




PAYROLL *PRO*

Facilitator Guide: Virtual Instructor-Led Training

Session One

Facilitator's Guide - Remote Ready: Empowering You in the Virtual Work Environment

 PAYROLL PRO		
Title	<ul style="list-style-type: none"> Facilitator's Guide Remote Ready: Empowering You in the Virtual Work Environment 	
Session #	<ul style="list-style-type: none"> Session 1 (stand-alone) 	
Training Modality	<ul style="list-style-type: none"> Virtual, Instructor-Led (vILT) 	
Length	<ul style="list-style-type: none"> 1 hour, 15 minutes (75 minutes) 	

Producer: Pre-Work	<ul style="list-style-type: none"> Locate and have available welcoming background music to play (Slide 1) There is a Mentimeter poll that needs to be set up in advance (Slide 3). Locate and have available soothing, calming background music to play (Slide 21). There is a Zoom Whiteboard that needs to be set up in advance (Slide 33). There is a Training Evaluation form (Google Form) that is provided in this training (Slide 35). 	
	<ul style="list-style-type: none"> Slide 1 <ul style="list-style-type: none"> Locate welcoming background music to play as learners enter the course. Slide 3 <ul style="list-style-type: none"> Create a poll in Mentimeter. http://www.mentimeter.com Add the user code to the Slide 3 <ul style="list-style-type: none"> What is your experience in working remotely? <ul style="list-style-type: none"> I have only worked remotely 	

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	<ul style="list-style-type: none"> • I have worked in a remote environment • I have worked in a hybrid environment • This is my first time working remotely ▪ Share link to Mentimeter poll and the User Code in the chat and display the results on the screen. <ul style="list-style-type: none"> • Slide 21 <ul style="list-style-type: none"> ○ Locate calming, soothing background music to play during Energizer Break. • Slide 33 <ul style="list-style-type: none"> ○ Create a Whiteboard in Zoom <ul style="list-style-type: none"> ▪ Post two discussion prompts; one at top and one about halfway down the whiteboard. (Make text bold/prominent) <ul style="list-style-type: none"> • What stood out to you in this training? • Share one takeaway that you envision applying in your daily work routine? • Slide 35 <ul style="list-style-type: none"> ○ Training Evaluation Google Doc ○ At the end of the training (Slide 35) you will post the link to the Google Form (training evaluation) in the chat for learners to complete. ○ Continue to monitor the chat for any questions related to the completion of the evaluation. 	
	<ul style="list-style-type: none"> • Open Zoom Call • Monitor the waiting room to admit participants. 	
	<ul style="list-style-type: none"> • Ensure that Zoom Chat panel is visible 	
	<ul style="list-style-type: none"> • Monitor the chat throughout the course and answer any questions you are able; call the Facilitator's attention to questions you are unable to answer. 	
Facilitator Pre-Work:	<ul style="list-style-type: none"> • This guide was developed for the purposes of delivering this course via Zoom video conferencing. 	
	<ul style="list-style-type: none"> • Open the PowerPoint file associated with this guide. 	

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	<ul style="list-style-type: none"> Review the entire presentation in advance to familiarize yourself with the content, activities, links, flow, transitions, and animations on each slide. <ul style="list-style-type: none"> Note that some animations are programmed after previous, while others require you to click to trigger the animation. 	
	<ul style="list-style-type: none"> Slide 12 contains a link to the Occupational Safety and Health Administration on the topic of Ergonomics. <ul style="list-style-type: none"> Review this website for highlights and talking points. 	
	<ul style="list-style-type: none"> Share the PowerPoint application and ensure that the Zoom attendees and chat panels are visible. 	
	<ul style="list-style-type: none"> Record the session. 	
	<ul style="list-style-type: none"> Some key talking points and questions are included in this guide but be prepared to add your own commentary and question as well. 	
	<ul style="list-style-type: none"> Aim towards getting a response from the learner(s) at least once every five minutes to ensure engagement and encourage learners to follow along closely. Examples of these types of responses have been noted using ASK. Be aware of distributing your learner callouts and selections to call on a variety of learners who volunteer and provide chat responses to as to ensure a wide range of responses and participation. 	
	<ul style="list-style-type: none"> Zoom Tools: <ul style="list-style-type: none"> Video Record Chat Raise Hand Reactions Whiteboard 	

