

Detailed Decision Information COVID-19

Ideas for what staff can do while Teleworking or Remote Working

Activity	Resources Needed
Phone Calls	<ul style="list-style-type: none"> • Work Cell Phone • Call forwarding, long distance, etc
Agency Emails	<ul style="list-style-type: none"> • Computer or Cell Phone • Internet access (follow agency link to access outlook via DNR.WA.GOV)
LMS eLearnings (mandatory or optional)	<ul style="list-style-type: none"> • Computer or Cell Phone • Internet access (follow agency link to LMS via DNR.WA.GOV)
LinkedIn Learning trainings	<ul style="list-style-type: none"> • Computer or Cell Phone • Internet access • LinkedIn Learning Account with login & password
Large projects	<ul style="list-style-type: none"> • Project related materials
Process mapping (evaluate processes to simplify and improve)	<ul style="list-style-type: none"> • Process related materials • Paper and pen • Post-its • Instructions for how to map a process (will be posted on Training & Dlpmt site)
Have meetings	<ul style="list-style-type: none"> • Work computer for skype • Computer or Cell Phone • Internet access
Research Projects	<ul style="list-style-type: none"> • Access to research materials
Reading materials related to job	<ul style="list-style-type: none"> • Manuals • Job specific books • Other related reading materials • Note-taking materials to report back on what is learned, what might need to be changed, gaps identified, etc.
Develop Onboarding Plans for New Staff	<ul style="list-style-type: none"> • What does onboarding look like if most staff are teleworking?

Telework Best Practices

1. Identify what needs to get done (daily, weekly, etc.)
2. Use J:Drive, H:Drive, Sharepoint, and stick drives
3. Use breaks & lunches to visit with friends or leave the house
4. Be clear what your work hours are and post where needed
5. Have a way to notify family when you are "at work"
6. Create a comfortable space to work
 - o [Ergonomics for teleworkers](#)
 - o [Ergonomic self-assessment](#)
 - o [Posture diagram](#)
7. Connect with co-workers and supervisors regularly through email, phone, or skype
 - o Work on staying connected face to face or over the phone throughout the day. It helps when so many are teleworking.

Telework Options & Links

Employee Remote Trainings

- [Highlighted LinkedIn Learning Training](#)
- [Highlighted LMS eLearning Trainings available to you](#)
- [Process Improvement – 2 Second Lean eBook](#)
 - o [A Summary of 2-Second Lean](#)
- [Developing Interactive eLearning Alternatives](#)
- [Google Classroom](#) (free, google account is needed)
- [Skype Business](#) (free, work phones do not have access to this)
- [Zoom](#) (free gives 100 attendees & 45 min meetings, zoom account is needed)

Other Resources

- [How to remotely access your voicemail](#) (902 numbers in the NRB only)
- [Accessing your desk phone and voicemail](#)

LinkedIn Learning Trainings and Learning Paths

With a LinkedIn Learning License you have full access to all of the courses listed below. This is only a sampling of the hundreds of courses available on LinkedIn Learning.

Course Name	Class Type	Duration
DNR - Mastering Leadership Learning Path	eLearning	5h 9 min.
DNR - Intro to Human Resources Concepts Learning Path	eLearning	5h 17 min.
DNR - Belonging, the DEI Way! Learning Path	eLearning	3h 26 min.
DNR - Communicating, Like a Boss! Learning Path	eLearning	5h 36 min.
Creating Accessible Documents in Microsoft Office	eLearning	25 min.
Creating Accessible PDFs	eLearning	4h 37 min.
Become a Government Project Manager	eLearning	8h 39 min.
Transition from Military to Civilian Employment	eLearning	18h 24 min.
Meeting Facilitation	eLearning	33 min.
Improving your Problem-Solving Skills	eLearning	4h 35 min.
Improve Your Interoffice Politics Skills	eLearning	2h 54 min.
Avoiding Burnout	eLearning	24 min.
Excel 2016 Essential Training	eLearning	8h 53 min.
Excel: Tips and Tricks	eLearning	4h 20 min.
Excel: Macros and VBA for Beginners	eLearning	37 min.
Time Management Fundamentals	eLearning	2h 53 min.
Coaching for Results	eLearning	59 min.
Transitioning from Individual Contributor to Manager	eLearning	1h 15 min.
Leading Productive Meetings	eLearning	1h 4 min.
Building Resilience	eLearning	34 min.
Lean Six Sigma Foundations	eLearning	1h 10 min.
Decision-Making Strategies	eLearning	47 min.
Writing in Plain English	eLearning	1h 51 min.
Communicating with Confidence	eLearning	1h 16 min.
Strategic Thinking	eLearning	38 min.
Advance Your Skills as a Manager	eLearning	4h 52min.