



***BHAKTI***  
***NEWSLETTER***  
***(XXI Edition)***  
***MAY 2020***

This newsletter is an additional and extempore extract as a part of duty for the organization where you hold a goodwill and responsibility for your Karm Bhoomi (i.e. your employer). Due to pandemic COVID19, since 22nd March, 2020 entire nation is Locked Down in their homes for their personal safety and family safety as well - due respect to the instructions and guidelines of Government altogether.



We all know that there can be a huge disaster for companies if the entire working staff is not in their office premises as a result of which there could be a huge financial loss to the companies as well. Since this is a Digital India now, a very effective work from home option is cultivated and employees though staying at home, perform and give their best outcomes to overcome and stand up with their respective organizations in this difficult time. We at BMSPL believe in "Together we can and we will" - effective motto of employers and employees both in current situation.

### Work From Home: The New Way of Life

Managing Remote Team Effectively WFH continues to be a challenge in terms of keeping teams motivated and engaged for superior productivity.

Some tips which Managers can use to manage their remote team more effectively are as follows:

- **Communication:** Have a clear communication plan, it should outline what needs to be communicated, how it will be communicated (mode – Video conference, audio or mail), who will address, who all need to be included in the communication, frequency of the communication (weekly, fortnightly), and what happens if communication breaks down. The communication plan should also outline meeting structure — when are they needed; what will be their purpose; in what format will they be held (chat, video conference, audio,



combinations of methods); who will chair the meeting; and who is responsible for recording minutes, publishing the outcome / updates.



happen during these shared hours.

➤ Setting Working hours : As a manager it's your responsibility to set proper work routine for the team, schedule the start time and end time for the day, make sure this is shared with the entire team, stake holders and even clients (if approved by organization). This will ensure clarity on when the team is expected to be at work - this is similar to how we operate during routine office timings. Make sure during the routine timings there are some Shared Working Hours – this is the time when your stakeholders are available. So that your team meetings, con calls, etc can

- Addressing Technical limitations: In order to make teams productive you need to ensure there is a robust technical helpdesk which supports the employees working from home to trouble shoot their technical issues. A ticketing process will be useful to keep a check on type of issues being raised and time taken to close the issue. Having solution to address employee's hardware, software or bandwidth issues will go a long way in giving the employee the comfort and confidence that company is making all the necessary efforts to ensure they are able to deliver their tasks.
- Tasking Activities to Team : What gets tasked, gets delivered - having daily stand up meetings remotely by way of video conference or audio call through which daily allocation of tasks and responsibilities is done to all team members is essential. Subsequently the allocation of tasks should be communicated by mail so as to avoid any miscommunication / ambiguity amongst employees. Ensure fair work distribution is done amongst the team, however, this may need to be adjusted as time goes along and the project or work changes.
- Reviewing Performance: It is extremely essential that the manager reviews individuals' daily performance to ensure there are minimal or no gaps. When employees work remotely it has to be ensured that they finish the task successfully within the stipulated time, as per company's quality norms. Employees need to be given immediate feedback wrt their pendency's, quality of delivery and lazed attitude. This will ensure employees to pull up their performance in the coming days. Employees need to be communicated that just by logging in for requisite number of hours during the day is not good enough. It is difficult to measure and track performance; however, when done on a timely basis the challenges in managing remote employees reduces. It also gives an assurance to the management that the employees are using their time effectively.



- **Motivation and morale - Give Recognition:** It is quite natural for employees working remotely to feel left out and lost. Since employees are use to working in an environment of being around with other team members, where they share their laughter, joy, fun, pressure and seek help and guidance from each other. As a manager it's easy to recognize your team members' mood / motivation levels when they are in-house as you can read signs of body language and do the needful. However, in remote working you are unable to pick up signs of employee being demotivated, feeling left out, etc. Make sure you recognize your team members during your daily meetings or in company-wide updates and announcements, deliberately point out something a remote employee did that week or month. Not only are you improving productivity but you are showing your remote employees that you care and that you recognize their efforts. Even small things can be appreciated and they'll go a long way in keeping them motivated.
- **One to One interactions:** As a manager please take out time to have at least couple of one to one discussions with your team members over a video call. This will encourage personal communication and will go a long way in building a strong bond between both of you. You may discuss about personal and work related topics, the objective is to give a personal and caring touch to the employee. Make sure you are available on apps like Skype or Whatsapp video or any other app, and you are always available for them to reach you, since they will not have an idea when your door is actually open. Remember — technology tends to be very impersonal and can easily lead to misunderstandings.

