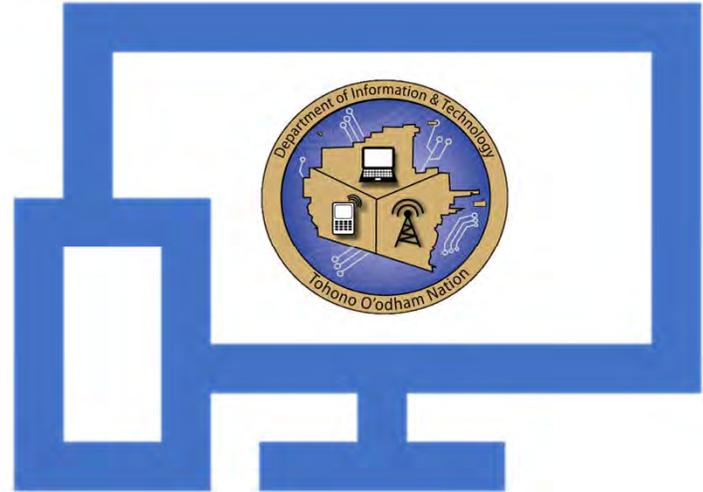


Manager's Guide to Remote Work

Tohono O'odham Nation



Why TON has implemented widespread remote work during COVID-19?

- 
- Proactively protect the health and safety of our employees and communities
 - Do our part in preventing further spread of the virus
 - Enable employees to balance work-life priorities during this time
 - Continue to meet our organizational needs



Remote Work Requirements

Setup



Internet connection



Access to a phone line



Suitable desk/office
setup/designated
space



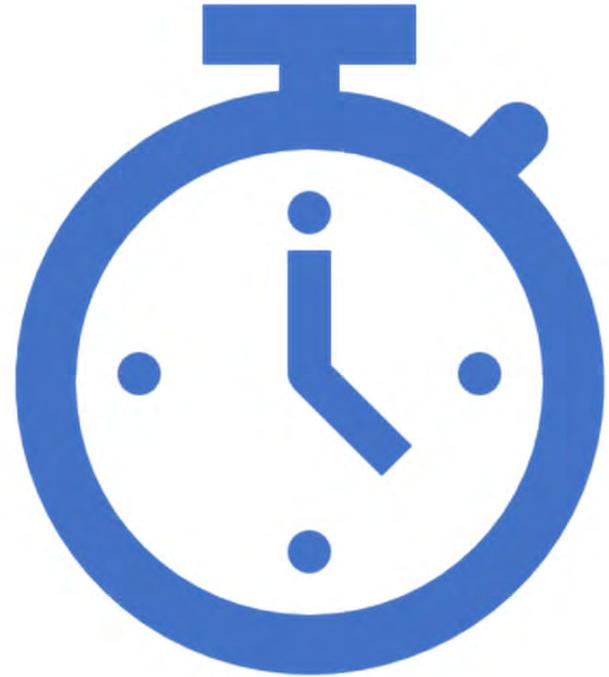
Functional webcam



Freedom from
distractions

Day-to-day

- Core hours and availability during core hours remain the same
- Time-off request process (e.g. sick days, vacation) remains unchanged
- Video must be used for all meetings – Set expectation in meeting invite
- At least one quick check-in with Supervisor every day
- Document progress on projects and tasks





Tips for Managers

Staying Secure



Protect sensitive data and systems



Use IT Approved resources



Limit personal use

Managing Performance



Define tasks and deliverables



Conduct regular check-ins



Set goals and metrics



Provide feedback

Coordinating Teamwork & Communication



Coordinate work



Collectively brainstorm



Maintain engagement



Tips for Employees

Maintaining performance



Reflect on one key question: **What do I need to do to carry out my work while working remotely?**



Be creative and suggest tactics to your supervisor about how you can carry out your work in different ways.



Set goals and proactively communicate results to your supervisor.



Create **to-do lists** to stay on track and minimize distractions.

Self-management

- Get ready for the day
- Working remotely might mean that you will work with less supervision. Be mindful about **managing your work and time** to deliver the same results.
- **Schedule a break every day** to prevent isolation and feelings of cabin fever (e.g. go for a walk).
- When working from home or other locations, set up your space to **minimize distractions** and enable you to focus. Make sure you have a specific room or surface for work (i.e. a bed is not an appropriate workspace).
- Despite having less supervision from time to time, it is critical that you **ask for support** from your supervisor when you need it.



Maintaining Communication

It's easy to take working relationships for granted. Be proactive about communication to **build trust and strong working relationships:**

- Conduct regular **check-ins** with your supervisor and teammates to talk about both work and life.
- **Agree on a work schedule** with your manager to meet core hour requirements while also managing work-life balance.
- **Use available technology** to make interactions as human as possible.
- **Avoid an “always on” habit** by creating boundaries around when teammates can contact you – let them know when you are available.





