

Standards for a Virtual Workplace




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Tips for Success

All non-speaker lines will be muted during the presentation.

Enter all questions in the chat box; it will be monitored as we move through the presentation.

Slides will be shared following the session.



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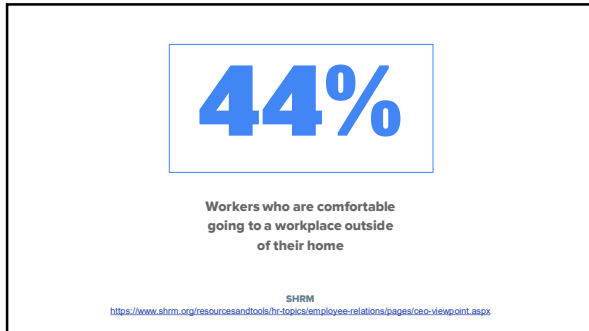
Hosted by Rogue Networking

[Robin Chapekis](#), SHRM-SCP, Founder and Consultant, SVELTE HR

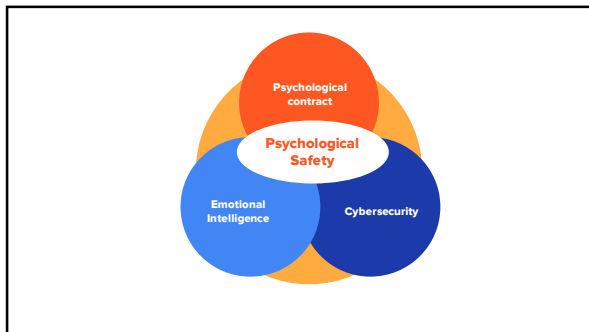
[Jon Isenberg](#), President, Elijah Information Technology

[Anne Bradley, MA, LPC](#), Campaign Manager, Leukemia & Lymphoma Society

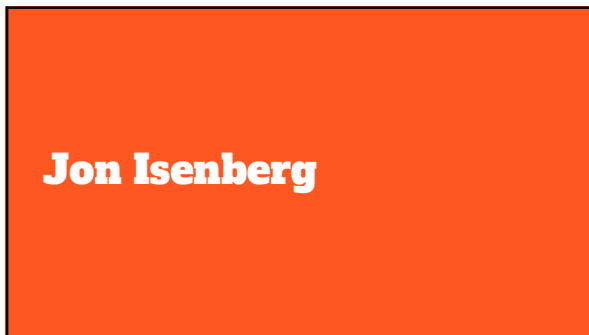
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Cybersecurity



Protection for those who Work at Home

With more companies advising employees to work at home during the COVID-19 pandemic, there is an increased chance that your company data could be compromised.

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Data Protection




Security software products are different

You need protection against:

- Malware
- Viruses
- Phishing
- Spam
- Ransomware

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Data Security



Did you ever think that you could lose your data?


Protect critical data from the common causes of data loss

Automatic cloud backup for your files, music, photos, tax returns, & more

Need a HIPAA compliant product

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Protect your Passwords



How often do you forget your passwords for your accounts?

Stop storing passwords in Excel

Solution for families

Use a Password Keeper

Print out master password for Estate Plan

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Physical Security



Your internet provider's modem has a Firewall, but it's turned off.

You need a physical device (Firewall) to protect against unwanted attacks on your network

Physical Wi-Fi device (Wireless Access Point) to protect your devices

Cyber attacks occur every 15 seconds in 2020 (on the average)

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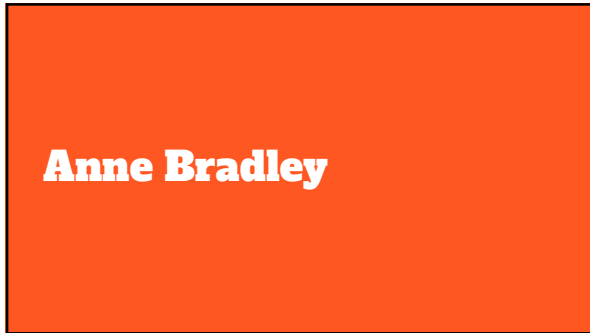
Key Considerations

Take a 5 step approach to protecting your data & network at home.

