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**WELCOME TO  
QI POWER HOUR**

Connect to audio using Audio Broadcast:

Audio Broadcast

Click the button to start the broadcast

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*Have questions about connecting to audio? Use the chat function to message the Host, QI Power Hour, for assistance.*

Slide deck is available for download on HQC website for note taking

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**WORKING REMOTELY SERIES:  
THE BASICS**

With CAROLINE BECK  
& CHELSEA SCHWARTZ

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HQC is situated on Treaty 6 Territory and the Traditional Land of the Dakota, Lakota and Nakota, and is the Homeland of the Métis.

We pay respect to the treaties that were made on this land and acknowledge the harms and mistakes of the past. We are committed to move forward in partnership with Indigenous Nations in the spirit of reconciliation and collaboration.

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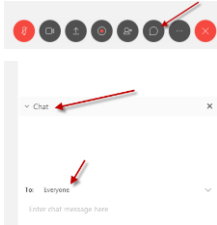
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### WEBEX TOOL: CHAT FUNCTION

**CHAT FUNCTIONS:**

- Share **questions, comments, and ideas**
- Click on the message bubble icon to access the chat
- Send to **All Participants**



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### ACCESS PAST QI POWER HOUR SESSIONS

Past QI Power Hour webinars (with download links)

<p>Health Networks in Saskatchewan (QI Power Hour)</p>  <p>May 10, 2019 at 9:00 AM</p>	<p>Citizen Science in Public Health Policy: Leveraging the Power of Unpublished Tests</p>  <p>Dec 20, 2018 at 9:00 AM</p>	<p>The Costs of Poverty in Saskatchewan: Why Do They Matter and How Do We Calculate Them? (QI Power Hour)</p>  <p>Jan 6, 2019 at 9:00 AM</p>
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[Visit our website to view past sessions!](#)

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### SPREAD OF QI POWER HOUR ACROSS SK

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### SPREAD OF QI POWER HOUR ACROSS CANADA

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### SPREAD OF QI POWER HOUR WORLDWIDE

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**JOIN THE CONVERSATION!**

@QIPowerHour  
 @HQCSask  
 #QIPowerHour



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**A bit about us**



Caroline Beck



Chelsea Schwartz




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**Today's session**

- What we know about remote working
- Key Considerations in setting up for remote working
- Setting up your physical space
- Setting up your virtual space
- Discuss challenges and idea




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### Why are we here?



Social/Physical Distancing



Share HQC's Experience



Create space for connection & shared learning

*"All teach, All learn"*



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### A few additional notes...



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## HQC's Experience

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### Forays into Remote Working



- Remote workers from time to time.
- Flexible arrangements in place to enable work from home on a periodic basis for regular office workers.



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### Caroline's Story



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**Discussion Question:** What has your experience been? Have you worked remotely before?

- Rarely
- Sometimes
- Often
- I have not worked remotely



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What do we know about remote working?

