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design worldwide partnership

dwp | remote good work practices

Dear dwp

As you are aware several dwp studios have now begun to work remotely due to government requirements. We hope that this is a short term situation however we have in place the systems, leadership and superb teams to weather the challenges.

It is our collective commitment to continue to deliver the best design, on time and on budget to our clients who are also facing great difficulties. However, in doing so we must ensure we are conscious of our own and our families health and wellbeing.

If you are required to undertake dwp|remote work then please ensure you are familiar with the dwp|remote portal https://sites.google.com/dwp.com/dwphome/remote
This one link will provide you all the information you need to work remotely.

However, working remotely is different from working in your dwp office. We have sought advice as to how to make remote work more efficient and enjoyable and ensure that you and your family are not 'strained' by the new working environment. So here are the 7 dwp|remote healthy work tips;

- Don't change your routine.   Wake at the same time and get prepared. Have your morning coffee, tea or Kefir yogurt as you do every morning. It's really important to ensure your start the day emphatically.   You may dislike your daily commute to work each day but your are outside and your are on the move. Working remotely that may not be the case so, up and at em!!

- Try to find a quiet place to work where you are apart from the day to day home life. It's important to ensure you have a good work environment where you can focus and keep the separation of work and private life. Set the boundaries at home and ask others to respect them.

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- Clock in and out of work every time. Just like at your dwp studio, log in at 08:30 and start the day. Send a note to your colleagues on the dwp_XX_remote group via hangout. Remember, we are a project team based business so touching base in the morning is important. Let your colleagues know that you're well and 'on call'.

- With your studio or sector managers set specific targets for each and every day. It's so easy to be distracted and fall behind while working remotely. It's a real challenge given the different working environment. Don't eat into your private time, remember you need to keep work and your private life separate so set the targets and knock them out on time every time.

- Take a fixed lunch break just as you do in the office. Yes take your break at the same time as usual and try to stick to it. Try to make sure you go outside or have discussions with someone. While working remotely, and particularly if you are alone, it is possible to feel isolated. You may not realise it, but that break to have lunch, the chat with colleagues while getting a coffee, will be missed. So be aware and take the time and plan your lunch breaks.

- End the day on dwp|remote hangout group chat. Like your morning check in, doing so at night helps 'end' the day for you. It's also a time where you can reconfirm that not only have the daily targets been achieved, but that you and yours are well.

- Finally be aware that people will be working in very different environments and thus handle working remotely differently. You will need to be aware and support each other during this time. A kind word, email, chat, photo can lift someone's spirits immeasurably. Stay positive!

I hope the above is of some help or has provided you with some ideas. Things will be different but I remain confident that dwp|remote will be a success for us and our clients.

Yours sincerely,

Brenton Mauriello
Chief Executive Officer