



Leadership in Action Spin-off project of the 4th ASEF Young Leaders Summit (ASEFYLS4)

“The Adjustment Manual – Work from Home Edition” The Well-being Workshop Series: On, Off, and the Self Brief

The Well-being Workshop Series tackles work from home in a three-factor framework:

- 1) the **“ON”**,
- 2) the **“OFF”**, and
- 3) the **“SELF”**.

The **“ON”** is the time spent being productive and efficient over an online medium. The **“OFF”** focuses on building relationships between colleagues and supplementing for the loss of the social factor. The **“SELF”** emphasizes the importance of individual wellbeing and self-care in these circumstances. All three of these factors need to be addressed and balanced to maintain the long-term functionality and wellbeing of a team.

Each of these three factors will be approached in two ways, making up for a total of six workshop sessions. Both approaches are complementary and together provide a holistic understanding of these factors:

- 1) **Tools:** Practical instruments and online resources
- 2) **Mindsets:** The theoretical and understanding needed to tackle these challenges.

The six workshops aim to provide activity or simulation-based experiences for the participants to help learn relevant skills to take care of the ON, OFF and SELF scenarios, not only for their own lives but also for the lives of their colleagues or organisation members.

The target audience for the workshop series are young people working as human resource professionals, students of management & other related areas and, leaders of NGOs and youth organisations.

Workshops on the “On-Time”: Communication over an Online Medium

These two workshops intend to teach the participants how to work efficiently and productively in a remote team; emphasis is given on the role of communication in this process.

- 1) **Tools:** Digital, practical resources (video conferencing tips, communication platforms, and other collaboration spaces) for use among the team
- 2) **Mindsets:** Importance of clear, concise communication over online mediums, tips to achieve this, and prevent miscommunication challenges.

Workshops on the “Off-Time”: How to Stay Connected Online

These two workshops focus on relationship building among colleagues, building personal connections & team spirit, and engaging them in a remote setting; as a way to compensate for the loss of social contact, this is an essential part of long-term teamwork.

- 1) **Tools:** Digital tools for engaging the team (online teambuilding, virtual water coolers)
 - 2) **Mindset:** Mindset and mental models to encourage team cohesiveness, togetherness, and relationship building.
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Workshops on the “Self-Time”: Mental Wellness

These two workshops focus on the work-life balance and finding the right attitude to tackle WFH challenges such as constant availability and burnout.

- 1) **Tools:** Implementable skills such as grounding techniques and practical tools (time management and to-do planning resources).
- 2) **Mindset:** Importance of self-discipline, setting boundaries, and compartmentalizing as beneficial ways to combat WFH-based distress.