

Ideas for Working Remotely

Governor Henry McMaster encourages state agencies and institutions whose employees are not required to physically report to the workplace to telecommute/work from home to the maximum extent possible. Human Resources encourages supervisors to think creatively about telecommute/work from home opportunities. Consider assigning job duties outside the employee's normal functions but that still serve the overall mission of the university, promote efficiencies and improve performance.

Below is a list of examples of ways to facilitate work from home opportunities and/or ideas for assignments.

General

- Establish collaborative workspaces through services like Google classroom, Zoom, and Microsoft Team, and invite your team to share space where you can make assignments, establish deadlines and track completion.
- Review your department's website and provide suggestions for edits, additions and improvements.
- Tracking of COVID-19 related activities and communicating with coworkers.
- Research of publicly available information. This can include research related to the response COVID-19 by other similarly situated public entities or information related to the employees' job duties.

Documenting or Updating Policies and Procedures

- Write standard operating procedures (SOPs) for tasks in your work area. If written SOPs already exist, draft visual workflows to go with the written SOPs or review them for necessary updates.
- Review current business processes to identify opportunities for increased effectiveness and efficiency.
- Draft an onboarding manual for new employees in your work area.

Updating Position Descriptions

- If a supervisor, review employees' position descriptions and provide updates.
- If a supervisor, do planning stages for employees and review with employees during a phone call meeting.
- If an employee, review your own position description and share updates/edits with supervisor.
- Conduct a self-evaluation of job performance and written plan for development.

Training and Professional Development

- View available training videos through SafeColleges by clicking on "Mandatory Online HR Training" in Wingspan under Employee Tools. Then, click on the arrow icon on the left side of the page to view a list of training opportunities that may be of interest to you.
- Participate in cybersecurity training by clicking the link in Wingspan under Employee Tools.
- Seek professional development opportunities through Winthrop's [Center for Professional Excellence](#) (CPE).
- Take advantage of free course offerings by other higher education institutions or training vendors. See some listings below. Note that you may have to create an account to access the training/courses.
 - Writing Professional Emails in English ([link](#))
 - Microsoft Excel Essentials ([link](#))
 - Word 2016 – Features and Functionality ([link](#))

- Create Powerful and Creative Presentations with PowerPoint ([link](#))
- The Manager's Toolkit: A Practical Guide to Managing People at Work ([link](#))
- Office Administration ([link](#))
- For Supervisors: How to Conduct Professional Performance Appraisals ([link](#))