April 23: Home Office Hacks to Maintain Balance and Productivity

Many of us are working from home for the first time, with little advanced notice. How do we squeeze an office into a crowded home? How do we balance the work and school needs of everyone in the home, and balance work life and home life? We’ll share some models for work spaces and time management to help you be more comfortable, efficient, and healthy. Hosts: Don Lubach & Caroline Adams

April 30: Avoiding Pitfalls in Electronic Communication

Working remotely without in-person contact, we depend on texts, email, posting, chats, and video calls. These different ways of communicating can cause or exacerbate interpersonal tensions. We will explore some of the problems that can come up through distributed keyboards and screens, and suggest how to mitigate and prevent them. Host: David Rasch

May 7: Leading from a Distance (for managers)

We can’t see or hear who’s in the office, let alone what they’re doing. Our means of working has changed drastically. How do we successfully allocate work, meet the needs of our staff, and continue to meet the mission of the university? Join with your peers for a discussion and share resources and ideas for leading courageously and creatively from a distance. Host: Caroline Adams

May 14: Remote Meetings

On UCSB’s intimate campus, we’ve grown accustomed to easily walking to each other’s offices for meetings. We have committee meetings, supervisory meetings, collaborative meetings, etc. What happens when we can’t be together in the same room? How do we handle visuals? What about negotiating who speaks? We’ll share some tools and tricks, as well as best practices, for getting the results you want from your meetings. Host: Don Lubach