

Working from home



Get to know your team members.

Have a regular kōrero to find out how they are doing. Schedule both formal and informal catch ups. Kōrero with kaimahi (workers) about what their working from home space looks like.

Encourage your kaimahi to keep in touch with each other.

For example, you could set up a regular virtual coffee catch up. If some members of your team are in the same location, encourage them to meet face to face.



Promote good work-life balance to help kaimahi stay happy and healthy when working at home.

Work with kaimahi to plan how they will structure their day when working from home. Include time for any personal responsibilities they may have.

Support kaimahi to set clear boundaries between home and work. Encourage them to log off when the work day is over.



Help kaimahi to set up a work environment that is comfortable for them.

This could mean adjusting equipment settings, room temperature, noise or lighting levels to suit. Check if they have the right resources and equipment.

Remind kaimahi about the support services you have available.

Encourage them to ask for help and support if they need it.