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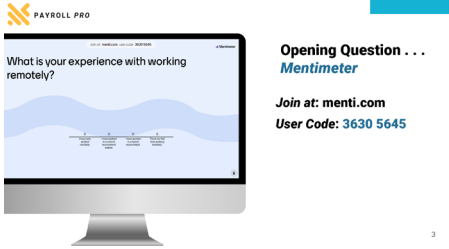
Session Overview			
Slides	Approximate Timing	Topic	
1 - 7	13 min	Introduction	
8 – 15	14 min	Part I: Setting Up Your Workspace	
16 - 20	11 min	Part II: Establishing a Routine	
21	3 min	Energizer Break	
22 – 27	10 min	Part III: Staying Connected with Colleagues	
28 - 31	11 min	Part IV: Maintaining Work-Life Balance	
32 - 36	13 min	Part V: Conclusion/Wrap Up	
Total:	75 mins		

Session Outline			
Slide# Duration	Slide	Facilitator Notes	Producer Notes
1 2 mins	Opening slide/title slide 	DO: <ul style="list-style-type: none"> Share this slide for learners to see once they have logged on. Welcome learners. Introduce yourself [Insert your introduction here, include your name, title, tenure with Payroll Pros, what your role entails, and a brief summary of your experience with Payroll Pros.] 	DO: <ul style="list-style-type: none"> Assign the facilitator as a co-host for Zoom Enable the share screen function to display presentation for all participants Check in on facilitator for readiness



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		<ul style="list-style-type: none"> Remind learners that the session will be recorded and will be available for their review at the end of the training. In addition, I will share this slide deck with you as we've incorporated resource links for you reference. <p>[Advance slide]</p>	<ul style="list-style-type: none"> Share computer sound and play welcoming background music Greet learners as they enter the course Monitor chat for questions
2 1 mins	<p>Welcome to the Team!</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Welcome to the Payroll Pros team! We are thrilled to have each and every one of you on board, and we wanted to take a moment to extend a warm virtual welcome to all. At Payroll Pros, we truly value our employees. You are the backbone of our organization, and we recognize the vital role you play in our mission to streamline the payroll process. We firmly believe that our success as a company is directly tied to the success and well-being of our team. Today, we will be discussing how to ways to get you "Remote Ready" and empower you in the Payroll Pros virtual work environment. <p>[Advance slide]</p>	

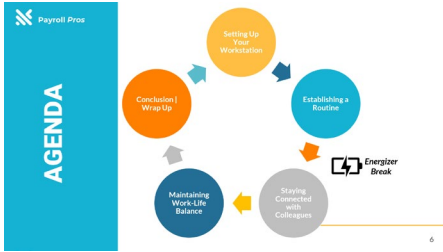
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<p>3 2 mins</p>	<p>Mentimeter Poll</p>  <p>Opening Question . . . Mentimeter</p> <p>Join at: menti.com User Code: 3630 5645</p>	<p>DO:</p> <ul style="list-style-type: none">Click link to Mentimeter Poll page (previously set up) and share with learners. <p>SAY:</p> <ul style="list-style-type: none">Before we start our session today, I'd like to gain an understanding of your experiences in remote work environments. Using either your phone or your computer, please head on over to Mentimeter at menti.com, enter the User Code that is displayed on the screen and respond to the following question.The question is: What is your experience working remotely, read off possible responses:<ul style="list-style-type: none">I have only worked remotely.I have worked in a remote environment before.I have worked in a hybrid environment.This is my first time working remotely.Choose the answer that best fits your experience. <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none">Post Mentimeter link and User Code in the chatMonitor chat for any questions
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<p>4 2 mins</p>	<p>Mentimeter Poll Results</p>  <p>Mentimeter Results/switch screenshare to second monitor showing results.</p>	<p>DO:</p> <ul style="list-style-type: none"> Discuss the results of the poll based on learner responses. <p>[Advance slide]</p>	<p>DO:</p> <p>Continue to monitor chat</p> <ul style="list-style-type: none"> Share the Mentimeter results screen Close out sharing when discussion is complete
<p>5 3 mins</p>	<p>Housekeeping</p>  <p>A collage of images related to virtual work: a laptop with a video conference, a woman smiling, hands raised, and a sign that says 'RESPECT'.</p>	<p>SAY:</p> <ul style="list-style-type: none"> To ensure the best outcome from this training, I'd like to share a few housekeeping items. I ask that you turn on your web camera so that I am able to see you and get a sense that you understand all aspects of this training. Mute Your Mic: Please mute your mic when you are not talking to cut down on background noise. Questions: If you have a question, please post your question in the Chat and my co-host [name] will monitor and respond to your questions as they arise. The chat will also be used for responding to prompts and activities as we move through the training. Please refrain from using it as a way to message between one another during our time so that your questions and responses can be monitored. 	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat


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		<ul style="list-style-type: none"> As always, we ask that everyone is respectful in all ways at all times during the session and be aware of what we call “sharing the air”, so that everyone has equal time in sharing ideas, comments, and questions. <p>[Advance slide]</p>	
6 1 min	<p>Agenda</p> 	<p>SAY:</p> <ul style="list-style-type: none"> This training will take approximately one hour to complete, and it includes four major components: <ul style="list-style-type: none"> Setting Up Your Workstation Establishing a Routine Energizer Break – where we’ll take a few minutes for a screen break and to re-energize ourselves. Staying Connected with Colleagues Maintaining Work-life Balance And a Conclusion/Wrap Up <p>ASK:</p> <ul style="list-style-type: none"> Any Questions so far? <p>DO:</p> <ul style="list-style-type: none"> Scan the meeting room for any questions. <p>SAY:</p> <ul style="list-style-type: none"> Ok, let’s get going! <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat





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<p>7 2 min</p>	<p>Objectives</p> 	<p>SAY:</p> <ul style="list-style-type: none"> ▪ The objectives of this training are: ▪ [Read the objectives as they enter the screen through click animation] <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat
<p>8 <30 sec</p>	<p>01 - Setting Up Your Workspace</p> 	<p>SAY:</p> <ul style="list-style-type: none"> ▪ The most important aspect of working from home is setting up your workspace. A key reason for this is to establish a productive and efficient work environment. <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat
<p>9 3 mins</p>	<p>Scenario 1: Meet Rebecca!</p> 	<p>SAY:</p> <ul style="list-style-type: none"> ▪ Meet Rebecca. Rebecca is a marketing professional who recently transitioned to remote work. She's excited about the flexibility and freedom it offers, but she's struggling to set up an effective home office ▪ Rebecca has just moved into a new apartment and has a spare room that she wants to convert into her home office. She envisions a comfortable and productive workspace where she can focus on her tasks and attend virtual meetings without distractions. However, she 	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat ▪ Help learners with hand raise feature

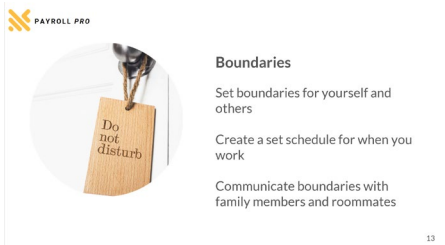
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		<p>faces several challenges along the way.</p> <p>ASK:</p> <p>May I ask for a volunteer to share one challenge that you think Rebecca may face? Please use the raise hand feature.</p> <p>[Call on one learner to unmute to gain their responses and discuss briefly]</p> <p>[Advance slide]</p>	
<p>10 1 min</p>	<p>Elements of Setting Up Your Workspace</p>  <p>The infographic is titled 'Elements to Setting Up Your Workspace'. It features a circular flow of four steps, each with an icon and a label: 1. Designated Workspace (icon of a desk with a laptop), 2. Ergonomic Considerations (icon of a person sitting at a desk with a laptop), 3. Setting Boundaries (icon of a person standing at a desk with a laptop), and 4. Minimize Distractions (icon of a person at a desk with a laptop and a 'do not disturb' sign). The steps are connected by arrows in a clockwise cycle. The number '10' is visible in the bottom right corner of the infographic.</p>	<p>SAY:</p> <ul style="list-style-type: none"> There are several elements to consider when setting your workspace: <ul style="list-style-type: none"> Creating a designated workspace Ergonomic Consideration – to stay healthy. Setting Boundaries Minimizing Distractions <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat
<p>11 1 min</p>	<p>Designated Workspace</p>	<p>SAY:</p> <ul style="list-style-type: none"> It is important to locate a space within your home that is designated for your work activities, and it is your own space. By having a designed workspace, you 	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat





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	  <p>Designated Workspace</p> <p>Create your own space.</p> <p>Create separation between your personal life and your work life.</p> <p>Add touches to make it comfortable and inviting.</p> <p>11</p>	<ul style="list-style-type: none"> ○ Create separation between your personal and work life which leads to better work-life balance. ○ Adding touches make it comfortable, warm, and inviting – making it pleasant to perform your duties and responsibilities each day. <p>[Advance slide]</p>	
<p>12 3 mins</p>	<p>Ergonomics</p>  <p>Ergonomics</p> <p>Desk height considerations</p> <p>Chair selection</p> <p>Good lighting</p> <p>Assistive technologies</p> <p>Resource: LINK</p>  <p>12</p>	<p>SAY:</p> <ul style="list-style-type: none"> ▪ Another important consideration when setting up your workspace is to consider the ergonomics of your workstation. ▪ Ergonomics is the science and practice of designing and arranging the physical environment, tools, equipment, and tasks in a way that optimizes human well-being and performance. ▪ Ergonomics considers such factors as: <ul style="list-style-type: none"> ○ Desk height considerations ○ Chair selection ○ Lighting ○ Assistive Technologies and more ○ Link: <p>DO:</p> <ul style="list-style-type: none"> ▪ Click the link to show learners the Payroll Pros SharePoint site dedicated to ergonomics, setting up a workspace as well as processes 	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat


