



Working Effectively Remotely

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Agenda

Features of remote working

Pros, cons and risks

Personal health, safety and wellbeing strategy



**Remote working was a feature of my life before lockdown.
(1 star - never worked remotely, 7 stars - fully remote)**



**I expect remote working to remain a feature of my life in the future.
(1 star - never work remotely, 7 stars - fully remote)**

Remote working



Technology Dependent



Location Independent

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What is the best thing about remote working?

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Benefits of remote working



Flexibility

Quality of life

Productivity



Which of these have been challenges for you when working remotely?

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Challenges of remote working

Isolation

Impact on home life



Ergonomics



Primary risks

Employee:

- Physical health and safety
- Mental health and wellbeing

Organisation:

- Effective people management
- Information security



Physical Health & Safety

Home ergonomics





My home office now





Mental Health and Wellbeing

1. Keep your batteries charged

“Would you like to come to my party? – everyone will be there!”

Immediately:

Oh no, a big party!
How can I avoid going??!!

After 2 hours at the party:

Woa, I'm tired now,
time to go home!

At the planned finish time:

Great party, I loved it,
thanks for the invite – see you at work.

2 hours after the planned finish time:

What? It's time to go home? But this is so much fun!
Lets do it again tomorrow!

What gives you energy?

Extrovert:

- Gains energy by being with people.
- Loses energy when isolated or alone.

Introvert:

- Gains energy by being alone.
- Loses energy in social situations

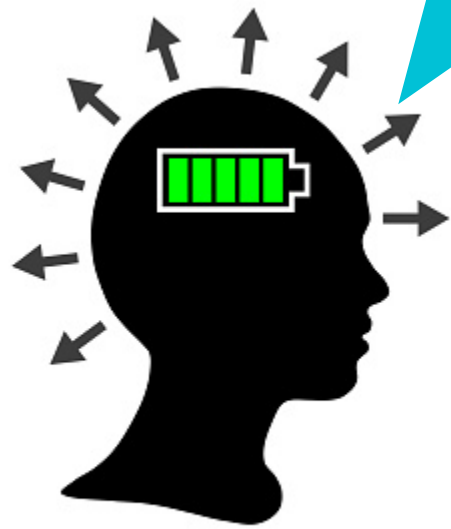
(This is not to do with shyness or the desire for friendship.)



How much of an introvert/extrovert are you (are you drained/energised by social contact/solitude)?

1 star - total introvert, 10 stars - total extrovert

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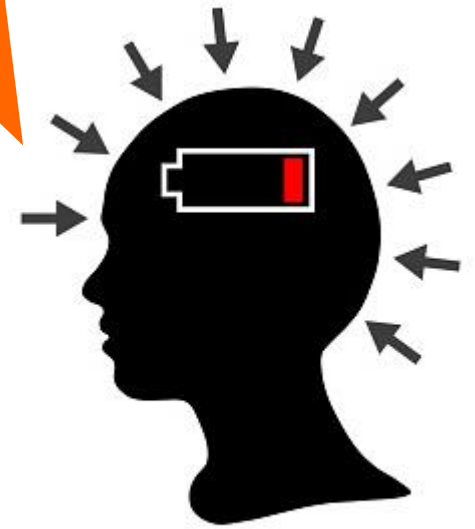


EXTROVERT

I really appreciate having the time to catch up and talk things through..... Can we schedule a regular call, please?

Be intentional:

- Plan time to talk / not talk
- Discuss with manager/colleagues



INTROVERT

I find having online meetings back-to-back pretty exhausting..... Can we schedule some breaks between sessions, please?

2. Set and maintain your boundaries





Which of these do you already do, or could you try, to create a distinction between work/non-work?

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3. Work out what works





Which of these is it OK to do while remote working (tick if yes)?

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4. Positive Self Care

Follow normal patterns of daily life

Healthy food and drink

Use time management techniques

Speak up about problems and concerns

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While we have Q&A, what's your top tip for effective remote working?

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