

# Respect Works!

## Tools for Working Together From a Distance

How we work together directly impacts our own well-being and our shared goal of supporting student success. Here are some tips and tools to cultivate healthier virtual working spaces in these times, and info on where to reach out for support

## Take Pockets of Space to Nurture the Self

We are each responding to this ever-evolving situation in different ways, with fluctuating energy levels and abilities to focus. Being kind to ourselves and realistically adjusting our pace, scheduling "breaks" to unplug, finding creative ways to strike a personal/professional balance from home, and maintaining social connection, are essential practices for those of us working to support students, colleagues, and when in leadership roles.

### TRY THESE TOOLS

- [Navigating Working From Home: Burnout Prevention Strategies](#)
- [Self-Compassion Exercises](#)
- [Resource Hub for Coping through these times](#)
- [Vanier's Employee Assistance Program](#)

## Effective Virtual Communication

Our interpersonal dynamics at work can make ALL the difference in our daily lives. While in separate physical spaces, we need to overcommunicate to prevent misunderstandings. This can include frequent check-ins, asking clarifying questions, being transparent about our intentions and limitations, reflecting before replying, and expressing appreciation alongside any constructive feedback

### RECOMMENDED TOOLS

- [RespectWorks: Workplace Civility & Communication Tools](#)
- [Effective Email Communication](#)
- [Inclusive Language Guide](#)
- [Active Listening Tools](#)

## Compassionate Leadership

Those in leadership roles are confronting particular challenges navigating constant change while supporting teams through this crisis. Nurturing the self while interweaving empathetic, transparent, solution-focused approaches with those we lead can support all involved

### TRY OUT THESE TOOLS

- [A Mindful Approach to Helping Teams Through These Times](#)
- [Ways to Connect Remote Teams](#)
- [Navigating Conflicts in Virtual Teams](#)
- [Resource Hub for Effective Leadership through COVID-19](#)

## Working in Virtual Teams

When working in virtual teams, establishing norms and guidelines for how we work together, including clear roles and responsibilities, matter more than ever. Creating a safe enough space for everyone to feel able to contribute ideas, having regular check-ins and closures at the start/end of meetings, verbally establishing action plans, touching base regularly, and intervening appropriately when there is conflict, are all ways of strengthening our dynamics

### RECOMMENDED TOOLS

- [RespectWorks: Working Together From a Distance](#)
- [Ten Steps for Establishing Team Norms](#)
- [Virtual Team-Building Activities](#)
- [Suggested NVC Four-Part Communication Model](#)

## When There's an Issue...

This global crisis has put the need to show all forms of care, for others and the self, at the forefront of everything we do. At the same time the risk of conflict elevates when communicating virtually. The current circumstances can also present with increased risks of different forms of cyber-violence.

When it is not possible to resolve an issue directly, we want you to know that you, and your students, are not alone. The RespectWorks Advisor is here to offer confidential advice and guidance to employees. Likewise, for any student-related concerns, there is an amazing team of professionals in Student Services who can lend support.

### RECOMMENDED TOOLS

- [RespectWorks: Tips & Tools for Navigating Conflicts](#)
- [RespectWorks: Information on Cyberviolence](#)
- [Tips for Talking to Someone in Crisis During COVID-19](#)
- [RespectWorks FAQ on Definitions, Available Services, and Complaint-Resolution Options](#)

## Who you can Turn to

### RespectWorks Advisor

**Anuska Martins**  
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- Information and referrals to support employee's well-being through these times
- Confidential advice and guidance to employees regarding issues of conflict, harassment, discrimination, and sexual violence
- Assistance in informal resolution procedures including coaching, informal mediation and group processes
- Coordinating the onset of formal complaint procedures
- Facilitating related education initiatives to nurture healthier working and learning spaces

### Student Services

**Student Services Website and Contact Details**

- For student-related concerns of breaches of code of conduct, harassment, and discrimination
- Student Advocacy Services
- The one-stop-service for students for disclosures, reports, or complaints of sexual violence
- Student Services members of the Sexual Violence Response Team (SVRT)
- Counselling, Mental Health and Wellness Services