

# ORIENTATION PACKAGE

To Support the Easing Of Restrictions at Federal Worksites

## Tools

### Mental Health

#### Managers

- [Mental Health Job Aids for Managers](#)
- [Manager Guidance on the Loss of an Employee or an Employee's Loved One](#)

#### All Employees

- [Mental health tips for working from home](#)
- [Information on COVID-19 and mental health at work](#)
- [Mental health resources for public servants during COVID-19](#)
- [Mental health resources for public servants to help manage psychosocial risks](#)

### Flexible Work Arrangements

#### Managers

- [Practical tips for team leaders and members transitioning to remote work](#)

#### All Employees

- [Tips and information to help you prepare to work remotely during COVID-19](#)
- [Tips to help public servants work effectively in a virtual team during an emergency situation](#)
- [Quick reference tool with various resources to help public servants work virtually](#)
- [Best practices and tips on how to create an effective team charter for your virtual team](#)
- [Information for Government of Canada employees on working remotely during COVID-19](#)

### Occupational Health and Safety

#### All Employees

- [General Occupational Health Advisory: COVID-19 Public Service Occupational Health Program](#)
- [Information for Government of Canada employees on COVID-19](#)
- [Resources on measures to reduce COVID-19 in your community](#)
- [Guidebook for departments on easing of restrictions](#)
- [Building management direction for COVID-19](#)
- [Guidance in response to the easing of COVID-19 restrictions](#)
- [Guidance and practices for the safe return to workplaces in light of the easing of restrictions](#)
- [Occupational health tool kit: Preventing the spread of COVID-19 in workplaces in the Government of Canada's core public administration](#)

### Technology and Digital Platforms

#### All Employees

- [Busrides - Resources on Going Remote](#)
- [Information on the secure use of collaboration tools](#)
- [Templates for tool access](#)
- [Collaboration Superpowers - Tools for remote teams: Some tools may be blocked by IT and require IT vetting](#)
- [GitLab - Remote Work Playbook](#)
- [Guidebook for departments on easing of restrictions: Guidance for Information Management and Technology](#)

### Leadership

#### Managers

- [Resources and information for supporting employees and teams with their mental health during COVID-19](#)
- [Tips to help team leaders manage team members who are working remotely during an emergency situation](#)
- [Learning path for managers and supervisors of students working in a virtual environment during COVID-19 pandemic](#)
- [A tool for executives during COVID-19 on having meaningful conversations with employees to help constructively navigate challenging situations](#)
- [Tips for leaders on activating remote teams](#)
- [Tips for leading in uncertainty using the VUCA \(volatility, uncertainty, complexity and ambiguity\) approach](#)
- [Reference tool providing key tips shared during the EXecuTALK event of Be the Leader Everyone Wants to Work for](#)

#### All Employees

- [Resources on responding to easing of COVID-19 restrictions for Government of Canada worksites](#)
- [Federal worksites guidebook for departments on easing of restrictions](#)



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## Training

### Mental Health

- [Taking Stock of Your Work/Life Balance \(W015\)](#): Learn about techniques to analyze your current level of balance between work and personal life.
- [Take a Deep Breath and Manage Your Stress \(W014\)](#): Learn about strategies for dealing with stress and avoiding burnout and how to use relaxation techniques.
- [Mental Health: Awareness \(Z041\)](#): Learn about the complex issue of mental health in the workplace, and why it is so important.
- [Mental Health: Health and Wellness Strategies \(Z042\)](#): Learn how to improve your own mental well-being by building a strong resilience to stress.
- [Mental Health: Psychologically Healthy Workplaces \(Z043\)](#): Learn best practices in developing a psychologically healthy workplace.
- [Mental Health: Signs, Symptoms and Solutions \(Z067\)](#): Learn about the signs, symptoms, and solutions for mental illnesses in the workplace.
- [Mental Health: Communication Strategies \(Z087\)](#): Learn about the necessary skills to identify the key steps to improve communication on mental health.
- [Video - #GCMentalHealth: Managing Your Mental Health](#): Members of the Federal Speakers' Bureau offer their lived experience and tips for managing mental health.
- [Video - #GCMentalHealth: You Are Not Alone](#): Members of the Federal Speakers' Bureau discuss the benefits of talking about mental health and the importance of reaching out for help.

