



Work From Home Webinar & Discussion

24th Apr 2020

Who am I?

- Thanh Nguyen – Deputy Head of Delivery - thanh.nguyen1@trginternational.com
- 16 years with TRG International – more than 100 TRGers in multiple cities and countries
- Everyday - Communicate with Customers / BOD / Team Leaders / Consultants, who are all around the world!
- #WFH for 5 weeks since March 2020



Thanh Nguyen
Deputy Head of Delivery

Agenda

1. Some personal tips to help #WFH
2. Discussion about #WFH

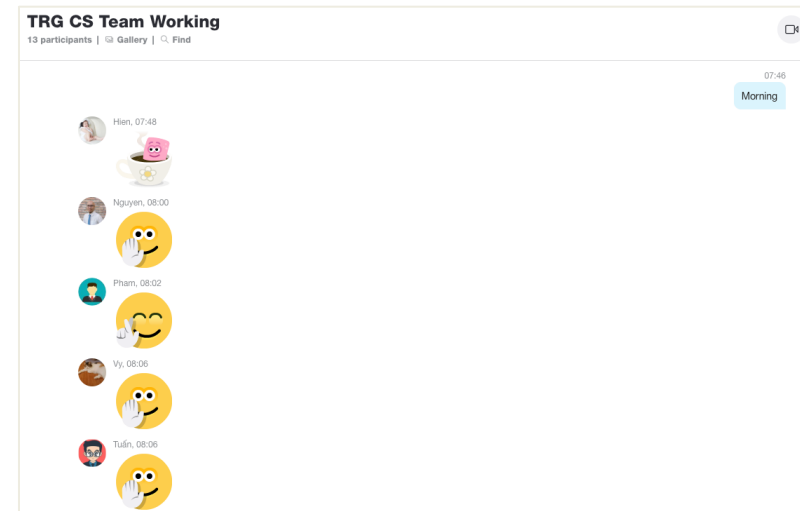
Disclaimer

- My personal observations 😊
- No particular order
- I'm working on IT industry

#WFH Tips

#1: Keep yourself to regular work hours

- Follow your org standard working hour
- Checking & Checkout Round
- Time Zone & Expectation
- Find the most productive times
- Respect the freedom!



#WFH Tips

#2: Results rather than attendance (for leaders)

- Focus on the work results, milestones and deadline
- #FourClearPrinciple: Clear scope / Clear schedule / Clear deadline / Clear expectation
- Always has plan B and backup plan
- Give you people flexible working time but make sure they understand the deadline

#WFH Tips

#3: Schedule your personal works

- Identify your daily personal works in advance and schedule it
- Its OK to do personal works during regular working hours but be careful
- Separate personal works with business



#WFH Tips

#4: Create an at-home office

- All the equipment and tools you need
- Nice and comfortable working area
- Inspiring working corner
- Ask for support from company
- Speaker and Webcam!



#WFH Tips

#5: No roomies allowed

- Boundary: no kids, pets and spouse
- Meet outside of your working corner, schedule for this
- Have someone to help with this as much as you can



#WFH Tips

#6: Communication

- Try to increase direct, verbal communication like call, video conference rather than email
- Daily Stand-Up meeting



#WFH Tips

#7: Breaks and Enjoy #WFH

- Make sure you stand up for some breaks, set alarms if required (Apple Watch!)
- Human contact
- Enjoy new things of #WFH
- Dress up or dress comfortable?



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TRG – Next Webinar

- 27/4 - How do I use IDM (Infor OS)? (V)
- 29/4 - How to lead a virtual team? (V)