

REMOTE WORKING

Gender-Sensitive Tips for Managers

Work is not a place you go.
It is something you do!

Telecommuting has become essential to ensure business continuity. As more employees work remotely, it is critical for managers to consider how men and women are differently affected by home office expectations and arrangements. Find some relevant tips below:



REMAIN FLEXIBLE

- Accommodate schedules, keeping in mind that parents need regular routines with their children (learning, activities, meal times)
- Convey that you are open to receiving responses to requests after typical “working hours”
- Reconsider hard deadlines and be mindful that not everyone is able to respond or comment right away
- In other words, "manage by results!"

PLAN IN ADVANCE

- Consider daily or weekly planning and scheduling for better time management
- Respect off time (weekends and holidays) so employees can re-charge
- Be upfront about what is essential and be mindful of team members’ time
- Identify potential obstacles and find ways that team members can support one another



COMMUNICATE

- Consider the use of instant messaging to avoid email overload, but don't overdo it
- Ask employees to intentionally use 'busy', 'do-not-disturb,' and 'available' statuses on IM
- Ask colleagues to respect these statuses so all can remain productive during times when they need to perform tasks that require more focus
- Create touchpoints during the week to find out if your team members need any support or have any obstacles
- Consider the volume and frequency of video calls and meetings



BE MINDFUL OF BIASED ASSUMPTIONS

- Some individuals may experience anxiety, depression or distress while working from home. Recognize signs in your colleagues and direct them to resources, if needed
- Regardless of gender, those with care responsibilities are disproportionately affected when telecommuting as they deal with additional roles (substitute teachers, meal providers, support systems, and health care providers) for their children and families.