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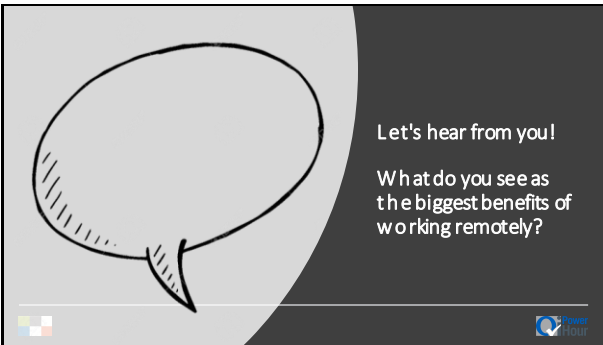
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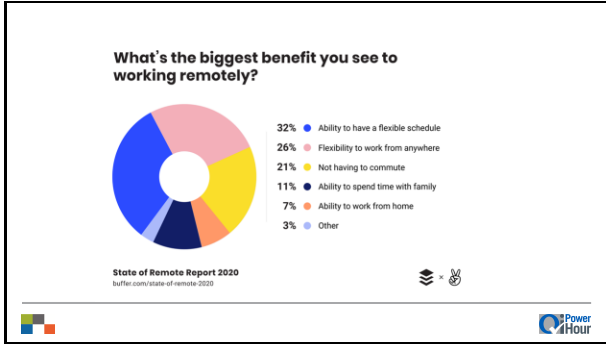
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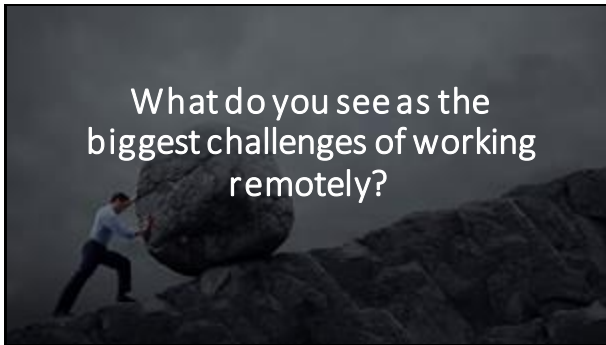
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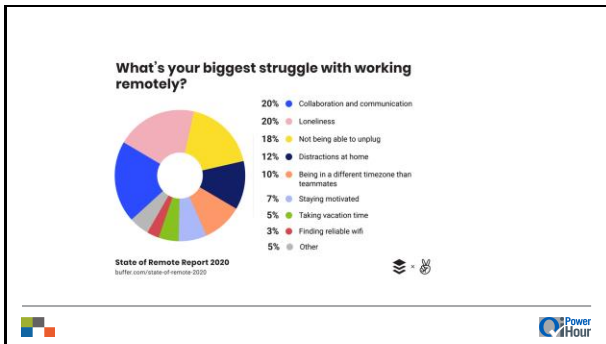
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# How to get started

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Factors that contribute to remote work success

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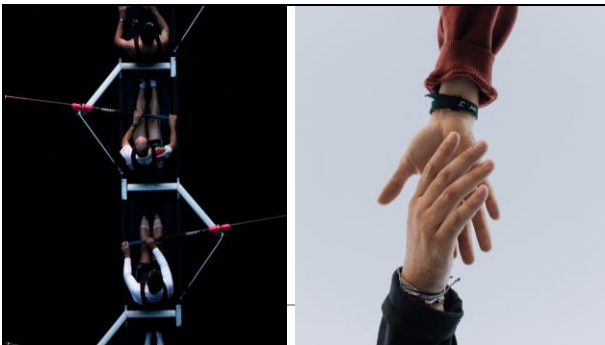
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**TEAM CHARTER** YOUR LOGO HERE

**TO BE REVIEWED ON A QUARTERLY BASIS**

A Team Charter is a statement of agreements between a group with common interests that guides how they interact together, adds value to their team, and defines accountability to their stakeholders and each other. Charters are developed through collective dialogue leading to team consensus and a personal commitment by each member to the elements of the charter.

**Key Elements:**

- Team Purpose
- Team Structure & Roles/Responsibilities
- Team Processes
- Adaptability

**TEAM PURPOSE**

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**TEAM STRUCTURE & ROLES/RESPONSIBILITIES**

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**TEAM PROCESSES**

Team Rituals:

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Team Meetings:

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A Team Charter is a great tool to facilitate those conversations!

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**Setting Up Your Physical Space**