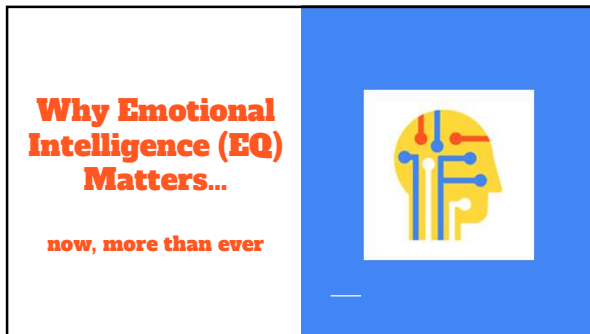


1. Data Protection
2. Data Security
3. Password Security
4. Firewall
5. Access Point

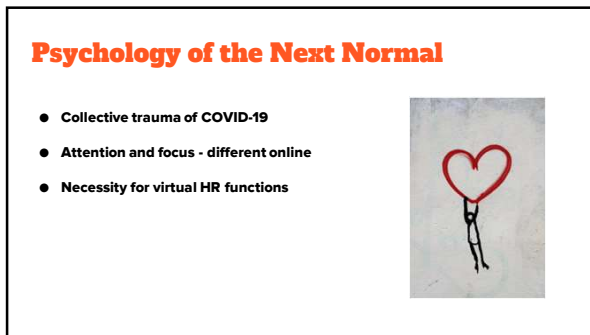
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But...why does EQ matter now?

- Keeps focus on content
- Maintains employee perceptions of stability and trust in uncertain time
- When employees are emotional, or you are emotional, good etiquette can provide structure to fall back on, a feeling of control, and decrease resentment/frustration



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But...why does EQ matter to HR?

- Presents professional image for self & company
- Eases workers into new/next ways of working
- IMPORTANT – BE OPEN AND TRANSPARENT
 - Err on this side – fear and anxiety are reduced by facts and this builds trust
 - Even when you don't know for sure, TELL YOUR PEOPLE YOU DON'T KNOW



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Before the meeting...

FOCUS:

- Getting prepared
- Limiting distractions



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During the meeting...

FOCUS:

- Sticking to boundaries
- Keeping it focused



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After the meeting...

FOCUS:

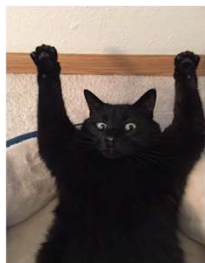
- Providing takeaways
- Following up



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Dealing With Distractions

- Address right at the top of meeting, and inject some humor!
 - "Don't take your laptop to the bathroom!"
 - Kids and pets
 - Noise and distractions (i.e. construction, lawn mowers, router malfunctions, etc)
- Monitoring your own reactions
- Start from the mindset – everyone is doing their best at this moment
 - Control what you control
 - Try to have some fun



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Key Takeaways

- Start with the lens of COVID as collective trauma
 - Approach others with empathy
 - Look to yourself and your emotions first, and consistently monitor your reactions
 - Allow time/space for COVID discussion, as appropriate
 - Meet people where they're at
 - Have a post-meeting plan to deal with emotions/reactions of employees
- Approach meeting etiquette as necessary to efficacy
 - Make sure your meeting is necessary, time-limited, and has an agenda
 - Consider your setting, lighting, and clothing
 - Be mindful of your audio and video, and that of your participants
 - Ensure timely, comprehensive follow up to enhance comprehension
- Everyone is doing their best right now - etiquette can help!

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Questions?

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Hosted by Rogue Networking.

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Rogue Next Normal Learning Series

Thursdays at 12 noon eastern through the end of June 2020

May 21 Returning to Work Expectations and Technology

May 28 Returning to Work Space Design and Features

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