

CanWaCH

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Partenariat canadien pour
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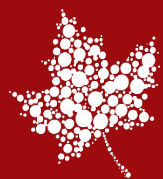
Coffee with CanWaCH: Navigating a Virtual/Remote Workplace during COVID-19

March 19, 2020

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Welcome!



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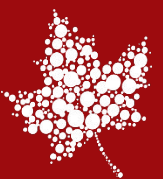
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Zoom Features

- Mute: Please keep yourself on mute (bottom left corner of the zoom screen) unless you are speaking
- Chat: under the 'more' section there is a chat function, please use this to ask questions and we will answer them during the question and answer part of the webinar
 - Please use this feature if you have any technical difficulties as well
- Gallery or Speaker view options are available in the upper right corner.



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Agenda

1. Welcome and overview - Charmaine Crockett
2. Greetings from Global Affairs Canada - David Boucher
3. Navigating a virtual/remote workplace
 - Organizational Best Practices - Nicole Jamrozinski
 - Technology and Tools - Antu Hossain
 - Personal Considerations - Caitlin Reid
 - Working Virtually during COVID-19 - Erin Jex
4. Question and answer period
5. Concluding remarks - Helen Scott



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David Boucher, Senior Policy Advisor
Global Affairs Canada

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Organizational Best Practices

Nicole Jamrozinski - Senior Program Coordinator, CanWaCH

- 1) Providing structure within the day
- 2) Meetings and connecting in
- 3) A culture centred around people and setting up professional boundaries



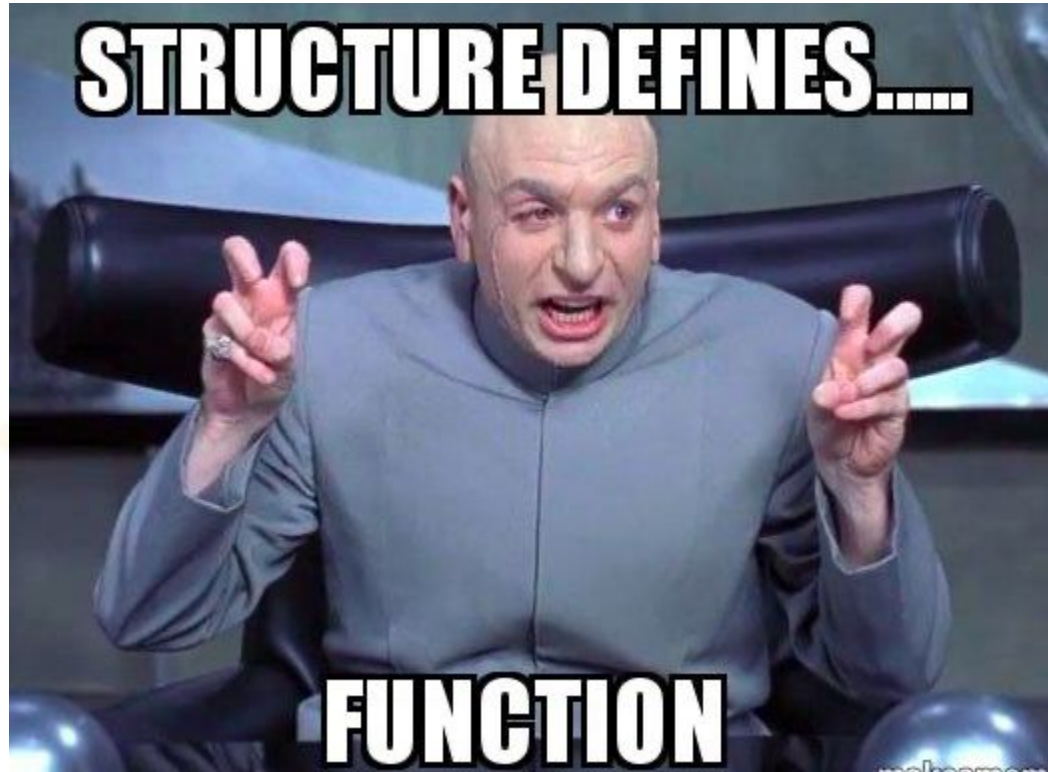
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1. Providing structure within your day



- Core business hours
- Helps to ensure your teams are available
- Non-invasive way to stay accountable



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2. Meetings and connecting in



- Communication is key
- Utilize video chats
- Allow for personal updates



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3. A culture centred around people and setting professional boundaries



- Strong manager - employee communication
- Set up clear expectations
- Share with your team
- Be open and willing to adjust



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Technology and Digital Tools

Antu Hossain - Global Health Impact Officer, CanWaCH

4) Back-Up Thinking

5) Key Features

6) Uptake - Lessons Learned



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4. Back-Up Thinking



- Technology-induced stress
- Accessibility
- Share alternate methods of contact (Ex. Phone #, Skype, Google hangouts)



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5. Digital Tool Features



- Access
 - streamline internal communications
- Document storage and sharing
- Data privacy



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5. Digital Tools: Fostering Collaboration



- Shared project working
- Cross communication
- Video connection
- Record! (notes/video)
- Identify must-have features



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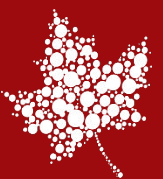
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6. Digital Tool Uptake - Lessons Learned



- Internet Connectivity
- Make documents accessible beforehand
- Provide guidance on online tools



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Personal Considerations

Caitlin Reid - Senior Communications Officer, CanWaCH

7. Working from a home environment
8. Giving people grace, including yourself!
9. Connecting virtually in a meaningful way



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7. Working from a home environment



- Dealing with distractions
- Creating a separate space: physically, virtually and personally



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8. Giving people grace, including yourself!



- Productivity ebbs and flows
- Scheduling breaks
- At home troubleshooting
- Trust in each other!



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9. Connecting virtually in a meaningful way



- Importance of personal updates
- Combatting feelings of isolation
- Connecting in an intentional way



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Working Virtually During COVID-19: What to Consider

Erin Jex - Gender Equality Officer, CanWaCH

- Organizational Best Practices
- Tools and Technology
- Personal Considerations



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10. Organizational Best Practices



- What works for us might not work for you!
- Communication, flexibility and adaptability are key
- You don't need to solve everything at once - prioritize when possible



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11. Tools and Technology



- Technology has advantages and disadvantages
- Connectivity
- Working collaboratively



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12. Personal Considerations



- Shifting to a work from home environment
- Open communication and setting boundaries
- Flexibility to adapt to shifting landscapes



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Questions?



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Reach out to us!

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