Financial Wellbeing
- Social Wellbeing

Please contact Holly Farmer if you would like to see a copy of our programme.

Additionally, the following guidance is available online:

- Mind - (See appendix 1)
- BUPA - (See appendix 2)



Additionally,
further information
can be found here:

- [GOV.UK](#) - (See appendix 3)

FURLOUGHED WORKERS

When the Government announced the possibilities of ‘furloughs’ on Friday 20 March 2020, they introduced an entirely new word into the vocabulary of the British workplace. Many employees still are unsure of what being ‘furloughed’ means for them, or what the Job Retention Scheme offers.

We put together an FAQ documents for furloughed workers to supplement the Furlough Agreement they were sent. Please contact Holly Farmer if you would like to see a copy of this document.



VIRTUAL ONBOARDING

Not every company has completely frozen their hiring - certain roles can be essential to sustaining and growing the business during these uncertain times. Virtual recruiting and onboarding is the new way forward. Onboarding is the first official impression of a company and typically conducted over a series of face-to-face meetings,

continuing with hiring plans right now will be heavily reliant on technology for this process.

[This LinkedIn article outlines some key steps to take to develop and implement a successful virtual onboarding process](#) (See Appendix 4).



REMOTE INTERVIEWS USING VIDEO CONFERENCING

Without proper planning and coordination, interviewing over the phone/video call can add little value and potentially lead to you missing out on top-talent for your business. The articles below outline a series of tips for employers to get the most out of a telephone or video interview.

- [LinkedIn - 7 Tips for Conducting a Video Job Interview](#) (See appendix 5).
- [Glassdoor - Conducting Virtual Interviews](#) (See appendix 6).

Equally, if you are a candidate and have been asked to participate in a remote interview it is important to be just as prepared for a video conference discussion as an in person one. See the articles below for tips to help you prepare for your interviews.

- [Target Jobs](#) (See appendix 7).
- [Indeed - Video Interview Guide](#) (See appendix 8).

We put together an FAQ documents for furloughed workers to supplement the Furlough Agreement they were sent. Please contact Holly Farmer if you would like to see a copy of this document.



WORKING FROM HOME

Companies around the globe are now working from and it's realistic to assume that shifting to the 'home office' will become the new normal for many of us for a while. Some employees will be working from home for the first time, which means figuring out how to stay on task in a new environment that may not lend itself to

productivity. But there are ways to deliver results and avoid going stir-crazy, from setting up a good workspace to the way you talk to your team.

Our 'Working from Home: Staying Happy & Healthy' document provides useful tips for all on what to do to stay productive, contact Holly Farmer if you would like a copy of this.

