POTENTIAL TELEWORK IDEAS

For Employees

- Update desk procedures to reflect processes that have changed
- Review and update policies to reflect recent modifications in unit/program
- Review applicable State Administrative Manual sections and summarize relevant sections for inclusion in desk procedures, etc.
- Review applicable California Department of Human Resources Manual sections and develop trainings for new staff, new desk procedures, etc.
- Review applicable Department Operations Manual (DOM) sections and document how they apply to unit/program
- Assess applicable DOM sections and propose necessary updates
- Review applicable Title 15 sections
- Attend CalHR YouTube training
- Attend DGS online training
- Update forms based on current unit/program use
- Convert hard copy forms to electronic fillable forms
- For newer staff, review the CDCR/CCHCS website and become familiar with the Departments
- Work on professional Individual Development Plan and goals
- Think of ways to streamline work or develop ideas that can improve processes or control – write up a proposal
- Attend committees/workgroups via teleconference
- Develop updated website/Lifeline content

For Managers

- Catch up on Annual Performance reviews
- Update out-of-date duty statements
- Assess current procedures, policies, etc. – determine what staff can update
- Create needed training for unit/program
- Develop telework plans for staff
- Read Leadership/Career development books and create a summary for staff
- Conduct research on how to build teams and provide support remotely
- Plan team building days or exercises for when in-person meetings can be held
- Review staff work and documents for accuracy and completion
- Conduct staff meetings via teleconference (1:1 and team)
- Conduct interviews via teleconference

FREE MINI WEBINARS FROM CPS HR CONSULTING

CPS HR Consulting is delivering a series of five 30-minute webinars to show you how to succeed as an employee and as a manager in these unprecedented times of working remotely.

6 Things You Can Expect When Working Remotely

March 25 | 9:00 a.m. PDT

6 Things You Can Expect When Managing Remotely

March 27 | 10:00 a.m. PDT

6 Strategies to Manage Your Time When Working from Home

March 27 | 1:00 p.m. PDT

6 Activities to Improve Your Success Working from Home

March 30 | 1:00 p.m. PDT

6 Ways to Set Expectations for Your Employees Who are Working from Home

April 1 | 11:00 a.m. PDT

Check out the lineup and register today!

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CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

CALIFORNIA DEPARTMENT of CORRECTIONS AND REHABILITATION