



Creating a Lower Stress Virtual Work Environment

Tips and hints to help create a lower stress work environment:

1. Psychological Safety
2. Meeting Norms
3. Technology Use
4. Work Hours

Your employees' perceptions



What do your employees say are their biggest stressors at work?

The Blur Between Work And Home



1. Consider Psychological Safety

- How safe do you feel bringing your whole self to work?
- Can you share opinions about work decisions?
- Can you share information about your personal life?

Create a Safe Meeting Environment

At the start of the meeting:

- Discuss meeting objectives
- Let participants know if the meeting is recorded
- Wrap up meeting with a summary and next steps

Google's Ways to Create Psychological Safety

- Make it OK to make a mistake
- Show employees their contribution matters
- Give employees their own voice in the organization
- Celebrate individualism
- Encourage compassion from management
- Encourage risk taking
- Recognize their efforts
- Promote diversity
- Create space for positive feedback



2. Change Meeting Norms



- Schedule meetings for 50 minutes, and leave 10 minutes in between.

Meeting Norms: Increase Social Connection



- Start with a check in or ice breaker. Bring social connection into the meeting.

3. Technology Use



- New ways of working: More reliance on new software with remote workers
- Continual move to more technology in our work.

Reducing Stress Around Technology

- Ensure training and support for new applications, especially online meetings.
- Offer tips and conversation for using new apps during staff meetings.
- Appoint “super users” to be available for questions and support.

Idea: Create Tips Page on Your Intranet Site

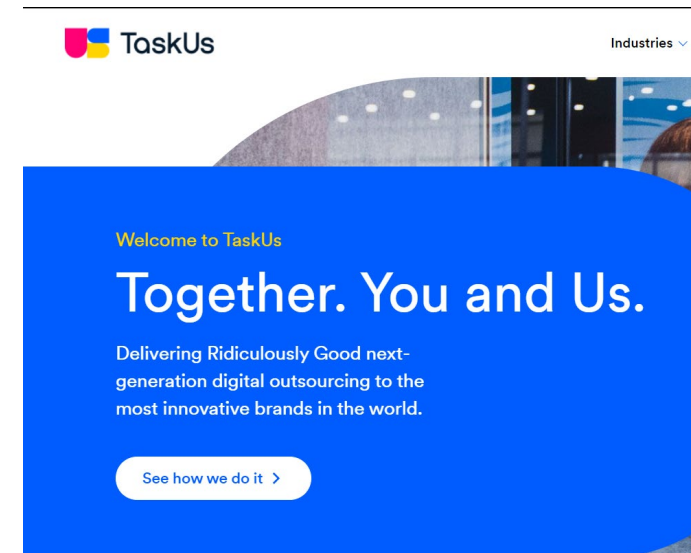
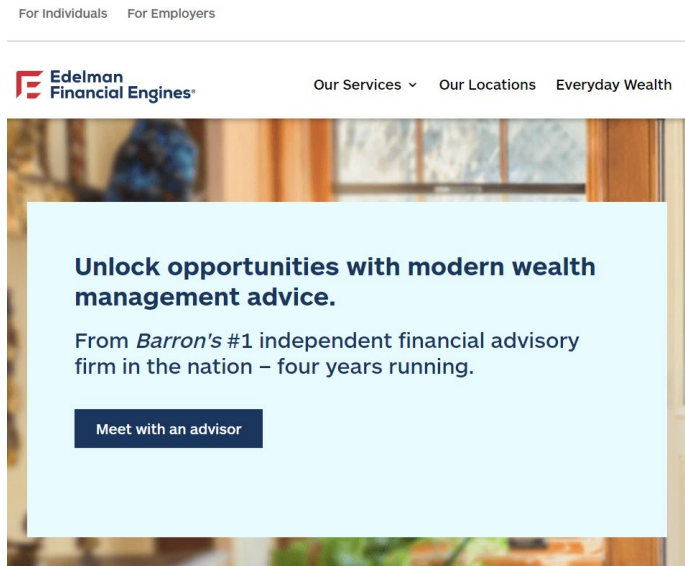
Accessibility Tip: Plan ahead for accessible meetings

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As telework and hybrid work becomes the new normal, we are holding more virtual meetings than ever. Meetings are not only an essential part of business practices, but they are a way to stay connected with our teams. To keep meetings accessible and organized for everyone, it's important to plan ahead. Planning ahead Offer accommodations if someone who is attending your meeting has a known...

- Share shortcuts for Office products.
- Share best practices for online meetings.
- Support the technologically challenged employees!
- Practice meetings on Zoom, Teams, Google Meets.

4. Create Firm Work Hours



- 'Edelman Company Dusk to Dawn' policy
- Don't respond to emails between 7 p.m. and 7 a.m.

- “No chat weekends”
- Discourages employees from sending business-related emails or chat messages to colleagues over the weekend and on vacations.

Think Beyond Past Practices



- How can we do work differently to help ease the stressors during the workday and at home?

Resources: Workplace Well-being Options

Workplace Well-being Options:

1. SAFE WORK SPACES
2. REDUCE STIGMA
3. ASSESS STRESS
4. CREATE LIFE-FRIENDLY POLICIES
5. WORK WITH AN EAP
6. INCREASE SKILLS
7. MAKE SPACE FOR QUIET
8. CONSIDER REMOTE WORKERS
9. GET CONNECTED
10. CONNECT EQUITY AND WELLBEING
11. CREATE A PSYCHOLOGICALLY SAFE WORKPLACE

Step 1. Choose *one* of the options; review the companion resource checklist for that option.

Step 2. Create an action plan

Step 3. Implement and evaluate planned changes

- PSE Your Home – help virtual employees set up their workdays at home for better health.
- Remote Work Policy Considerations

Thank you.