

Resource Pack: Balancing workload

Contents

This pack represents a collection of resources to help line managers and their teams manage workload pressures, whether in the office, working remotely, or as a combination of the two.

- For managers
- For staff
- Personal development
- Who to contact for advice

For managers

Policy

- [Flexible Working Guide](#)

Health and Safety

- [Safety, Health and Employee Wellbeing service](#)
- [University template risk assessments for COVID-19](#)

For managers

Tools for the job [NB you should use your CV-19 emergency budget code for any purchases]

- [Accessing software and hardware support whilst working from home](#)
- [Advice on provisioning IT equipment](#)
- [Furniture for home/remote working](#)

Staff Wellbeing

- [Wellbeing web pages](#)
- [Employee Assistance Programme \(EAP\)](#)

For staff

Supporting materials for staff

- [Flexible Working Guide](#)
- Staff elearning: [working on campus](#)
- Staff elearning: [working remotely](#)

Staff Wellbeing

- [Wellbeing web pages](#)
- [Employee Assistance Programme \(EAP\)](#)

Personal development

Highlighted online resources

- Playlist: [Managing remote teams](#) [12 Items]
- Playlist: [Working remotely](#) [13 Items]
- Development Toolkit: [Assess Yourself - Virtual Collaboration](#)
- Playlist: [Wellbeing](#) [11 Items]
- [Management 101: Time Management \(e-learning\)](#)
- [Workload management](#) [24 articles to support you as you support your team]

Other avenues for development

- [Management curriculum online brochure](#) [focus on core management capabilities]
- [The University of Bath coaching service](#)

Who to contact for advice

HR Department

- [All HR contacts](#)

Specific email contact addresses

- [Safety, Health and Employee Wellbeing](#)
- [Workforce Development](#)