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<https://inside.nku.edu/hr.html>

LETTER FROM LORI



We have made it through the first full week of our virtual campus continuity! I hope that everyone is feeling a bit more settled as we continue to transition work to our homes. As we all navigate these changes and create a new daily schedule and routine, it is important to allow flexibility within the schedule, clearly communicate needs and offer kindness and support to each other. Not only are we shifting our work to our homes, we are managing the needs of our families, pets and taking extra precautions for the health and wellbeing of all. To help support you, your team and your supervisor and departments heads, I will send new resources and tips each week to enhance engagement and wellbeing during these challenging times. I would like to give a special shout out to all our colleagues who continue to work on campus supporting our students and keeping our university operating safely.

We are all in this together and we will come out stronger on the other side.

-Lori Southwood, *Chief Human Resources Officer*

FOR YOU



Kim Baker, Director of University Wellness:

Self-care is taking high priority as our world is changing and our stress levels are on the rise. Here are a few suggestions and actions to take to help you stay well and manage your stress:

- [Coping Advice from a Psychologist During COVID-19 Social Distancing](#)
- Take time to step away from the world, breathe and process these changes with a [Weekly Zoom Meditation Practice with Ashley Siemer every Wednesday at 12pm](#).
- Schedule a Home Office Ergonomic Assessment to get recommendations for setting up your home work station to maximize comfort. Email Kim Baker at bakerk7@nku.edu to schedule your Zoom appointment.
- Want more tips on how to be healthy at home or wherever you are? Subscribe to the Healthy Monday Motivator from University Wellness. You will receive this electronic email each Monday full of health and wellness tips for you and your family. Email SUBSCRIBE to Kim Baker at bakerk7@nku.edu.



FOR TEAMS



Dr. Marquita Barron, Director of Training & Development:

More than ever, this is a time to ensure that teams stay connected and engaged. A simple way to stay connected and get to know more about your team members is to schedule a **once-a-week virtual lunch**. Here are some tips to make this happen:

- Schedule each luncheon as a [Zoom](#) meeting on an agreed upon day of the week.
- Establish a theme for your lunch (e.g. talk about what is for lunch and recipe for how it's made, a favorite vacation and/or spot, if you could be an animal then what would it be and why, etc.).
- If the team is too large, just schedule individual small group lunches instead.
 - Place all member names into a bucket, hat, etc. and then draw names to determine groups.
 - Each group should have their own Zoom meeting scheduled.
- Be as creative as you like to make it fun!



FOR MANAGERS



Rachel Green, Director of Employee Relations and EEO:

Managing and being managed in this new remote environment takes lot of flexibility, communication and patience. There are numerous tips available - here is one to help you get started.

TIP #1: Get 3 Agreements

The most important thing you need to do as a remote team leader is to get agreement (i.e., set expectations) on three things. People feel far away from each other not because of the number of physical miles, but rather by the amount of time—the delay—it takes to get answer from someone. People feel “close” when communication is predictable—not necessarily fast, just predictable.

So the three agreements are:

- What are the normal working hours for the team? When will the workday begin, and when will it end?
- How long will it take to get back to each other? If we reach out with a question, should I expect an answer immediately? Within an hour? By the end of the day? And will this change based on communication channel? Is it OK to respond to internal emails by the end of the day, but if I call you, it means it's urgent and you should pick or call me back as soon as possible?
- How will we notify each other when will be unavailable and unable to meet these expectations (e.g., out at a doctor's appointment)? Will we just let the boss know? Or do we send a team email? Or use a shared calendar?

<https://www.forbes.com/sites/kevinkruse/2020/03/10/managing-remote-employees/#2a29846269c3>

How have you been keeping WELL while working?



Lauren Franzen, Director of HR Management Services: Norse Knowledge

You've got a unique set of skills, knowledge and experience that makes you an asset to NKU. Your expertise is a powerful gift that deserves to be shared. Share your tips with Norse Nation on how you are adjusting to your new work environment whether at home or as part of our current campus presence.



Emily Rudd, Senior Coordinator of Admin, College of Business

"One tip I have in working from home is to stand up every 20-30 minutes, walk away from the computer, and stretch for 1-2 minutes while practicing deep breathing. This allows my eyes to rest, my muscles to relax, and helps me stay centered."



Do you have a tip you'd like to share?

Email us at HRCovid@nku.edu and we'll feature your tip in an upcoming newsletter!

Checkout NKU's [Facebook](#), [Twitter](#) and [Instagram](#) for other connections with colleagues and friends. Share your pictures and tag [#NKUHealthyAtHome](#).

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