It is important for us as Employers / Business leaders / Managers on how do we manage our teams and people for Work from Home. The overall engagement of the teams working from home is very important.



## Sharing an Indian Mythological Story to understand the Actions against COVID-19

### **\*Story of Narayanastra\*- (The ultimate weapon in Indian myths)**

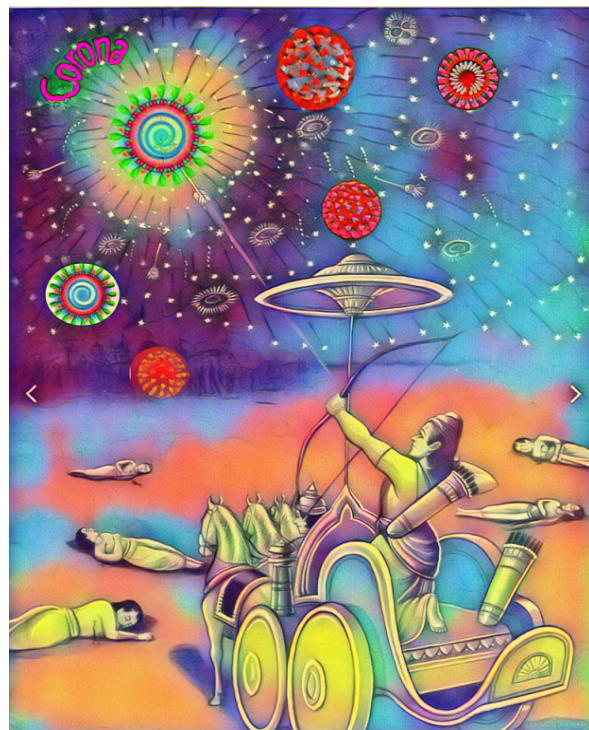
During the Mahabharata War, after Dronacharya is killed, Ashwathama goes on a rampage. He kills hundreds and thousands of Pandava soldiers. As Arjuna approaches Ashwathama's region, he lets loose the Narayanastra.

Now, letting loose the Narayanastra itself was an act lapsing the normal ethics of war. Narayanastra was an embodiment of Narayana itself, and was to be used only in case the enemy was of Deva/Daitya nature, i.e it was not intended for 'Maanav-Yudh'.

As the Astra started attacking the Pandava forces, the Pandavas did what they were best at. Fight back. And what happens is that the Astra begins to rain down missiles even heavily. And as the Pandavas fight the Astra more and more, the Astra strengthens its attacks. As the Pandava Soldiers perish by the Hundreds and thousands, Panic grips Yuddhishtira.

Just then another voice is heard, ordering them to lay down their weapons, and to surrender to the power of Narayana's Divine weapon. Krishna orders the Pandava Army to worship the weapon, and not to feed it by their own aggressive energies. He orders to chant "Narayana". Krishna's words spread like wildfire across Kurukshetra, as every Pandava Soldier, prostrates on the ground, after laying down his weapon. The Narayanastra has already simmered down.

Narayanastra has no counter: As per scriptures, only way to save yourself from the effect of Narayanastra is to drop your weapon and surrender. If you try to counter with some other weapon, it become fiercer and seals the doom. Hence Krishna specifically ordered everybody in the Pandava army to drop their weapons and step out of their chariot. (Bhima tried to counter and nearly got killed and Krishna had to force him out of his chariot)



Covid-19 is the modern Narayanastra which has no cure/medicine. So, let us bow down in front of it just by quarantining ourselves!!!

We must as educated individuals guide and advise all people breaching the protocols to do our bit towards humanity.

\_\_\_\_\_ **Thanks, Stay Home, Stay Safe!!** \_\_\_\_\_