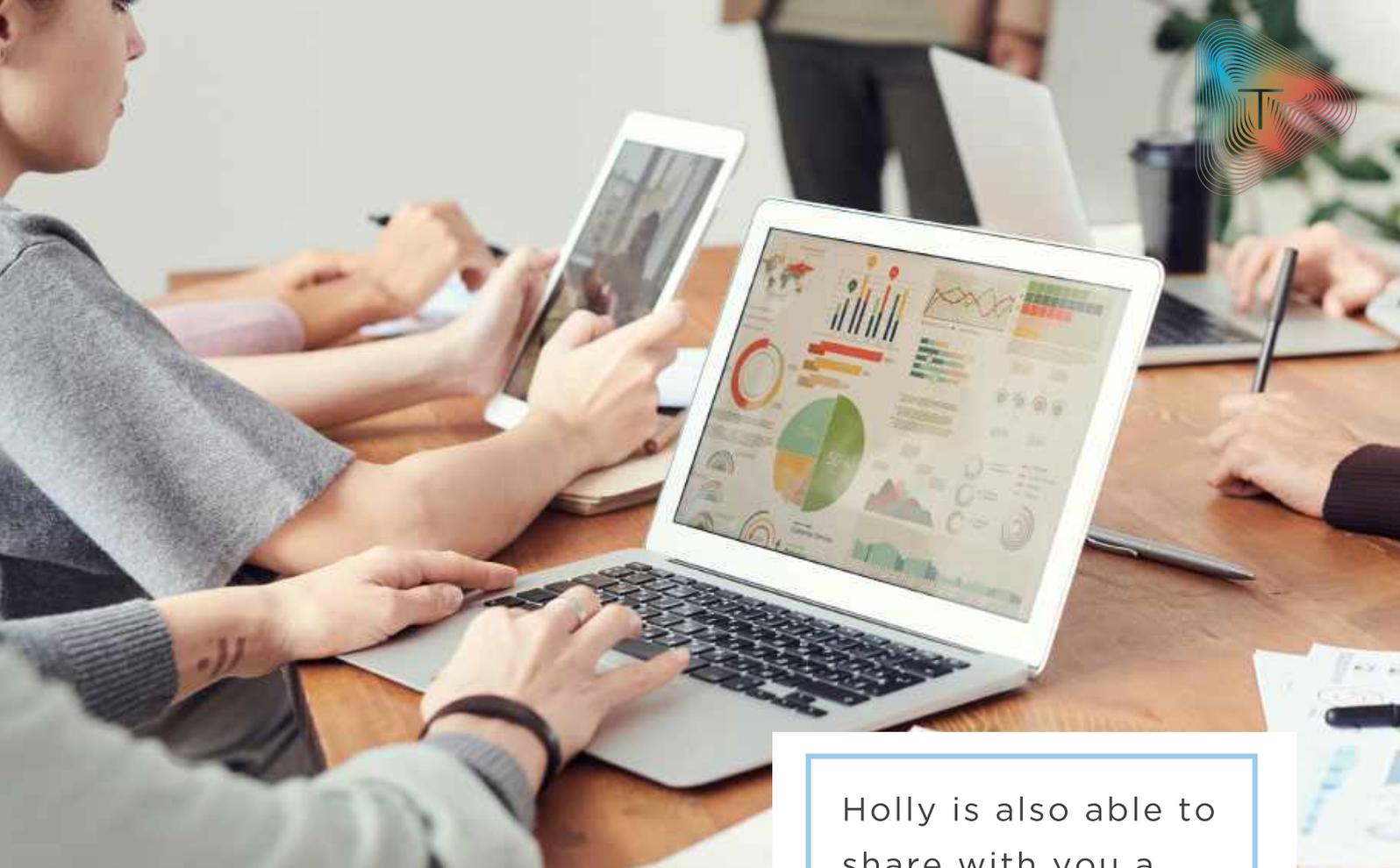


MANAGING DIVERSE TEAMS REMOTELY

Although it is always preferable to establish clear remote-work policies and training in advance, in times of crisis or other rapidly changing circumstances, this level of preparation may not be feasible. In addition our tips for remote working, we also have a document for managers outlining research-based steps that managers can take without great effort to improve the engagement

and productivity of remote employees, even when there is little time to prepare. Please contact Holly Farmer if you would like a copy of this. Our Broadgate Search Social and Women in DevOps initiatives host events on building diverse teams.

- [Harvard Business Review - A Guide to Managing Your Remote Workers](#) (See appendix 9).
- [Forbes - Top 15 Tips To Manage Remote Employees](#) (See appendix 10.)
- [Harvard Business Review - 8 Ways to Manage Your Team While Social Distancing](#) (See appendix 11).



BENCHMARKING, COMPETITIVE ANALYSIS AND SALARY SURVEYS

Now more than ever you need to keep an eye on your competitors - get in touch with us so that one of our specialist consultants can support you with virtual bench building, resource planning, benchmarking and conducting a competitive

Holly is also able to share with you a copy of SODA's 2020 Salary Guide, just let her know if this is something you'd like to be sent!

analysis for your business. Just send an email requesting support with your; name, telephone number, job sector and core job function to holly.farmer@trinnovo.com and we will create bespoke benchmarking for you against the current market.



MANAGING PERFORMANCE REMOTELY

Performance management is a vital part of motivating your employees. Whether you're encouraging poor performers to do better or helping to push the best and brightest up the career ladder at a rate they deserve, it all comes down to how you manage performance. When an employee works in an office with you, it can be easy to understand their progress, where they may need a helping hand, and what their potential is for growth within

your organisation. This can seem a little more difficult when people are working remotely.

These articles provide some useful pointers to support you in managing the performance of your remote workers:

- [RGO - How To Master Remote Performance Management](#) (See appendix 12.)
- [Harvard Business Review - How to Manage Remote Direct Reports](#) (See appendix 13).
- [Harvard Business Review - How to Keep Your Team Motivated, Remotely](#) (See appendix 14).

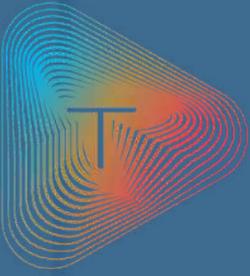


NEED TO GET IN TOUCH?

Should you want access to any aspect of this package or just to discuss any of the themes raised, then please do not hesitate to get in touch with our Client Relationship Manager, Holly Farmer.



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APPENDICES

- 1 MIND WEBSITE**
<https://www.mind.org.uk/workplace/mental-health-at-work/coronavirus-supporting-yourself-and-your-team/>
- 2 BUPA WEBSITE**
<https://www.bupa.co.uk/newsroom/ourviews/working-from-home-part-1>
- 3 UK GOV WEBSITE**
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>
- 4 LINKEDIN VIRTUAL ONBOARDING ARTICLE**
<https://business.linkedin.com/talent-solutions/blog/onboarding/2020/steps-to-creating-virtual-onboarding-program>
- 5 LINKEDIN VIDEO CONFERENCING ARTICLE**
<https://business.linkedin.com/talent-solutions/blog/candidate-experience/2020/tips-for-conducting-seamless-virtual-job-interview>
- 6 GLASSDOOR VIRTUAL INTERVIEWS ARTICLE**
<https://www.glassdoor.com/employers/blog/how-to-conduct-virtual-interviews/>
- 7 TARGET JOBS ARTICLE**
<https://targetjobs.co.uk/careers-advice/interview-types/323749-expert-performance-tips-for-skype-and-video-interviews>
- 8 INDEED ARTICLE**
<https://www.indeed.com/career-advice/interviewing/video-interview-guide>
- 9 HARVARD ARTICLE**
<https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers>
- 10 FORBES ARTICLE**
<https://www.forbes.com/sites/forbescoachescouncil/2018/05/30/top-15-tips-to-effectively-manage-remote-employees/#2065f0d2503c>
- 11 HARVARD ARTICLE**
FAQ <https://hbr.org/2020/03/8-ways-to-manage-your-team-while-social-distancing>
- 12 RGO ARTICLE**
<https://hbr.org/2020/03/8-ways-to-manage-your-team-while-social-distancing>
- 13 HARVARD ARTICLE**
<https://hbr.org/2015/02/how-to-manage-remote-direct-reports>
- 14 HARVARD ARTICLE**
<https://hbr.org/2020/04/how-to-keep-your-team-motivated-remotely>



**WE LOOK
FORWARD TO
WORKING
WITH YOU.**