



University
of Idaho

**SUPERVISING IN THE
TIME OF COVID19**

**MANAGING A TEAM
FROM A DISTANCE**

OCTOBER 13, 2020



PRESENTERS

Dan Ewart, Vice President of Information Technology and Chief Information Officer

Diane Kelly-Riley, Interim Vice Provost for Faculty

Brandi Terwilliger, Director, Human Resources



MEETING LOGISTICS

I Please mute if not speaking.

I "Raise hand" to indicate questions. We will monitor "Chat" for other questions/comments along the way.

I Notice: These slides and the recording of this session will be available at <https://www.uidaho.edu/human-resources/managers>



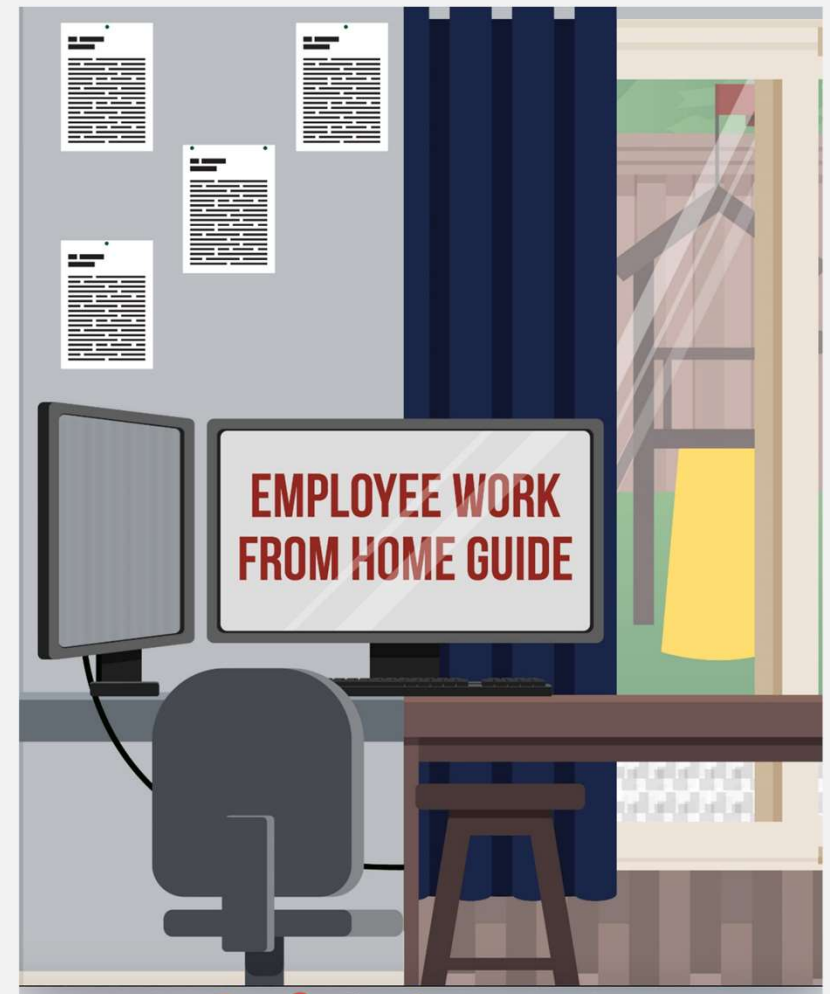
AGENDA FOR TODAY

- Review of UI resources and best practices for working remotely
- Lessons learned from managing others and working remotely
- Small group discussions—challenges and strategies for supervising employees remotely



EMPLOYEE WORK FROM HOME GUIDE

- Set a designated work area
- Plan and test communications (Zoom, Phone, Teams, Email)
- Protect network and programs
- Dress like you're going to the office
- Avoid distractions and stay on task
- Assess how it's working
- Be honest about how it's working and make adjustments



**Available at

<https://www.uidaho.edu/human-resources/managers>



LESSONS LEARNED FROM MANAGING EMPLOYEES REMOTELY





NOW YOU!

We're going to get into small breakout rooms to discuss challenges and best practices for supervising employees remotely.

Go to <http://bit.ly/UICCOVIDRemote>

The breakout rooms will have two tasks and you will have 15 minutes:

I Discussion Questions

I Write down and report out the top challenge and the top strategy for managing employees remotely from your group.



SMALL GROUP REPORT OUT

What is your group's top challenge for managing employees remotely?

What is your group's top strategy for managing employees remotely?



NEXT SESSION

- I “Navigating Difficult COVID Related Topics, Evaluations, Furlough, Leave and Other Issues,” October 27, 2020
- I Let us know what you would like to cover by completing this survey: <http://bit.ly/UICOVIDScary>



THANK YOU

FOR FURTHER ASSISTANCE:

[HTTPS://WWW.UIDAHO.EDU/HUMAN-RESOURCES/MANAGERS](https://www.uidaho.edu/human-resources/managers)

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