

1a Put this information about the two writers in the correct columns.

was quick to move to remote working	is a human resources (HR) specialist
has been fully remote since 2018	teaches at Geneva Business School
has worked with teams around the world	is responsible for hiring the best people for a world services company
is head of product at Confio	started a company specializing in technology for banks and other financial organizations
lives in Spain	
used to work for finance and technology businesses	

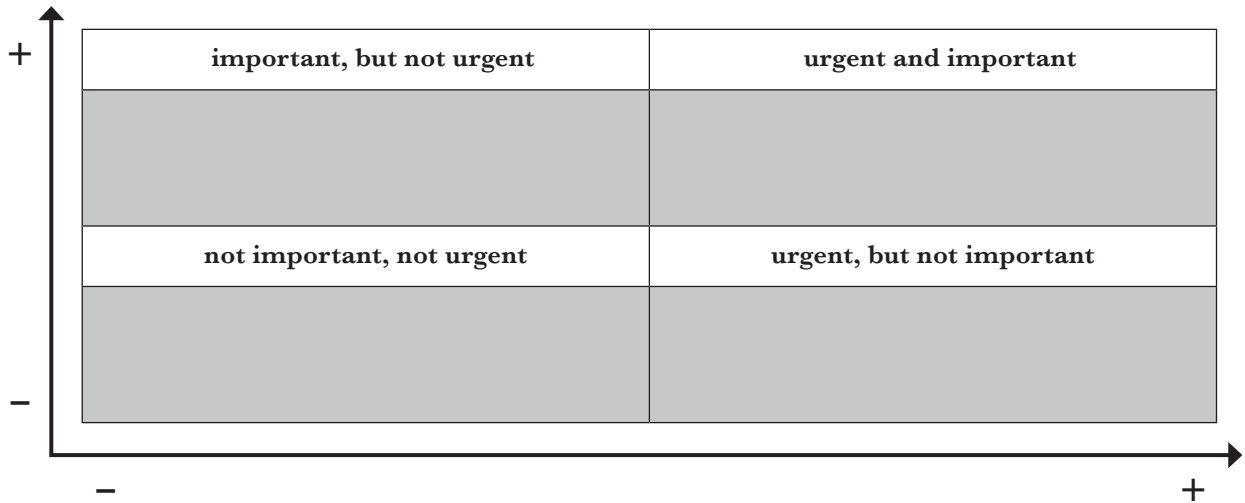
Anastasia Tohmé	Martin Worner

1b Choose the correct definition for working remotely.

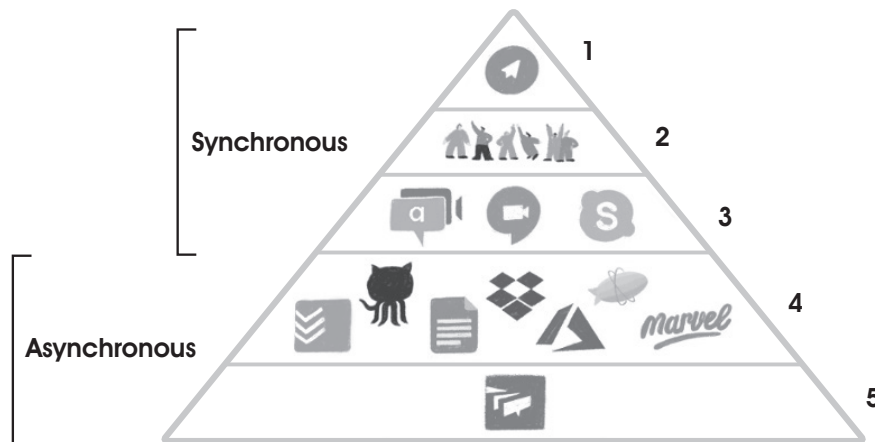
- a** Working far away from a place and communicating with colleagues and customers digitally.
- b** Working for lots of different companies in different places on different projects.
- c** Working with different colleagues every day, who you will never meet.

2a Complete the Eisenhower Decision Principle with the missing information.

DO IT IMMEDIATELY DELEGATE TO SOMEONE ELSE	DO IT LATER DECIDE WHEN YOU WILL DO IT
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2b Match the tasks (a–e) with the type of communication (1–5).