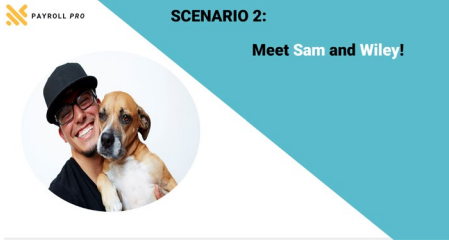
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		<p>and procedures to request equipment and receive reimbursement.</p> <p>ASK:</p> <ul style="list-style-type: none"> How are we doing so far? [Check in with audience and handle any questions or feedback] <p>[Advance slide]</p>	
<p>13 1 mins</p>	<p>Boundaries</p>  <p>Boundaries</p> <p>Set boundaries for yourself and others</p> <p>Create a set schedule for when you work</p> <p>Communicate boundaries with family members and roommates</p> <p>13</p>	<p>SAY:</p> <ul style="list-style-type: none"> Another element to consider is the importance of setting up boundaries for yourself and others who live in your home regarding your workday and your workspace. Some ideas include: <ul style="list-style-type: none"> Create a set schedule for when you work. Communicate boundaries with family members and roommates. Setting boundaries is crucial to maintain focus, productivity, and a healthy work-life balance while fostering respect. <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat


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<p>14</p> <p>1 min</p>	<p>Distractions</p>  <p>Distractions</p> <ul style="list-style-type: none"> Reduce distractions Place mobile device face down Turn off non-essential notifications Hold yourself accountable for your behavior and work schedule  <p>14</p>	<p>SAY:</p> <ul style="list-style-type: none"> ▪ The final element to consider when setting up your workspace is to consider possible distractions during your workday. By planning ahead for the possibilities of distractions, you are setting yourself up for success. ▪ Your goal is to: <ul style="list-style-type: none"> ○ Reduce distractions. You can do this by closing your door. ○ Placing a mobile device face down ○ Turn off non-essential notifications. ○ Hold yourself accountable for your behavior and your work schedule <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat
<p>15</p> <p>3 mins</p>	<p>Chat Check-In:</p>  <p>Chat Check-in:</p> <p>Which part of Setting Up Your Workspace will be the most challenging for you?</p>  <p>15</p>	<p>SAY:</p> <ul style="list-style-type: none"> ▪ Ok, it's time for a quick Chat Check-In ▪ Which part of Setting Up Your Workspace will be the most challenging for you and why? ▪ Take a moment to provide your response in the chat. ▪ Allow 1 minute for responses to come in. <p>DO:</p> <ul style="list-style-type: none"> ▪ Scan through responses, can read them out loud and comment. <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat

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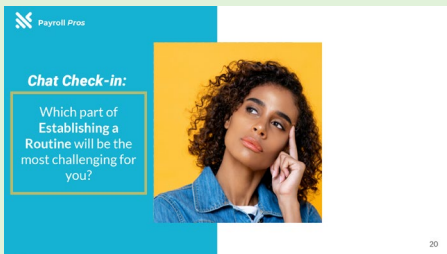
<p>16 <30 secs</p>	<p>02 – Establishing a Routine</p> 	<p>SAY:</p> <ul style="list-style-type: none"> ▪ The second major element of becoming remote ready is establishing a routine. ▪ Creating a routine when working from home is essential to establish structure, maintain productivity, and separate your work life from your home life. <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat
<p>17 3 mins.</p>	<p>Scenario 2: Meeting Sam and Wiley!</p> 	<p>SAY:</p> <ul style="list-style-type: none"> ▪ Let's meet Sam and Wiley! Sam is a dedicated software developer who recently transitioned to remote work. Sam is determined to maintain productivity and well-being. ▪ Sam likes to stick to schedule and does so by establishing a morning routine and prioritizing regular breaks. After careful consideration, Sam decides on a consistent work schedule from 8:30 am to 4:30 pm, aligning with his team's core hours. <p>ASK:</p> <ul style="list-style-type: none"> ▪ At Payroll Pros, our core team hours are 9 am to 3 pm. Consider what you might want your working schedule to look like. ▪ May I ask for a new volunteer to use the raise hand feature and share what they might like their working schedule to be and why? Remember, this is not set in stone but what schedule have you come up with so far? 	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat ▪ Help learners with hand raise feature

