Speaking to staff about their remote working set-up

Now that working from home is commonplace for most businesses, it's key to understand your employees' set-up to establish:

- If they have the tools and space to work effectively from home
- How they're working from home set-up can be improved
- What you can do as a business owner to ensure their safety and wellbeing

Everyone's set-up is different

In an office space, everyone's working set-up will be very similar. But when employees are working from home, they may find themselves working in less-than-optimal environments.

While working from home, employees may find themselves in a range of situations, such as having to cope with home-schooling, working without an office desk, or dealing with a poor internet connection.

As a business leader, it's vital that you ensure your staff are able to work effectively and safely while away from the office:

- [ ] How are you finding working from home?
- [ ] Do you have a safe, quiet and comfortable place to work?
- [ ] What have been the biggest challenges about working from home?
- [ ] How can we improve your working from home set-up? Do you require any further tools or equipment?
- [ ] Do you feel you have been able to carry out your role effectively?
- [ ] Have you been able to stick to working hours? Would flexible hours be more appropriate?
- [ ] What are the tools you find most useful?
- [ ] What tools are the least useful? How could we improve them?
- [ ] How are you finding teamwork during this time?
- [ ] How are you finding communication across the company? What can we do to make everyone feel included?
- [ ] How can we recreate the social aspect of work to promote togetherness?
- [ ] Do you have any concerns about continuing to work from home?
- [ ] When lockdown is eased, what would you like your home/office work balance to be? Why?