

RemoteWorkQ

Individual Remote Working Competency Assessment

Understand the
remote work
behaviours of your
team

With a quick & easy ten-
minute questionnaire

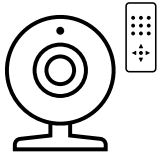
Identify the remote
working styles of
your team
members

To reveal natural
strengths & development
areas

Develop a plan to
maintain and
improve team
performance

With personalised ideas
for team members &
managers

Build trust and protect business by supporting people



The Individual RemoteWorkQ Competency Assessment empowers managers to get to grips with remote working in their teams. It helps managers develop better team performance by maintaining trust with their people.



This ten-minute individual assessment measures the three competencies that are critical to remote working – the things that determine how effective team members are likely to be, based on their typical preferences and approaches to work. The assessment is optimised to be completed on mobile devices and works wherever there is internet connectivity.



Employees receive their own personalised report, showing how they can help themselves best adapt to remote working. Manager reports are also available – these outline what support and management style will help employees be their best.



Quickly identify the remote working styles of your team members and develop a plan to improve team performance. Move from simply surviving the new normal to thriving as a team.

Three competencies are critical to remote working




Isolation is common for many remote workers and can quickly lead to a reduction in motivation at work. Establishing social connections, maintaining open communication, and building strong cooperative working relationships will help deal with these in a remote work environment and help maintain the levels of motivation needed.

On the other hand, some remote workers are more productive than those working in offices, happy to be working independently, managing their time efficiently, and staying focused on tasks – all skills that are critical to remaining productive in a remote work environment.

Engagement is increased when workers have opportunities to learn new skills and use those skills to meet challenging goals. Being flexible, willing to take initiative, and looking for opportunities to improve performance are important capabilities to thrive in a remote work environment.


Personalised reports for team members and managers

Simple reports, available on demand



RemoteWorkQ

Manager Report



Name
Mr. AFM007 AFM007

Date
April 17, 2020

Clear results and areas to focus on

Summary of overall competency rating

Below is a summary table of AFM007 AFM007's ratings for each of the RemoteWorkQ competencies. In the detailed section of this report you can find the definition of each of the competency titles.

Area	Competency	Competency ratings
Work Relationships	Maintaining Good Working Relationships	<div style="width: 100%; height: 10px; background-color: #003366;"></div>
	Offering Help	<div style="width: 100%; height: 10px; background-color: #003366;"></div>
Work Habits	Working Autonomously	<div style="width: 75%; height: 10px; background-color: #0099cc;"></div>
	Using Time Efficiently	<div style="width: 50%; height: 10px; background-color: #0099cc;"></div>
	Staying Focused	<div style="width: 25%; height: 10px; background-color: #0099cc;"></div>
Self-Development and Well-Being	Adapting to Change	<div style="width: 75%; height: 10px; background-color: #0099cc;"></div>
	Focusing on Self-Development	<div style="width: 75%; height: 10px; background-color: #0099cc;"></div>
	Taking Action	<div style="width: 50%; height: 10px; background-color: #0099cc;"></div>

Mr. AFM007 AFM007 RemoteWorkQ Manager Report April 17, 2020

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Practical advice about how to improve

Communicating Using Technology

The ability to communicate using technology is an important part of maintaining work relationships in a remote work environment. This section provides tips relevant to anyone working remotely for effectively using technology to communicate with others.

- Establish team standards for electronic communication such as when to use email versus instant messaging, or when to use bullet points rather than full text.
- Ensure that your team has enough internet bandwidth to handle streaming communications at their work locations.
- If available, encourage the use of video calls to help your team stay connected through face-to-face interactions.
- Adopt a common platform for conducting virtual team meetings as well as for smaller group collaboration.
- Create a structured, central location for saving files used by all team members.
- Ensure that your team has permissions needed to access common team directories.
- Ensure that your team has appropriate training on presentation tools.

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