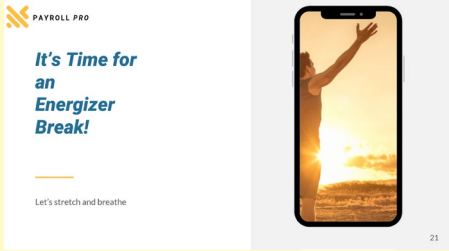
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		<p>[Provide feedback to learner response and thank learner]</p> <p>[Advance slide]</p>	
<p>18 2 mins</p>	<p>Statistics</p>  <p>Remote workers report:</p> <ul style="list-style-type: none"> 44% struggle with work-life balance <small>Source: Buffer</small> With a consistent routine, they experience better sleep quality and duration <small>Source: PLOS ONE</small> With a consistent routine, they experience higher levels of work-life balance <small>Source: Owl Labs</small> 	<p>SAY:</p> <ul style="list-style-type: none"> ▪ The impact of creating a consistent work routine has been the focus of many studies. ▪ Read through the click-animations (3) and discuss. ▪ According to a survey conducted by Buffer in 2020, 44% of remote workers reported struggling with work-life balance. Establishing a routine can help address this issue by creating clear boundaries between work and personal life. ▪ A study published in the journal PLOS ONE found that individuals who followed a consistent routine had better sleep quality and duration, improved mental health, and increased overall well-being. ▪ The American Psychological Association (APA) highlights that routines provide a sense of stability and control, reducing stress and promoting better mental health. ▪ A survey by Owl Labs revealed that remote workers who maintained a routine reported higher levels of job satisfaction and productivity compared to those without a routine. 	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat

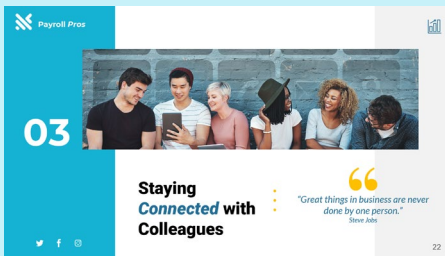

		<ul style="list-style-type: none"> These statistics emphasize the benefits of creating a routine while working from home and demonstrate the positive impact it can have on productivity, well-being, and work-life balance. <p>[Advance slide]</p>	
<p>19 2 mins</p>	<p>Benefits of Establishing a Routine</p> <p> PAYROLL PRO</p> <p>Benefits of establishing a routine:</p> <ul style="list-style-type: none"> Time Management Productivity Focus and discipline Mental well-being Work-life balance 	<p>SAY:</p> <ul style="list-style-type: none"> Creating a routine while working from home is important for several reasons: Productivity: Establishing a routine helps to structure your day and allocate time for different tasks. By following a consistent schedule, you can optimize your productivity and accomplish more. A routine also help to support time slots for work and breaks. Time management: Having a routine helps you manage your time effectively. By allocating specific hours for work, you can ensure that you dedicate sufficient time to complete your tasks, allowing for rest and rejuvenation, preventing burnout, and improving overall work-life balance. Mental well-being: Routines provide a sense of stability and predictability, which can reduce stress and anxiety. When working from home, it's easy for work and personal life to blend together, leading to longer working hours and potential overwhelm. A well-defined routine helps establish boundaries, so that you can 	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat

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		<p>disconnect from work and prioritize self-care, relaxation, and family time.</p> <ul style="list-style-type: none"> Focus and discipline: Following a routine cultivates discipline and focus. By committing to specific work hours, you train your mind to stay engaged and motivated during those times. It helps create a mental association between certain hours and work-related tasks, boosting performance. Work-life balance: Without a routine, work can easily spill over into personal time, leading to an unhealthy work-life balance. By establishing set working hours, you can separate work from personal life more effectively. This enables you to allocate time for hobbies, exercise, spending time with loved ones, and promoting overall well-being. <p>[Advance slide]</p>	
<p>20 3 mins</p>	<p>Chat Check-in:</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Ok, it's time for a quick Chat Check-In Which part of Establishing a Routine will be the most challenging for you and why? Take a moment to provide your response in the chat. Allow 1 minute for responses to come in. <p>DO: Scan through responses, can read them out loud and comment.</p> <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat

<p>21 3 mins</p>	<p>Energizer Break</p> 	<p>SAY:</p> <ul style="list-style-type: none"> ▪ Let's take a few minutes to re-energize yourself. ▪ Go ahead, stand up and step away from your computer screens. ▪ Gently reach your arms over your head and reach to the sky. ▪ Now let's roll our shoulders forward for a few rotations and then backwards for a few rotations. ▪ Maybe look to your left gently, then to your right a few times. ▪ Let's look down gently and then back up slowly. ▪ Now let's just close our eyes and take a few moments for deep breathing. <ul style="list-style-type: none"> ○ Slowly breathe in, one, two three, then exhale slowly, one two three. ○ Go ahead and take a few more deep breaths in and out. ○ Now, let's slowly open your eyes, and again roll those shoulders, move those legs. <p>ASK:</p> <ul style="list-style-type: none"> ▪ How do you feel? Encourage learners to use the Reaction Feature to submit their responses. 	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat ▪ Play calming, soothing music (very low level) in the background) as Facilitator leads this Energizer Break. ▪ Set timer for 3 mins. ▪ Turn off timer when done. ▪ Turn off music when Energizer Break is done.
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		<p>SAY:</p> <ul style="list-style-type: none"> It's important that you incorporate similar energizer breaks throughout the day. <p>[Advance slide]</p>	
22 30 secs	<p>03 – Staying Connected with Colleagues</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Staying connected with colleagues and teammates at Payroll Pros is of utmost importance. Maintaining strong communication and fostering relationships within the team enhances collaboration, productivity, and overall job satisfaction. <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat
23 3 min	<p>Scenario 3: Meeting William!</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Meet William! William is a remote worker who recently joined a company that has a distributed team spread across the country. He is excited about his new role but is finding it challenging to make connections with his colleagues since he doesn't have the opportunity to interact with them face-to-face. However, William is determined to 	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat Help learners with hand raise feature

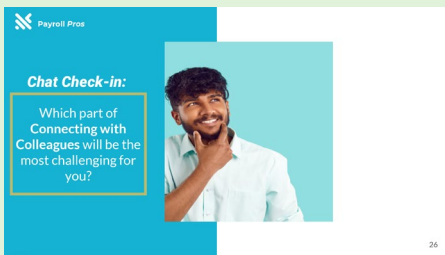
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		<p>overcome this and build meaningful relationships with his teammates.</p> <p>ASK:</p> <ul style="list-style-type: none"> At Payroll Pros, our success is deeply rooted in the strength of the connections forged among our team members. Consider what you can do to make connections with your new colleagues. I would like to ask for a new volunteer to use the raise hand feature and share what actions you might take to ensure you are connected with your team. [Provide feedback to learner response and thank learner] <p>[Advance slide]</p>	
<p>24 2 mins</p>	<p>Why is it important to connect with colleagues?</p> <p> PAYROLL PRO</p> <p>Why is it important to connect with colleagues?</p> <ul style="list-style-type: none"> Foster a sense of belonging Facilitate collaboration and teamwork Support well-being and mental health  <p>24</p>	<p>SAY:</p> <ul style="list-style-type: none"> Foster a sense of belonging: Staying connected with colleagues while working remotely helps create a sense of belonging and inclusion within the team. Regular interactions, virtual chats, and collaboration foster a supportive work environment and enhance team dynamics, even from a distance. Facilitate collaboration and teamwork: Maintaining connections with colleagues allows for seamless collaboration and teamwork. Regular communication and 	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat

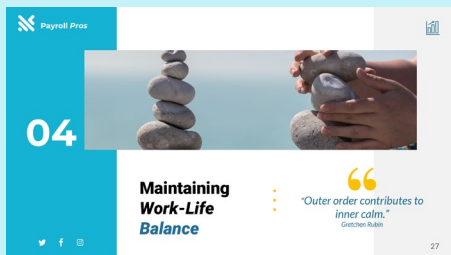
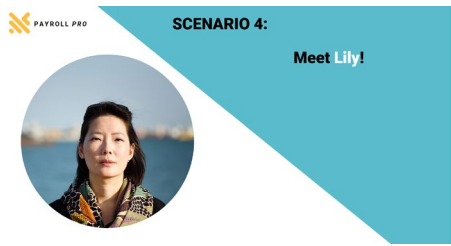
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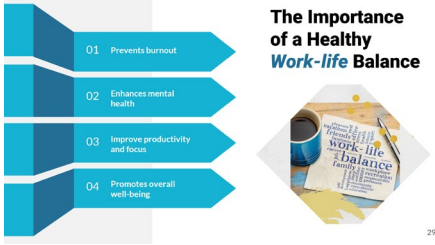

		<p>interaction enable the exchange of ideas, sharing of feedback, and joint problem-solving, fostering a productive and efficient work environment.</p> <ul style="list-style-type: none"> Support well-being and mental health: Remote work can sometimes lead to feelings of isolation and loneliness. By staying connected with colleagues, remote workers can combat these challenges and maintain positive mental health. Engaging in social interactions, sharing experiences, and offering support to one another promotes a sense of community and enhances overall well-being. <p>[Advance slide]</p>	
<p>25 1 min</p>	<p>Tools to Help You Connect</p> 	<p>SAY:</p> <ul style="list-style-type: none"> We have several tools to help you connect with your team. Instant messaging and chat platforms: We use Microsoft Teams as a seamless way to communicate and collaborate with colleagues in real-time. Video conferencing tools: We use Microsoft Teams to provide essential face-to-face virtual meetings, team huddles, and collaborative discussions. Old Fashion email for more formal and longer written communication. 	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat

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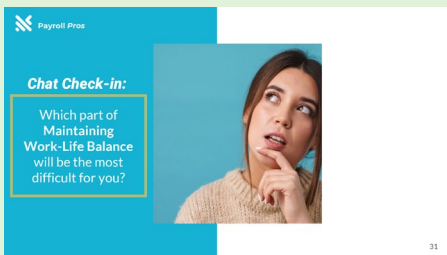

		<ul style="list-style-type: none"> And we use Jira to facilitate team collaboration and task management in a remote environment. <p>[Advance slide]</p>	
26 3 mins	<p>Chat Check-In:</p>  <p>The slide features a blue header with the 'Payroll Pros' logo. Below it, a yellow-bordered box contains the text: 'Chat Check-in: Which part of Connecting with Colleagues will be the most challenging for you?'. To the right of the box is a photo of a man with a beard, resting his chin on his hand in a thoughtful pose. The slide number '26' is in the bottom right corner.</p>	<p>SAY:</p> <ul style="list-style-type: none"> Ok, it's time for a quick Chat Check-In Which part of Connecting with Colleagues will be the most challenging for you and why? Take a moment to provide your response in the chat. Allow 1 minute for responses to come in. <p>DO:</p> <ul style="list-style-type: none"> Scan through responses, can read them out loud and comment. <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat
27 30 sec	<p>04 – Maintaining Work-Life Balance</p>	<p>SAY:</p> <ul style="list-style-type: none"> Maintaining a healthy work-life balance while working from home is crucial to prevent burnout, preserve mental well-being, and sustain long-term productivity by creating boundaries between professional and personal life. 	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat

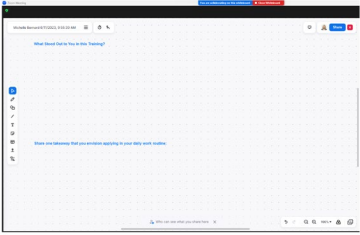
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		[Advance slide]	
28 3 mins	<p>Scenario 4: Meet Lily!</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Here's our last scenario. Meet Lily! Lily is a remote worker who recently transitioned from an office-based job to working from home. She appreciates the flexibility and convenience of remote work, but she is finding it challenging to maintain a healthy work-life balance in her new setup. This imbalance began affecting her overall well-being and her ability to fully disconnect from work. <p>ASK:</p> <ul style="list-style-type: none"> Take a moment to come up with a few suggestions to help Lily in this situation. I would like to ask for a new volunteer to use the raise hand feature and share what tips you have to share. [Provide feedback to learner response and thank learner] <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat Help learners with hand raise feature


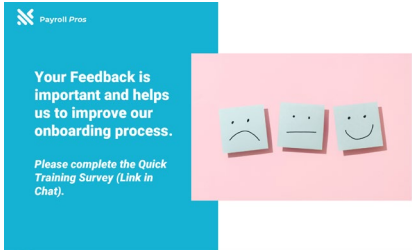
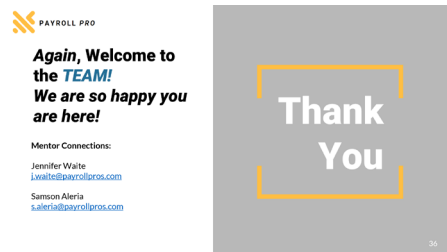
<p>29 3 mins</p>	<p>The Importance of a Healthy Work-life Balance</p> 	<p>SAY:</p> <ul style="list-style-type: none"> ▪ The importance of a healthy work-life balance cannot be understated. ▪ By establishing boundaries, routines, and incorporating breaks during your day you can: <ul style="list-style-type: none"> ○ Prevent burnout. ○ Enhance your mental health. ○ Improve productivity and focus. ○ Promote overall well-being. ○ LINK: Click on link to show Payroll Pros SharePoint site that focuses on healthy work environments and healthy well-being activities and resources. [Scroll through to share topics and resources with learners] <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat
<p>30 2 mins</p>	<p>Tips to Create a Healthy Work-life Balance</p> 	<ul style="list-style-type: none"> ▪ Clear boundaries: It is important to set clear boundaries and working hours. <ul style="list-style-type: none"> ○ We want you to avoid work-related tasks outside of designated working hours. Yes, you heard that right! ▪ Take regular breaks: Just like we took a quick energizer break. We want you to incorporate short breaks throughout your work day. ▪ Practice self-care: We want you to prioritize self-care activities. <ul style="list-style-type: none"> ○ We provide you with subscriptions to Calm for meditation and other calming activities as well as a subscription to the 	<p>DO:</p> <ul style="list-style-type: none"> ▪ Continue to monitor chat