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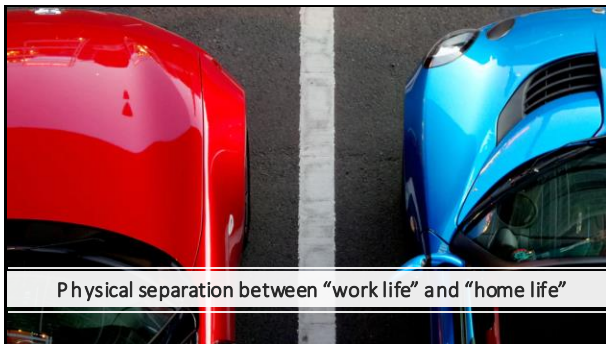
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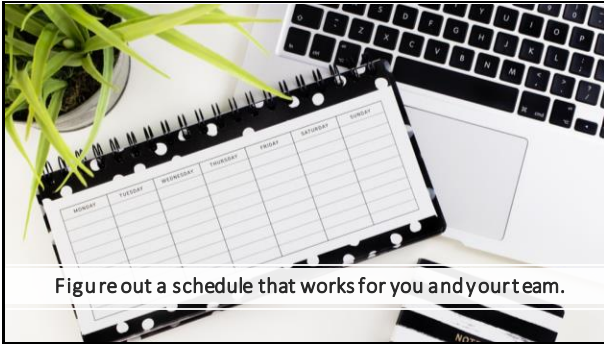


Figure out a schedule that works for you and your team.

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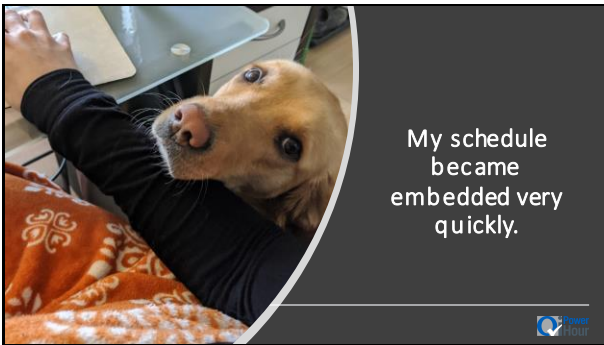
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My schedule became embedded very quickly.



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### Man Who Works From Home Keeps Naming His Dog 'Employee Of The Month'

By Julia Barim  
January 2, 2019 - 3 min read



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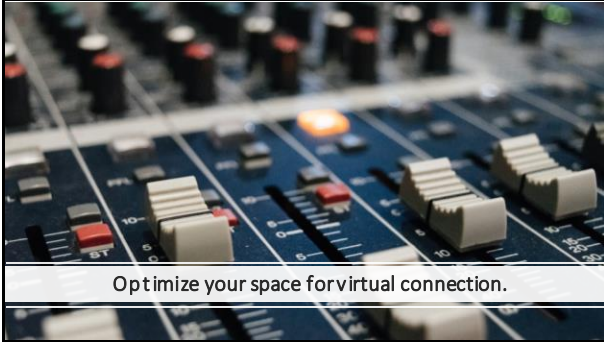
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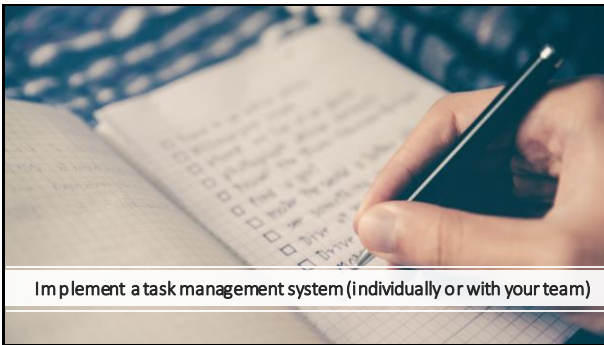
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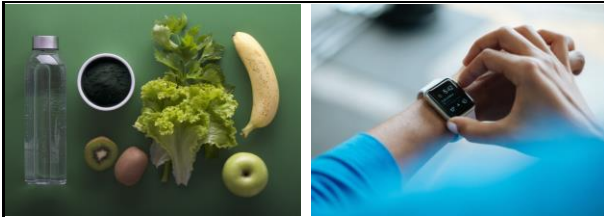
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Check in with your physical & mental wellness



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Take breaks.

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Let's hear from you!

What else are you keeping front & center as you set up your space?



