

## GOAL

- I would like to talk to you today about your performance while working from home.
- I would like to discuss and agree a structure that will help you to work effectively from home.

## WAY FORWARD

### M.A.P.

- What action(s) do you need to take and by when?
- How will you communicate and share your chosen plan with others?
- What will your next working from home day be like? How will that be different from previously?
- What support/ help do you need from me to enable you work more effectively from home?
- How can we keep track of and evaluate the changes in your performance when working from home?
- At what point will you be happy with your performance when working from home?
- How can we celebrate once your goal is achieved?

## REALITY

### NOW

- How would you rate your performance when working from home?
- How does this compare to working at the office?
- How does working from home affect your work?
- Where and how do you work when working from home?
- How do you keep track of your time and goals when working from home?
- How easy do you find it to maintain motivation when working from home?
- How do you maintain contact with colleagues when working from home?
- How does the reduced social interaction when working from home affect you?
- What additional tools do you need to make you more effective when working from home?
- As your manager, what am I doing/not doing right to support you when working from home?

### CHOICE

- What could make working from home easier for you?
- What could you do to work more effectively from home?
- How can I support you in working more effectively from home?
- How could your other colleagues support your in working more effectively from home?
- Who else might you need to involve / have a conversation with about your performance when working from home?
- What routines could you set up for yourself to work more effectively from home?
- How else could you keep track of your time and tasks when working from home?
- How could you maintain your motivation better when working from home?
- Is working from home the right option for you? *(Note: only ask if there is an alternative available)*

## OPTION