

Hi Colleagues

It's Geoffrey here. Previously we reminded teachers of the *Reading and Viewing* process. Now, *COVID-19* led many institutions to recommend working from home to their employees, including DBE. I am sharing useful information with you that is currently helping us to remain productive while working from home. I hope it will serve as tips on how to work remotely with your teachers.

Idea 2: Creating a process for collaboration

Working from home might seem like a solo experience, but it still involves interacting with colleagues.

- Talking face to face can help collaboration
- We have set up methods for collaboration while working remotely
- The most common is the use of WhatsApp, emails, SMSs and Hangouts
- Currently *videoconferencing* seems the most effective;
 - As we can have a regular check-in with fellow colleagues
 - We are abreast of what others are doing, and
 - Clarity and feedback on matters is quick

Hope this will be helpful. Take care till then!