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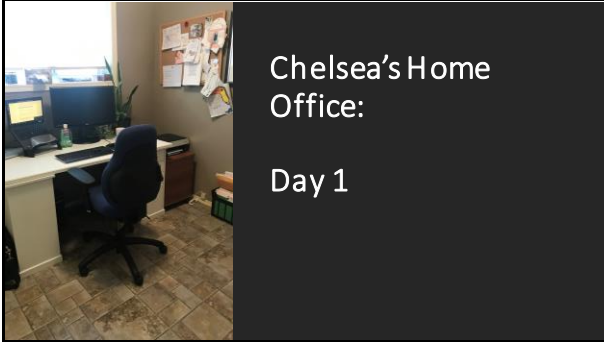
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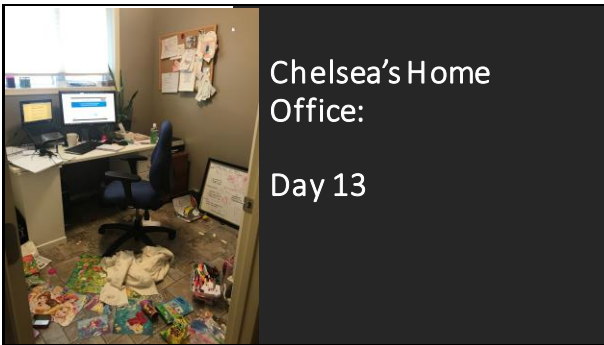
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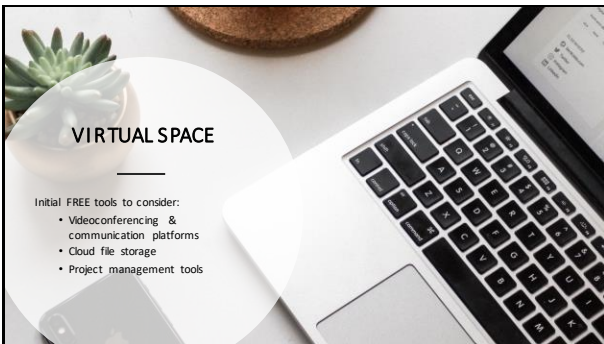
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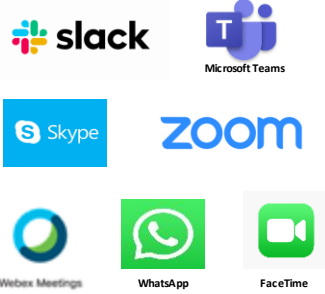
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Video Conferencing & Communication Platforms



Logos for Slack, Microsoft Teams, Skype, Zoom, Webex Meetings, WhatsApp, and FaceTime.

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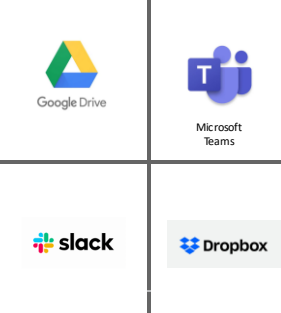
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Cloud File Storage/Sharing



Logos for Google Drive, Microsoft Teams, Slack, and Dropbox.

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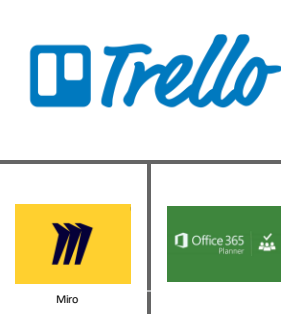
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Project Management Tools



Logos for Trello, Miro, and Office 365 Planner.

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Let's hear from you!

What other tools are you using to set up your virtual space?



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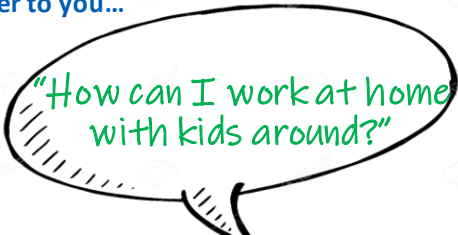
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Over to you...



