



WORKING FROM HOME

WIDE RANGE OF SERVICES FOR DECISION-MAKERS, MANAGERS AND EMPLOYEES.

More and more people are working from the comfort of their own homes. While working from home may boost productivity, happiness and work-life balance, it also harbours some risks. SWICA advises you on the issues surrounding remote working and offers a wide range of services aimed at helping employees who work from home to stay healthy.

Various studies indicate that more than a quarter of the Swiss workforce worked remotely at least half a day per week already before the pandemic. More than 70% of employees between the ages of 30 and 50 would like to work more from home in future, as would 60% of employees outside this age range. In light of the benefits of working from home, SWICA believes that this practice should be a permanent feature of modern companies also in future. However, as well as advantages, there are also risks, especially as regards team development and employee isolation. This makes systematic occupational health management all the more important in order to protect employees' health and job satisfaction and to ensure long-term performance and productivity.

We believe that working from home should be an option in everyday work life and that both forms of work should coexist naturally. The focus is on employees and their individual needs: working on site will not necessarily bring out the best in everyone – nor will working from home. Mixing two or three days of remote working with days of on-site working will increase social interaction and reduce the risk of anyone feeling isolated. But to successfully implement remote working, organisations must train their managers, develop the right ergonomic options and set clear rules regarding working hours, breaks and availability. And above all, they must enable employees to manage their health.

THERE FOR YOU

Do you have any questions about our occupational health management (OHM) services or would you like a personal consultation? SWICA's OHM team are happy to help, online or over the phone. Call free of charge on 0800 80 90 80 or visit us at [swica.ch/bgm](https://www.swica.ch/bgm).



FOR DECISION-MAKERS

INDIVIDUAL ADVICE

Individual advice on matters relating to working from home. Presentation of suitable measures for companies, managers and employees.

INTRODUCING REMOTE WORKING AT YOUR COMPANY

Analysis of the current situation at the company and development of holistic concepts or of individual, targeted measures. Tailored to your company's requirements.

PERFORMANCE AND JOB-SATISFACTION IN CONNECTION WITH REMOTE WORKING

Definition of a cockpit with suitable KPIs in order to evaluate the performance of employees working remotely. Surveying employee about their satisfaction when working remotely.

FOR MANAGERS

PRESENTATION ON WORKING REMOTELY

- › Opportunities and risks of remote working
- › Facts and findings from research

PRESENTATION ON MANAGING BOUNDARIES

- › Keeping your work and private life separate
- › Different types of employees and how to deal with them
- › The benefits and drawbacks of flexible, remote working

WORKSHOP ON MANAGING REMOTELY

- › Managing absences and hours worked
- › Identifying potential crises for employees at an early stage
- › Holding meetings with employees working from home

FOR EMPLOYEES

THE "WORKING FROM HOME" HEALTH CIRCLE

- › Understanding employees at different hierarchies and departments
- › Defining and evaluating the factors detrimental to health
- › Developing measures that promote health

PRESENTATION ON "ZOOM FATIGUE"

- › Reasons for "Zoom fatigue"
- › The healthy use of video conferences

PRESENTATION ON "ERGONOMICS WHEN WORKING FROM HOME"

- › Causes of physical problems
- › Tips on staying healthy while working from home

EQUIPMENT FOR WORKING FROM HOME AS A SERVICE

- › Ergonomic workstation for employees working from home
- › Coordination, delivery and installation of equipment

PRESENTATION ON DIGITAL DETOX

- › The relationship between digital media consumption and health
- › Ideas for self-reflection
- › Strategies for using digital media constructively.

PRESENTATION ON MANAGING BOUNDARIES

- › Work life and private life
- › The benefits and drawbacks of flexible, remote working

TIP

E-learning modules can be used occasionally to help participants retain what they have learned.