How to make the most of working from home

Cycle of soft-skills workshops
by the LHC young scientists fora

* These slides have been updated with additional material shared during the round table

The LHC young scientists fora

- → The ALICE Junior Representatives
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- → The ATLAS Early Career Scientists Board
  - ◆ atlas-ecsb@cern.ch
- → CMS Young Scientists Committee (YSC)
  - ◆ cms-young-scientist-committee@cern.ch
- → LHCb Early Career, Gender and Diversity Office
  - ◆ lhcb.ecgd@cern.ch

Our common goals:

- Represent the common interests of young scientists and advise the Collaboration (CB) and Management Boards (MB) on young scientists matters
- Act as a forum to gather and discuss topics relevant to young scientists and to improve the recognition of work among young scientists
- Many events organised along the year. Keep an eye on our mailing lists!

Cycle of soft skills workshops

- Our generation of scientists need an increasingly diverse set of skills to effectively communicate their work, secure research funding and land professional opportunities inside and outside academia
- Two-fold objective:
  - Discuss key topics for the future of young researchers: grant writing, CV building, prepare for an interview, science communication, career planning, etc
  - Strengthen the young scientists community through ~regular meetups
- The LHC young scientists fora joined forces for this cycle!
  - First event took place in November last year and was devoted to grant writing

COVID19 times

- COVID19 has resulted in the lockdown of entire countries, with only employees in essential services allowed to attend work
- Many organizations rapidly adopted telecommuting
- In our field, remote collaboration and videoconferences were already part of our day-to-day activities. And work related to data analysis, simulations and documentation can be done remotely
- However, we all find ourselves working at home and not by choice. Many challenges are associated to this unusual situation!
- Therefore the idea of having this event devoted to this topic

How to make the most of working from home

- Unfortunately no one can give us the magic recipe
- But we can bring together the community to share tips and experiences
- Our aim is for you to have a serie of tools to test to decide which one(s) works the best for your particular situation. It might take time to adapt to working from home
- We will start with a few slides to launch the discussion
- We will proceed with a round table and Q&A session!

Important reminders before starting

- Respect the rules provided by the local government

- Our collaborations are made of diverse members from around the globe with a variety of identities. We want them to be an inclusive community where everyone is welcome
  - We follow the [CERN code of conduct](#)
  - We value the opinions of people with different experience and backgrounds
  - Everyone can participate in discussion. Questions should be asked and answered respectfully
  - We abstain from all forms of harassment, including any form of abuse or exclusionary (racist, sexist...) jokes at all times
  - Take action if the code is broken – speak up or talk privately to the person, or consult a coordinator/organizer
  - Be sensitive. COVID19 affects people in different ways

Empathy and communication

- This situation is affecting people in different ways
    - Some colleagues find themselves able and willing to work more than usual
    - Some can feel overwhelmed by the situation, the news, concern about family and friends... Many of us are living far from our dearest ones
    - For others time need to be shared: home-schooling, nursing the smallest ones, taking care of a sick member of the family
- Overall the COVID19 situation can be stressful and it is ok to not be at your 100%.. We are in a global pandemic
- We believe the most important thing is to keep the communication channel open with your teams to let them know your real availabilities!
- Now let's list some practical tips!

Setup a dedicated workspace

- A clear desk and dedicated workspace improves focus and productivity

- So home and work life do not blend together too much, it is suggested to clearly separate eating and working

