

Remotely

Let's face it, motivating and keeping your team on track while working remotely can be a challenge. For students on placements or work-terms it is also a time where they may feel unsure about how to connect and contribute to the team in a meaningful way. With a little effort and intent on, supervising a student while working remotely can be a very rewarding experience for all. Below are some tips to help get you started.

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- Start the day off on the right foot with regular morning meetings to set the tone for the day.
- Follow-up in the afternoon with a meeting to help answer questions and discuss any obstacles the student may be facing.
- Ensure lines of communication are open throughout the day (if not by phone, through live chat or email). This does not mean micromanage – give the student the opportunity to learn, be successful and take ownership of the tasks/projects you have set out for them, however be there to support the student when things trip them up.
- Provide on-going feedback and guidance to ensure the student is on the right track and feels supported.



work-from-home arrangement. There are many affordable project management tools available online including Planner available through Microsoft 365.