

Why me? Internal communication protocols

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Greet everyone first thing on your working day by either email or chat. Share anything that you would normally share when you arrive in the office eg had a good weekend gardening or clubbing!, or comments on the latest news etc



Wednesday remains the day we all are working and we have a team check in every Wednesday via video link, no more than an hour. Let everyone know the things you are working on for the week and any challenges or successes.

The **line Manager** checks in with each team member at the beginning of their working week to set priorities and do a welfare check.



We allow **flexibility** for everyone to complete their hours in times that suit them with the exception of Wednesdays. This is to accommodate personal family situations and demands within homes with more than one person working or studying, with the proviso that everyone keeps their calendar up to date with their working hours and sticks to planned meetings.

Use the chat function, **hangouts** for meetings and revive the Whatsapp group on which we can share optimistic photos or jokes etc.



We all **sign off** as we would if we were in the office via email or chat saying goodbye have a nice evening/weekend etc.

Try to be **patient** as we get used to new technology, ways of working, the new world order. Give each other some slack.