"How can I work at home with kids around?"



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Over to you...



"What if I don't have dedicated office space at home?"



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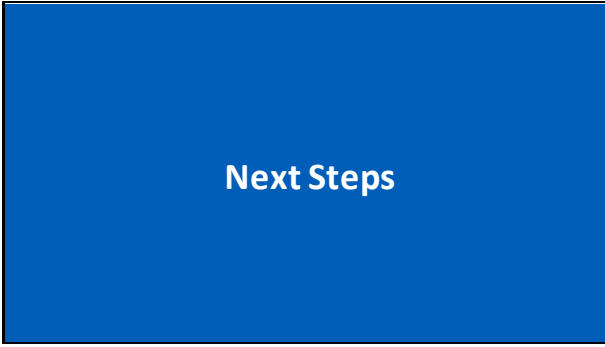
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## Next Steps

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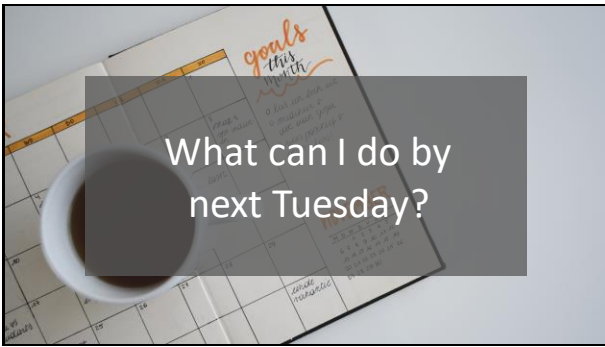
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What can I do by next Tuesday?

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Continue the conversation...

Sign up to participate in a **Randomized Coffee Trial** at:

<https://www.surveymonkey.com/r/N7LK56B>

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**NEXT UP...**

**WORKING REMOTELY SERIES:  
HOSTING A VIRTUAL MEETING**

With CAROLINE BECK & CHELSEA SCHWARTZ

FRIDAY, APRIL 3, 2020

9:30-10:30 CST

To register, [visit our events page](#)





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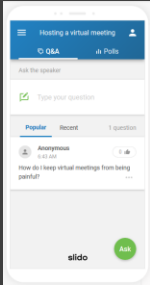
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**What questions do you have?**

Add them to the Slido online Q & A for our next session at:

<https://app.sli.do/event/ffhdxj5x>




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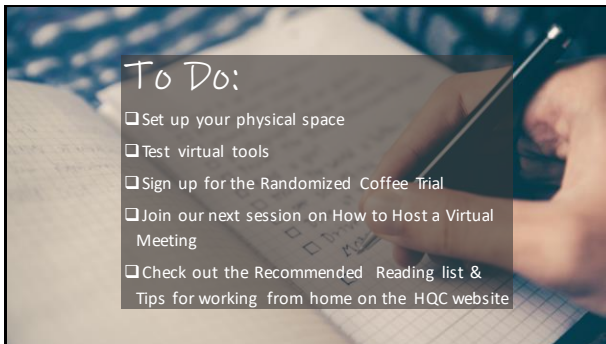
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**To Do:**

- Set up your physical space
- Test virtual tools
- Sign up for the Randomized Coffee Trial
- Join our next session on How to Host a Virtual Meeting
- Check out the Recommended Reading list & Tips for working from home on the HQC website




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**POST-WEBINAR SURVEY**

In the spirit of quality improvement, we will be sending out a survey after the webinar.

**You may see this message, but don't be alarmed, our survey is on a trusted site!** →





External Site

The host of your browser would like to allow this website to open a webpage from an external site. Click to view the details of this request. If you click on the link, you will be taken to the external site. The request will only be made once. To help you make a decision, we've provided information about the external site. The request will only be made once. To help you make a decision, we've provided information about the external site. The request will only be made once. To help you make a decision, we've provided information about the external site.

Destination site: <https://www.surveymonkey.com/3/26/2020>

Cancel

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**Please remember**

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**wash your hands!**




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