Act as if you are going to the office

- Get up, shower
- Get dressed
- Brush your teeth
- Eat breakfast
- Do your regular morning routine (if you have one)
- Then go to your working space, just as though you're heading to the lab or office
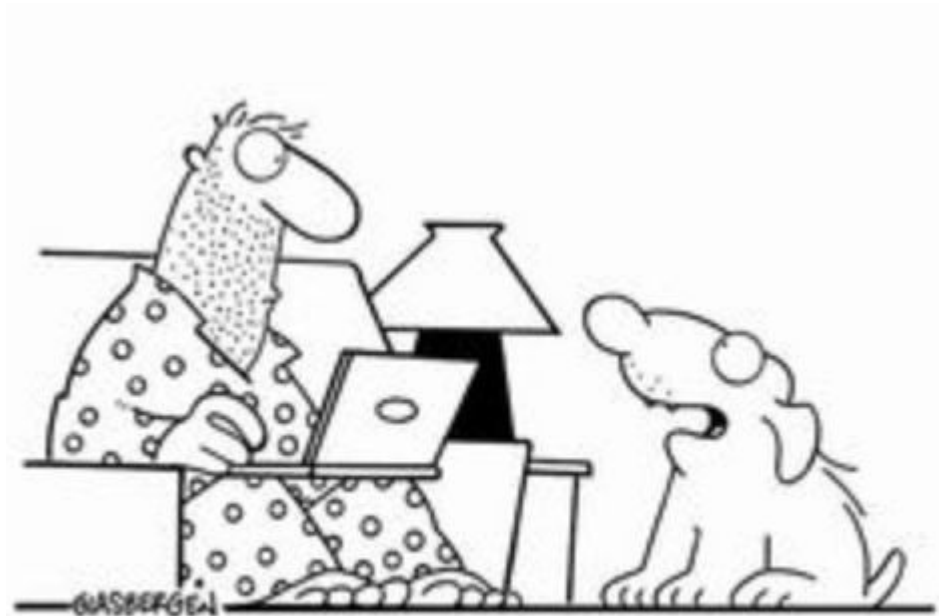
"I work at home too, but you don't see *me* sitting around in my pajamas all day!"

Establish working hours and schedule your day

- You are your own manager and therefore you have to manage your productivity (and potentially those in your team)
- At the end of each day, write your to do list and goals for the next day. Create accountability for yourself
- Segment what you will do and when you will do it over the course of the day

Meetings and emails

- Use group conversations to stimulate formal and informal communication
- checking in your colleagues to see if they are coping OK or if they need your assistance
- Be really clear about performance objectives but allow space for adaptation to the new arrangement
- Encourage employees to have virtual coffee breaks where they can openly discuss non-work topics

Take breaks and do it often

- Provide yourself with breaks. Get up from your workspace and:
    - Read
    - hang out with your pets
    - play an instrument
    - watch a short episode of a television show
    - Nap,...
- Recognize when you're cognitively loaded and not working well, and step away from work for a bit

Accept distractions

- Distractions are a reality while working at home. Some of them can be prevented and others can not!:
  - House shores
  - kids/family/partner
  - Social media
- So long as they are not taking over the whole working day
- A schedule with breaks can help
- Flexibility is a key point here

Work on your health

- Both: mental and physical!
- If you are used to a daily commute you may also be used to a little walking, cycling etc. so where possible try to feed a little of this into your daily routine. Even if it is walking around the block. Always respecting the local government restrictions!
- If you find yourself struggling with the feeling of isolation and/or with practical tasks, remember to reach out to others!

Resources available to you (1/2)

- CERN support against isolation includes a helpline and support from the CERN psychologist. Check this link for more information

CERN HR ANTI-ISOLATION MEASURES

CARE FOR EACH OTHER
JOIN THE BUDDY PROGRAMME FOR STAFF

What about finding a CERN colleague to keep in contact with during this period?

Choose your own buddy and keep a day-to-day contact or ask your HR Adviser to find someone for you.

Free format for exchanges and choice of topics, please bear in mind to:
- comply with CERN Rules and Code of Conduct and
- inform your manager if you haven't heard from your buddy in 2 days.

FIGHT AGAINST ISOLATION
CALL FOR SUPPORT

When you feel the need, why not having a planned 'video' or call to establish a social connection? (no specific HR questions will be answered)
Send a message to the person in charge of your unit:

ATS	Staff, fellows, students	Staff, fellows, students	Other MPAs
BE	Staff, fellows, students	Staff, fellows, students	Other MPAs
DG	Staff, fellows, students	Staff, fellows, students	Other MPAs
EN	Staff, fellows, students	Staff, fellows, students	Other MPAs
EP	Staff, fellows, students	Staff, fellows, students	Other MPAs
FAP	Staff, fellows, students	Staff, fellows, students	Other MPAs
HR	Staff, fellows, students	Staff, fellows, students	Other MPAs
HSE	Staff, fellows, students	Staff, fellows, students	Other MPAs
IPT	Staff, fellows, students	Staff, fellows, students	Other MPAs
IR	Staff, fellows, students	Staff, fellows, students	Other MPAs
IT	Staff, fellows, students	Staff, fellows, students	Other MPAs
PF	Staff, fellows, students	Staff, fellows, students	Other MPAs
RCS	Staff, fellows, students	Staff, fellows, students	Other MPAs
SMB	Staff, fellows, students	Staff, fellows, students	Other MPAs
TE	Staff, fellows, students	Staff, fellows, students	Other MPAs
TH	Staff, fellows, students	Staff, fellows, students	Other MPAs
CERN management	Marie-Laure Rivier	Florence Licci-Ounnough	

USE WELL-BEING TIPS
JOIN THE WWFW PLATFORM

Looking for Well-being tips?
Want to share good articles, ideas or experiences?