Resources

Resources



Secure Connection to
Tonation



Online Meetings



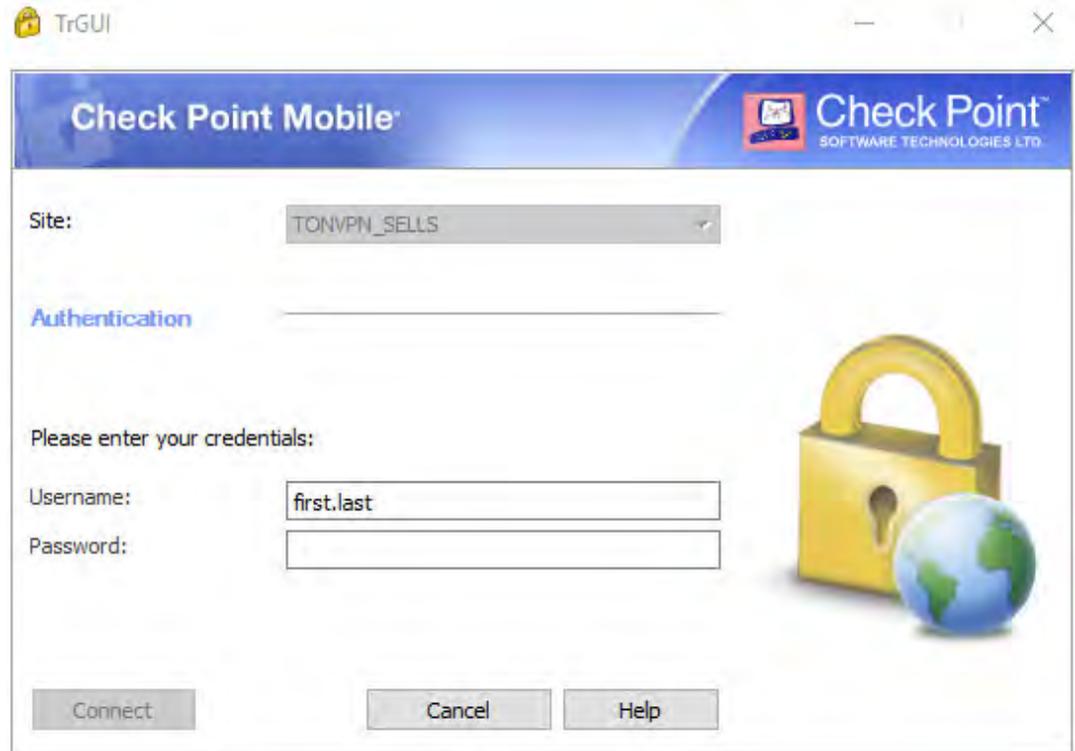
Electronic Signatures



Conference Call
Number

CheckPoint VPN

- Who needs this access?
- Submit request form
- Include justification



The image shows a screenshot of the Check Point Mobile VPN TrGUI login window. The window title is "TrGUI" and it has standard Windows window controls (minimize, maximize, close). The main header is "Check Point Mobile" with the Check Point logo and "SOFTWARE TECHNOLOGIES LTD." on the right. Below the header, there is a "Site:" dropdown menu with "TONVPN_SELLS" selected. Underneath is a blue "Authentication" section with a horizontal line. The text "Please enter your credentials:" is displayed. There are two input fields: "Username:" with the text "first.last" and "Password:". To the right of the input fields is a graphic of a yellow padlock and a globe. At the bottom, there are three buttons: "Connect", "Cancel", and "Help".

FreeConferenceCall.com

- Who needs this access?
- FREE!
- Helpful when not everyone has a laptop :)



GoToMeeting

- Who needs this access?
- Conference Calling
- Video Conferencing
- Meeting Recording
- Screen Sharing



SignNow

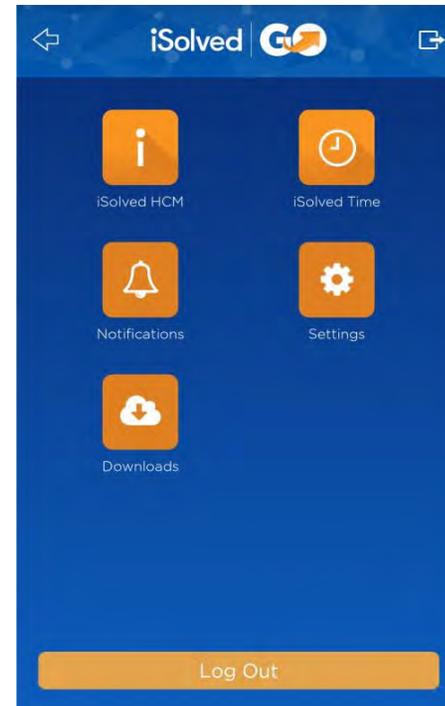
- Who needs this access?
- Request Signatures
- Signing Order
- Audit Trail

signNow



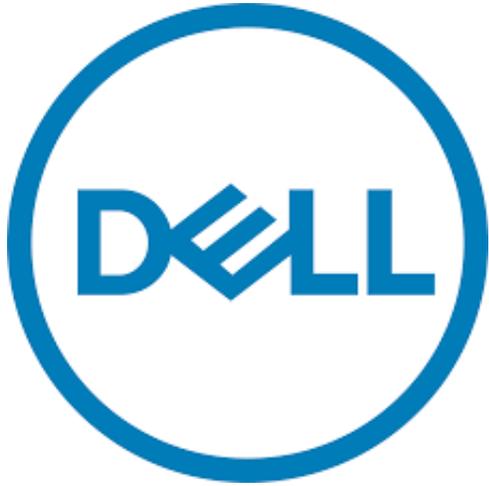
iSolvedGo

- Who needs this access?
- Verify time card
- Submit time off request
- Cannot punch in





Purchases



Laptops

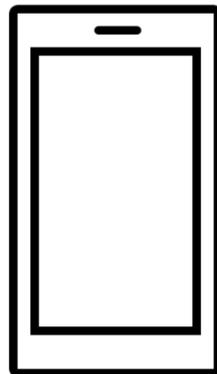
- Dell
- Microsoft Surface
- Accessories
 - Cables/adapters
 - Docking stations

Verizon

New or Existing?

- Smart Phone
- Mifi – internet hotspot

- New lines will require CAO approval



verizon^v



Training

When?



Online learning



Starting April 28, 2020



Help Desk

Supporting you remotely



Patience



IT staff are supporting over the
phone and web support



Scheduling support sessions

Contact Us



383-HELP



HelpDesk@tonation-nsn.gov



Q&A



We are here to support you :)