

Annex F

Intranet Communication

How to make DH a great place to work: working well remotely and flexibly

The remote and flexible working consultation which took place in June showed how many DH staff appreciate the opportunity to work flexibly and how this contributes to their wellbeing and work-life balance.

Respondents to the consultation came up with some really good suggestions and reminders about how we can use the existing IT better to support alternative working patterns, including making better use of ROIS, using Quickr and Sametime remotely and hints and tips on ensuring colleagues know your working hours. Over the summer the project team have added many of these ideas to Delphi together with links to further training and guidance.

Visit the guidance via the second link below to make sure you are getting the most from the support IT can offer.

Web conferencing facility

The Remote and Flexible working Delphi page (second link below) now includes information about the new DH Web conferencing system which allows you meet via the Internet with anyone, anywhere, in real time. It combines file sharing through a web browser with phone conferencing, so everyone can see and discuss the same content at the same time.

Good email management – save up to an hour a day!

Changing how you work with email can make a big difference to managing your work life. Information Services offer lots of hints and tips on effective email management, including a short seminar on how to get better results from your email. Staff who have attended the course report a significant amount of time saved each day and report that they feel more in control of their inbox. See the third and fourth links below for more information and guidance.

- [National Work-Life Week \(opens new window\)](#)
- [Working well remotely and flexibly](#)
- [How to get better results from your email](#)
- [Guidance on working with email](#)

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