

# Resource Guide for Work

## Staff & Faculty Development

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## 1. Personal Professional Development (Faculty/Staff)

- [Coursera courses](#)
- [New Horizon Training](#) – online courses for many technology tools (free)
- Develop an individual development plan for yourself.
  - [Association for American Medical Colleges \(AAMC\) Career Development Tool for faculty and staff](#) (Word download)
  - [Personal Development Plan](#)
- Check out the [Extension technology skills checklist](#).
- Learn some new skills: [Digital Accessibility Badging Program](#).
- [AcademicEarth.org](#) has free online college courses from the world's top universities.
- [EdX.org](#) was founded by Harvard and MIT, with courses from many top-ranked universities in the world and industry-leading companies.
- Listen to Podcasts
  - [Academic Medicine Podcast Series](#)
- Build and practice your mindfulness with the [Center for Spirituality and Healing](#).
- Increase your awareness of Equity, Diversity, and Inclusion, [see this list of videos and articles to get you going](#).
- Review a [professional development webinar](#) from the College of Continuing and Professional Studies.

## 2. Training and Cross-Training For Your Team (Faculty/Staff)

- Develop or update process documentation. Maybe there are new processes to write out, or you want to review old process handbooks/documents and update them. If you are writing a new process, include the title of the process, the purpose, who is involved, the step by step actions, and additional resources.
- Similar to process documentation, you can document the activities, resources, policies, etc. for your role to create a training guide. A training guide can be useful in a few situations - if you need someone to back you up when you are out, if you are new and want to compile information into one place, or if you are seasoned and planning to train others on your team. [Here's a template you could use to create a training guide](#).

- Virtually connect with a member of your team and understand their job responsibilities, how you can best support them in their roles, opportunities for efficiency, etc.

### 3. Develop Onboarding Program For New Hires On Your Team (Faculty/Staff)

- Document, review, and revise/update your onboarding program for new hires.
  - Search for existing “best practices” from peer institutions, or companies.
  - Put yourself in the position as a new employee - what could we do to improve the experience for new people to the University?
- [Planning New Employee Onboarding](#) (PDF download).
- [Onboarding Worksheet](#) (Word download)

### 4. Tips for Working Remotely (Faculty/Staff)

- Information Technology’s [Working and Learning Off Campus](#) provides important resources for working and learning remotely, available to all faculty and staff.
- Use a project management tool for tracking activities and progress with team members.
  - Many teams on campus use [Trello](#), a free Kanban style project management tool. Create a board for a project, create tasks that can be assigned to team members, given deadlines, and track progress.
    - [Sample Trello Template Boards](#).
- Review the project management resource recommendations from the University’s [Project and Change Management Collaborators \(PCMC\)](#).
- Turn on notifications for email and chat so you know if people are trying to contact you.
- Find a workplace in your home where you can focus. This may include a place to close the door. Consider a location where you do not need to move your work supplies frequently (not the kitchen table or sofa).
- Consider the ergonomics of your workspace (a bed or sofa may not be the best choices). Use this [self evaluation](#) to help you identify and make adjustments.
- Use Google calendar to input important due dates and schedule key work assignments.
- If you are watching a webinar or participating in a Zoom meeting:
  - Turn the volume up and act like you’re sitting in class.
  - Actively take notes and write down questions you may have for your supervisor or teammates so when you talk with them you can get answers or share your information.
  - Close all of the applications and windows that you aren’t using in the Zoom meeting. It will help reduce audio/video latency issues.
- Pretend you are going into the office.
- Structure your day.
- Make it hard for yourself to visit news websites and social media. Log out of accounts or make sure to take a break to check them.
- Work at your most productive times of day.
- Plan what you’ll be working on ahead of time.
- Set a timer and take a break when it goes off. Get up and move and then resume work.

- Communicate expectations with anyone who will be home with you. Be clear about the fact that you are working and need to focus and commit to your job. Post a “do not disturb” sign along with the time at which you’ll be available.
- Get rid of temptations. Close computer tabs not in use. Consider web browser plug-ins that block specific sites such as Facebook during the time you’re working. Refrain from turning on the TV “just for a minute,” and definitely don’t install one near your work area.
- Keep a pad of paper next to the computer to jot down extraneous thoughts and eliminate the fear that you’ll forget something if you don’t act upon it right now.
- Use centralized tools like Google drive to store files where others can access and keep working.

## 5. Organization Projects To Catch Up On (Faculty/Staff)

- **Organize your email inbox** - file messages, and delete messages older than 30 days.
  - Whether it’s your email inbox or a shared departmental inbox, you can use some downtime to go through and clear out old emails and organize emails you’d like to keep into folders.
- **Organize electronic files.**
  - Go through your Google Drive and get rid of documents you no longer need. You can use this opportunity to organize the files you want to keep and change permissions and ownership for documents that are shared in your Shared Drives.
  - Similar to cleaning up Google Drive, you can clean up files stored on your work laptop. Get rid of documents you no longer need, and organize and backup the files you want to keep.
- **Review and fill out your calendar.**
  - Most of us have due dates, deadlines, and activities we do at the same time of year every year. If you don’t have those dates on your calendar, you can work on adding those for the upcoming fiscal year (or multiple years) to ensure peak organization.

## Tips for Staying Connected with your Team Remotely (Faculty/Staff)

- Staying engaged and connected to your team members - using Google Hangouts or Zoom
  - Morning coffee breaks
  - Daily team touch base meetings
  - Regularly connect with your supervisor for the day
  - Group chats via Google Chat - “good morning!”
  - Use video for team interactions, if possible - (higher level of engagement with video)
- Set Topic of the Day
  - What did you learn about online technology yesterday?
  - One new skill you’ve learned today
  - Song of the day
  - Ergonomic tip of the day
  - Yoga @ your desk
  - Recipe of the day
- Update your [LinkedIn profile](#) - add a professional photo, update your skills section.
  - Connect with your colleagues.
  - Follow many of the University of Minnesota accounts (search University of Minnesota within LinkedIn)