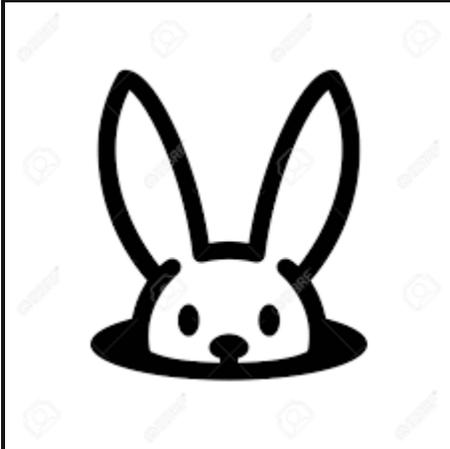


## APRIL 2022 - Teams: Re-start, Re-fresh, Re-engage, Re-focus, Re-Invent

Call it what you want, re-start, refresh, re-focus, re-engage, re-focus, but I think your team needs it! I'm not talking to anyone or any team in particular as this concept of making team design and collaboration a top priority that is circled back on time and time again, preferably with some regularity, is necessary and useful for everyone.

At the recent virtual UI HR and Business conference a link to [this UI Learning and Development page](#) was shared in the chat and it shoved me down a rabbit hole. (Hoppy Easter :)



No matter how long a team has been together, no matter how well or dysfunctional they work, they can always benefit from opportunities to reignite.

Check out this video, narrated by one of our amazing OE leadership coaches, [Heidi Zahner-Younts](#), to get started!

Three options to Re-Engage from Leadershipinstitute.com:

### 1. REFRESH

"When a team reconvenes, a helpful strategy is to give the members an opportunity to update each other on what they've been working on and what's new in their world. A refresh session becomes even more important when newer members are being introduced into an existing team." - [Michelle Riklan](#)

### 2. REFOCUS

*Re-visit the team's reason for being. Revisit the team's mission, vision and values and ensure the current work or projects all align with them. Take time to consider the foundation of the team to build strategies for ongoing focus.*

### 3. REINVENT

*Are you taking a long-term and developmental approach to your team or being too short-sighted, putting out fires?*

"One aspect of teams that should not get overlooked is the opportunity to learn and lead." - [Michelle Riklan](#)

Read more about **The Art of Re-Invention** [HERE](#).

### ONGOING TOPICS

Many areas on campus and companies all around have moved to more flexibility in location and hours. Have you or your employees considered a *four-day workweek*? From a manager perspective, "the four-day workweek can be a way to offer employees more personal time while holding on to structured, set work hours."

As Brian Knoff shares in a recent article about this, "A four-day workweek is a lot easier to manage than a lot of the other flexibility ideas that are out there, because even if you change hours to 8:30 to 5:30, Monday through Thursday, or whatever you pick, you're going to be able to e-mail someone or call or message and they should respond pretty quickly. Other flexibility options require a lot more effort on the part of managers to organize, coordinate, figure out who's there and so forth."

As a manager, you're responsible for outcomes and therefore, while you want to provide flexibility, finding ways to include knowns and some semblance of control is still important. [Read more here](#) about the manager perspective on the reduced workweek schedule.

Also: Two years after the start of the pandemic, more employees prefer to work hybrid than remote, research shows. [Read more here!](#)

### 7 Ways to Reduce Friction Between Remote and Onsite Employees

1. Identify the Cause of the Friction
2. Be Transparent
3. Define What Flexibility Means
4. Rethink What Roles Can Be Performed Remotely
5. Address Distance Bias
6. Build Trust

Read more about friction [here](#), or [download the article](#).

(Recently archived Supervisor/Manager HR pages: [Feb '22](#), [Jan '22](#), [Dec '21](#), [Nov '21](#), [Oct '21](#), [Sept '21](#), [Aug '21](#), [July '21](#), [June '21](#), [May '21](#), [April '21](#), [March '21](#). Email [emily-kleinmeyer@uiowa.edu](mailto:emily-kleinmeyer@uiowa.edu) for older page archives.)

## How to Be a Better Human series

CLICK HERE TO CHECK OUT THE ARTICLE SERIES  
**WORKING, LEARNING AND LEADING REMOTELY**

Resources for employees, supervisors and leaders to effectively and efficiently work with hybrid and remote teams.

### REMOTE WORK RESOURCES

## HYBRID/REMOTE WORK: TIPS for SUPERVISING

As we move to more hybrid work schedules (partially remote) below are some tips and help for supervisors and depts. These considerations are to guide you as you determine the *people* and *positions* that are suited for remote work and how to refresh and update your supervision and group work structures. There is content for professional and student staff as well as the link to the flexible work agreement form, for those who are requesting ongoing remote schedule, work or location agreements.

The **ICON course: Leading Remote/Hybrid Teams** (#WCVD02) training required for current supervisors has some excellent tips, resources, advice and requirements.

\*CHECK OUT THE updated UI resource page: [Working, Learning and Leading Remotely](#).

\*For Enhanced/Promoting Employee Engagement - Try the platform [15Five](#).

- The HR team has tested it out and found that the free version offers a user-friendly weekly check-in that asks key questions for keeping staff engaged and motivated, shares that with their supervisor, and promotes further engagement with features like teams, survey options and virtual "high fives" to recognize teammates. (Emily has an account and can add you easily - reach out to learn more!)
- LinkedIn Learning courses: [Managing Virtual Teams](#), [Leading at a Distance](#), Learning Path for [Remote Working: Setting Yourself and Your Team up for Success](#).

[Remote Work Considerations and Tips.pdf](#)

[Tips for Supervising Students Remotely .pdf](#)

[Flexible Work Agreement form](#) - employees should fill this out if they are remaining remote when they could/are asked to return to campus or will have an ongoing flexible

arrangement (*i.e.* hours, duties, location) outside of what the pandemic is currently dictating for depts.

[Understanding and Managing Remote Workers](#) - GALLUP RESOURCES

[Referenced Resources](#) from ICON Supervisor Training

[Resolving Coworker Conflict of Coping with COVID](#)