### Flexible Work Arrangements

- [Establishing Effective Virtual Teams \(X175\)](#): Learn about teamwork and team leadership when working on a virtual team.
- Event Rebroadcast – Best Practices in Managing Virtual Teams

### Technology and Digital Platforms

- [MS Teams - Video Tutorials](#): Learn how to use Microsoft Teams
- [Microsoft 365 Training](#): Various M365-related training products
- [Event - Fast Tracking Digital on June 22](#)

### Occupational Health and Safety

- [Canadian Centre for Occupational Health and Safety - Pandemic Awareness](#): Learn how to stay healthy and help stop a virus from spreading.
- [Creating a Respectful Workplace \(G417\)](#): Learn about ways to resolve harassment and violence issues in the workplace.
- [Preventing Harassment and Violence in the Canadian Workplace \(W011\)](#): Learn about the forms harassment can take in the workplace and examines the factors that might contribute to a violent incident at work.
- [Workplace Violence in the Canadian Federal Jurisdiction: Recognize the Risk and Take Action \(Z064\)](#): Learn about the consequences of workplace violence and preventive measures that can be taken.
- [Event - Occupational Health Tips for Managers as COVID-19 Restrictions Ease on June 18](#)

### Leadership

- [Establishing Effective Virtual Teams \(X175\)](#): Learn about teamwork and team leadership when working on a virtual team.
- [Leading Your Team Through Change \(G021\)](#): Learn about how to overcome barriers to introducing change at your organization
- [Performance Management for the Government of Canada \(G140\)](#): Learn about the basic concepts of performance management and related requirements.
- [Assessing Your Own Leadership Performance \(G009\)](#): Learn about techniques leaders can use to carry out a self-assessment.
- [Leading Through the Challenge of Change \(X165\)](#): Learn how to undertake change management and set the stage for implementing change.
- [Managing Change: Sustaining Organizational Change \(X033\)](#): Learn about methods for building and cultivating a culture that sustains organizational change.
- [Leveraging Emotional Intelligence \(W010\)](#): Learn why emotional intelligence abilities are important.
- [Trust Building through Effective Communication \(C074\)](#): Learn how body language, vocal tone, and managing emotions can influence your communications and build trust with your audience.
- [Become a Great Listener \(C043\)](#): Learn about listening and asking questions.
- [Event - Easing COVID-19 Restrictions in the Workplace: The New Workplace Normal on June 29](#)



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## Additional Resources

### Mental Health

- Health Canada's [Employee Assistance Program](#) or your organization's EAP
- [Mental Health Commission of Canada - Mental Health First Aid Canada: COVID-19 Self-Care & Resilience Guide](#)
- [Wellness Together Canada – Mental Health and Substance Use Support](#)
- [Morneau Shepell – Managing concerns and anxieties about infectious diseases at work](#)
- [Canadian Mental Health Association - COVID-19 and mental health](#)
- [Canadian Medical Association - Maintaining wellness during a pandemic](#)
- [The Mental Health Commission of Canada - Peer Support Services](#)
- [Public Service Health Care Plan](#)

### Flexible Work Arrangements

- [Workplace Safety & Prevention Services - Home Office Workstation Checklist](#)
- [Workplace Safety & Prevention Services - Setting Up Your Temporary Laptop Workstation](#)
- [Workplace Safety & Prevention Services - Video: Setting up a Temporary Laptop Workstation](#)
- [Canadian Centre for Occupational Health and Safety - Flexible Work Arrangements](#)

### Technology and Digital Platforms

- [Canada School of Public Service - Business line: Digital Academy](#)
- [Resources for staying cyber-healthy during COVID-19 isolation](#)
- [Considerations when using video-teleconference products and services](#)

### Occupational Health and Safety

- [Canadian Centre for Occupational Health and Safety - Helping workplaces prevent the spread and reopen for business](#)
- [Workplace Safety & Prevention Services - COVID-19: Keeping safe during the pandemic](#)
- [Nova Scotia - COVID-19: Working](#)
- [Canadian Centre for Occupational Health and Safety - Provincial Workers' Compensation Boards in Canada](#)

### Leadership

- [Workplace Safety & Prevention Services - Post Pandemic Business Resumption Checklist: Businesses Returning to the Workplace after Working Remotely](#)
- [Canadian Centre for Occupational Health and Safety - COVID-19 Tips for Reopening for Business](#)
- [Dialogue - The COVID-19 Return to Work Guide for Canadian Organizations](#)
- [Public Service Performance Management Application user guide for executives and managers/supervisors](#)
- [EXecuTALK Reference Tool - Public Service Renewal: An Act of Intelligent Risk Taking](#)
- [Workplace Strategies for Mental Health - Emotional Intelligence for Leaders](#)
- [Workplace Strategies for Mental Health - Managing Mental Health Matters](#)
- [Workplace Strategies for Mental Health - Psychologically Safe Leader Assessment](#)
- [The National Managers' Community](#)