- a A virtual centre for news, ideas, feedback, having fun and everything in between
- b Giving feedback on documents, design or tasks, etc.
- c Going away or meeting up as a whole company or in smaller teams
- d In emergencies
- e Monthly 1:1s, team meetings, or meetings when needed to discuss very difficult topics

3a Explain these words and expressions in the book.

1 Ringelmann effect

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2 Collective knowledge

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3 Virtual coffee breaks

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4 Dashboard

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5 Open source

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6 Task-batching

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7 Day-theming

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3b Put these words into the correct categories.

Slack LinkedIn Teams Hubspot weekdone.com
Kahoot! Medium Glassdoor Skype Mentimeter

Instant messaging communication tools:

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Online sites to advertise companies:

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Programs for games and learning:

.....

Dashboards for company information:

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3c Write an online review for one of the tools in 3b. Include information about what it does/doesn't do, what you can use it for, how user-friendly it is and how much it costs.

☆ ☆ ☆ ☆ ☆ User friendly	☆ ☆ ☆ ☆ ☆ Cost
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4a Put these steps in the mediation process in the correct order.

- a** All sides are invited to a video call, if all are remote, to find a resolution to the conflict.
- b** If people have been arguing in writing, the mediator collects the documents recording the conversations and makes a list of the important points.
- c** The agenda is carefully planned before the meeting and is based on the mediator saying what the important points of the conversations are.
- d** The mediator speaks to everybody in the conflict and writes the points of the conflict that are important to each side. This must be recorded.
- e** The mediator sends these written points from the conversations to each person to check.
- f** The mediator then works with everybody to find an answer to the problem where possible.
- g** The result of the meeting is sent out in writing.
- h** Then each person can talk.

4b Work in groups of three. One of you is a mediator and the other two (A and B) are remote employees. Take turns to mediate on one of the following problems:

- 1 A and B have been working on a project together for three weeks. They need to finish it in a week's time and there is too much work still to do. A is also working on two other projects, so wants to work at weekends. B is only able to work during the week because they play sports.
- 2 A and B have just started working in the same team, but live and work in different time zones. A in North America and B in Asia Pacific. They are finding it difficult to communicate and to complete tasks together in an efficient way.
- 3 A and B have been part of the same team for a year now and used to think that they were also good friends. Then B read some informal and critical messages that A had written about them.

5a Do the quiz.

1 Where would you prefer to work?

- | | |
|---|------------------------------------|
| <input type="checkbox"/> a In a beautiful place | <input type="checkbox"/> b At home |
| <input type="checkbox"/> c I don't mind | |

2 What kind of contact would you like?

- | | |
|---|--|
| <input type="checkbox"/> a Full-time working for yourself | <input type="checkbox"/> b Full-time working for a company |
| <input type="checkbox"/> c Part-time working for yourself | |

3 Do you mind travelling for work?

- | | |
|---|--|
| <input type="checkbox"/> a No, I love it! | <input type="checkbox"/> b I'd prefer not to |
| <input type="checkbox"/> c I'm happy to travel in my area | |

4 What is most important to you?

- | | |
|--|---|
| <input type="checkbox"/> a Being with people like me | <input type="checkbox"/> b Being close to my family |
| <input type="checkbox"/> c Being free to work when I want to | |

5 How would you describe yourself?

- | | |
|--|--|
| <input type="checkbox"/> a A free spirit | <input type="checkbox"/> b A home-bird |
| <input type="checkbox"/> c A modern worker | |

5b Compare your answers to 5a in pairs. Then read the results of the quiz.

Mostly A: You are a Digital Nomad who wants to save money by not living in expensive cities but travel to the most beautiful places in the world. You love meeting new people who see the world like you.

Mostly B: You are a Hottie who likes nothing better than spending time with friends and family at home. You would prefer not to travel for work meetings as it means missing out on life in your local area.

Mostly C: You are a Gig Worker who sees work as a way of making money that has to fit around your life. You don't want a full-time job as you like to be quite free to do other things like study and enjoy yourself.

5c Have a class debate about whether or not companies should allow all employees to work from home. Take a vote at the end of the debate.