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		<p>Peloton app to help you incorporate regular exercise into your daily routine.</p> <ul style="list-style-type: none"> Disconnect from work-related devices. At the end of the day, we want you to establish boundaries for your personal life as well. <p>[Advance slide]</p>	
<p>31 3 mins</p>	<p>Chat Check-in:</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Ok, it's time for a quick Chat Check-In Which part of Maintaining Work-Life Balance will be the most challenging for you and why? Take a moment to provide your response in the chat. Allow 1 minute for responses to come in. <p>DO:</p> <ul style="list-style-type: none"> Scan through responses, can read them out loud and comment. <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat
<p>32 < 30 seconds</p>	<p>05 – Putting it All Together – Wrap Up</p> 	<p>SAY:</p> <ul style="list-style-type: none"> As you can see, Payroll Pros is truly dedicated to your well-being in the virtual workspace. We are dedicated to supporting you in your career with us! <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat

<p>33 6 mins</p>	<p>Zoom Whiteboard Exercise</p> 	<p>DO:</p> <ul style="list-style-type: none"> Open up Zoom Whiteboard and invite all learners to the Whiteboard. <p>SAY:</p> <ul style="list-style-type: none"> So, I've invited each of you to join the Zoom Whiteboard. You will notice that there are two prompts posted on the board. <ul style="list-style-type: none"> 1. What stood out to you in this training? 2. Share one takeaway that you envision applying in your daily work routine. To use the tools in the Whiteboard, Simply click on the sticky note in the tools tab, and you can type your answer in and you can click and drag your sticky note to an appropriate location. I will set the timer for 3 minutes. <p>DO:</p> <ul style="list-style-type: none"> Review comments as they come in. Read aloud the comments and provide brief comments/feedback while commenting. <p>[Advance slide]</p>	<p>DO:</p> <ul style="list-style-type: none"> Continue to monitor chat Open up Whiteboard Exercise After Facilitator has explained the Exercise, play welcoming music in the background as learners respond. Set timer for 3 minutes. Monitor Whiteboard Exercise inputs from learners Help learners with Whiteboard feature tools When timer goes off, turn off. Close out Whiteboard Exercise when discussion is complete
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34 5 mins	Final Thoughts or Questions? 	ASK: <ul style="list-style-type: none"> Are there any lingering questions that I can answer for you? If so, simply use the Raise Hand feature. [Respond questions] [Advance slide]	DO: <ul style="list-style-type: none"> Continue to monitor chat Help answer any questions
35 <30 secs	Your Feedback 	SAY: <ul style="list-style-type: none"> I've posted a brief survey in the chat. It will only take you 1 – 2 minutes to complete. Your feedback helps us to continually improve the quality of our onboarding training program and your comments are important to us. [Advance slide]	DO: <ul style="list-style-type: none"> Continue to monitor chat Post link to Google Form Survey in chat (See Google Form Questions at the end of this Facilitators Guide)
36 1 min	Thank you! 	SAY: <ul style="list-style-type: none"> Thank you for your time today and your engagement in the training. It has been a pleasure getting to know you. Remember, I will email you a link to the recording of this session and I've posted a shared version of the presentation deck for your reference – it includes the resource links that I shared with you. Thanks again, and welcome to Payroll Pros! We are so happy you are here! 	DO: <ul style="list-style-type: none"> Continue to monitor chat After all participants have left the room, connect with Facilitator for any last instructions Stop recording End Zoom meeting

***See below for Google Form Training Evaluation Questions**

Payroll Pro

Remote Ready - Empowering You in the Virtual Work Environment - Training Feedback Survey





PAYROLL PRO

Remote Ready - Training Feedback Survey

Your feedback helps us to continuously improve our onboarding training for new team members. Please complete the brief survey below. Your feedback is important to us!

landhomichelle@gmail.com [Switch account](#)

 Not shared

 Draft saved

* Indicates required question

On a scale of 1 - 5 how would you rate the effectiveness of the training session in * terms of providing valuable information and insights?

Poor

1

☐

2

☐

3

☐

4

☐

5

☐

Excellent

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Did the training session meet your expectations? *

- ☒ Yes
- ☐ No
- ☐ Sort of

Which aspect of the training session did you find the most valuable and relevant to your onboarding? *

- ☐ Setting Up Your Work Station
- ☐ Establishing a Routine
- ☐ Staying Connected with Colleagues
- ☐ Maintaining Work-Life Balance

Were there any areas in the training session that you felt could be improved upon?
Please provide details or suggestions for improvement.

Your answer

Submit

Clear form