

New Working Environment

Conversation Guide

Ice Breakers

If this is a remote meeting, start by turning on your video 😊

Our workspace has changed, let's understand the actual impact.

Talk through the attached [remote working routines](#)

Specifics to You

Do you have access to all the systems needed for your role?

YES / NO

How comfortable are you in your new environment?



What do you like best / least working from home?

What will be your biggest challenge working remotely?

As your manager, how can I support you better?

Is there anything else I can communicate or share?