



Maryland State Geographic Information Committee
A commitment to excellence in the development and coordination of geographic information technologies.

Work from Home Etiquette

MSGIC Lunch and Learn
Session 1 of 5
April 8, 2020

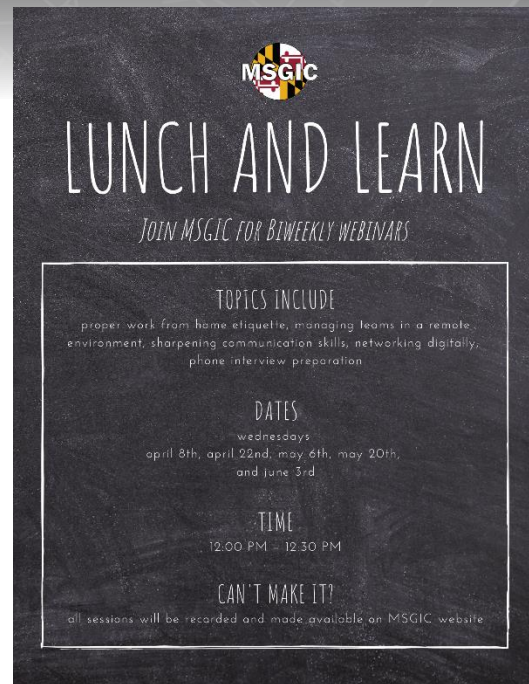


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• MSGIC LUNCH AND LEARN SERIES

- Five 30-minute lunchtime sessions
- Every other Wednesday starting April 8th
- Topics include:
 - Work from Home Etiquette
 - Managing Teams in a Remote Environment
 - Sharpening Communication Skills
 - Networking Digitally
 - Phone Interview Preparation





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- **SPEAKER: ANTHONY DOWELL**

- Dept. Manager, GIS & Asset Management, AECOM
- Adjunct Faculty, MACEM&PS, Frederick Community College
- MSGIC Education Subcommittee Chair
- 10 years+ of remote work experience





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- KEYS TO REMOTE WORK SUCCESS

- Communication
- Setting up a work space
- Defining a work schedule
- Participating in meetings
- Hosting/leading meetings



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- **COMMUNICATION**

- Overcommunicate
 - With the right people, through the right channels
 - Provide regular progress/status updates
 - “Clock in” and “clock out”
- Be honest and transparent regarding your challenges
 - Ask for help when needed
- Maintain professionalism in all communications



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- COMMUNICATIONS (CONT.)

- Email
 - Keep it short, keep it simple
 - Proofread!
- Messaging/chat applications
 - Leverage instant messaging when possible
 - Respect “do not disturb status”
- Acknowledge message receipt
- Consider what is the best (or most appropriate) method



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- **SETTING UP A WORK SPACE**
 - Find a dedicated workspace, whenever possible
 - Distance yourself from distractions
 - Have the appropriate technology/equipment
 - Audio: headset, speakers, etc.
 - Visual: camera, extra monitor(s)
 - Consider ergonomics



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- **DEFINING A WORK SCHEDULE**
 - Develop/maintain a routine
 - Be clear and communicative on schedule
 - Define working hours
 - “Clock in” and “clock out”
 - Set aside distraction free time
 - Use your calendar – and keep it up to date!
 - Take time for yourself during the day



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- PARTICIPATING IN MEETINGS
 - Mute your line!
 - Check your tech
 - Review the meeting details in advance
 - Arrive early, test audio and/or video
 - Mute your line!
 - Introduce yourself before speaking
 - Be upfront about any potential interruptions
 - Avoid multitasking



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- VIDEO CONFERENCING
 - Dress
 - Not necessarily formal, but professional
 - Know your audience
 - Check your camera, framing and lighting
 - Be aware of your surroundings
 - Get comfortable with the camera
 - Avoid multitasking



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- **HOSTING/LEADING MEETINGS**

- Check calendars, be mindful of time differences
- Arrive early, test audio and/or video
- Have an agenda, and stick to it
- Try to stay within the scheduled time
- Use the leader or host code to help manage attendees & security, and limit lost time



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Questions?