Sign up to the WWFW Group on Mattermost platform
https://mattermost.web.cern.ch/wwfw/channels/town-square

FEED YOUR BRAIN
(RE)DISCOVER L&D MATERIAL AND CATALOGUE

Did you know about the creation of the dedicated learning catalogue "Working Remotely" which contains many e-resources ?

Find all the online resources the HR-LD team has put together to help learners adjust to life in their 'home office' on the Learning Hub : articles, blogs, videos, e-learnings...

Should you experience difficulties in downloading e-learnings, contact HR-LD.

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Resources available to you (2/2)

- LHCb reated a dedicated mattermost channel ("COVID-19@LHCb helpline") for people to stay in touch, exchange information. ECGD has collected contact info of volunteers in the Geneva area; people in need can get in touch with one of the volunteers
- ATLAS has setup a virtual meet & eat event where senior and juniors can meet and discuss

- This is not an exhaustive list. Ask also your colleagues and/or supervisors for similar resources at your institution/university! Some communities/towns also have similar resources available. Need something? Reach out!
- If you know about other resources please send them to us and we can update this presentation!

Tools to keep connected

- Many of us enjoy the social aspect of working. There are several tools that can be used to keep in contact with your colleagues

- If you are already using some of these tools, we suggest to not consider COVID-19 as an excuse to roll out more systems and software as this can be overwhelming for many. Need to find the good balance for your team!

Keep in touch

19% of remote workers suffer from loneliness. [9] So, stay in touch with your colleagues to build and maintain relationships, feel involved and get the support you need.

88% of remote workers use email to connect

47% tap on instant messaging apps

36% use video conferencing [10]

Start your online chats with some social stuff. Or have a 'virtual coffee break' with colleagues.

Slack

Mattermost

skype

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Sources and additional readings (1/2)

We suggest the following reading list:

- 16 secrets of engaging remote meetings: https://miro.com/blog/engaging-remote-meetings/
- 8 Tips for working remotely (Emerald Weekly) https://emeraldworks.com/resources/blog/infographics/8-top-tips-to-work-well-from-home?utm_source=homeworking&utm_medium=email&utm_campaign=wfh_prospect_mar20
- Preparing to work remotely (Resilience Institute) https://resiliencei.com/2020/03/preparing-employees-for-working-remotely-in-times-of-crisis/
- Tips to work effectively - tips to help you succeed whilst working from home (Forbes Weekly) https://www.forbes.com/sites/biancamillercole/2020/03/16/6-tips-to-work-from-home-successfully-during-lock-down/
- How to stay focused - how you can make remote work more satisfying and productive (HBR article) https://hbr.org/2017/09/how-to-stay-focused-when-youre-working-from-home
- CERN: https://home.cern/news/news/cern/covid-19-eight-tips-staying-good-mental-and-physical-health-during-challenging-time

Sources and additional readings (2/2)

- As well as the online courses offered from the CERN learning hub (free to all CERN users)
  - "Working From **Home:** Top Tips" and "Working From **Home:** Strategies for Remote Employees". This is the link to the CERN learning hub:

    https://lms.cern.ch/ekp/servlet/ekp/WIDGETCONTAINERPAGE?DECORATEPAGE=Y
  - Ergonomics E-learning Session
  - Webinar – Parents Working from Home on April 23rd
  - Working Remotely e-Resources
  - Resilience Training
  - Positive discipline for pare
- HBR: leading and working through a pandemic
- 450 free Ivy League university courses you can take online
- Some CERN related social groups:
  - Young @CERN facebook group
  - CERN Games Page and the facebook page for CERN Games Club

Round table and Q&A session

- Our panelists:
  - Martha Hilton (LHCb)
  - Maximilliano Puccio (ALICE)
  - Muriel Colson (CERN HR-TA team)
  - Oksana Shadura (DIANA-HEP, WIT)
  - Patrick Asenov (CMS)
  - Pierluigi Paolucci (CMS)
  - Rebeca Gonzales Suarez (ATLAS)

- We invite you to not only share your questions but also your experiences and ideas. We are in this together, we are learning together.