

Coping with the Crisis – Checklist 9

Training staff remotely

The Covid-19 crisis has made it (almost) impossible to train new or existing staff face-to-face. However, we are all learning how to manage remotely. Keeping your team's skills and learning up to date is as important as ever, arguably more so as working on your own from home can be demotivating and potentially de-skilling. Furloughed employees are also able to engage in training, as long as doing so does not provide services to, or generate revenue for, or on behalf of your company. Here are a few points to consider.

Key things to know	Have you...	
Can everyone log into remote learning? What internet access do they have? Consider what you need to do if some people cannot access video calls.	Checked your team's video call accessibility?	<input type="checkbox"/>
Don't let reviews fall behind. The reviews are an ideal opportunity to discuss the next 12 months as well as looking at how an individual has managed over the last few months.	Kept your team's annual reviews up to date?	<input type="checkbox"/>
Make sure your teams aren't falling behind with their annual refreshers. Most of these are easily delivered via Zoom, Microsoft Teams and others. There are also many organisations where you can buy off-the-shelf on-line training	Carried out statutory and mandatory training e.g. annual health and safety, equalities and diversity, safeguarding, information security updates?	<input type="checkbox"/>
Consider your statutory and mandatory training units. Encourage line managers/training managers (and yourself!) to provide remote and on-line training so that new starters can get to work. Don't forget to record training completed.	Recruited new staff and want to make sure their induction period is started/completed	<input type="checkbox"/>

There is a plethora of on-line training courses available, some of which are free or minimum cost and could be a good way of keeping staff engaged and progressing, particularly furloughed teams.

Investigated what on-line training is available which would support continuous learning?

Make sure your teams are skilled and prepared to continue working remotely as this period of uncertainty persists. Teams will return to premises soon but you may be considering working from home and from the office.

Asked your teams what training would help them if, in the future, they need to work remotely with clients, each other?

Sources of further support

DSC in house services

<https://www.dsc.org.uk/training/in-house-training/>

DSC training courses

<https://www.dsc.org.uk/training/>

Eventbrite

<https://www.eventbrite.co.uk/d/online/events/>

This Coping with the Crisis Checklist is part of a series, visit www.dsc.org.uk/crisischecklists for more