

PRACTICING REMOTE COWORKER COMMUNICATION SKILLS

WHAT	<ul style="list-style-type: none"> Practices for improving communication while working in a remote environment.
WHY	<ul style="list-style-type: none"> Improving communication skills helps foster a sense of community and trust which in turn promotes coworker satisfaction and productivity.

5 TIPS TO IMPROVE COMMUNICATION WHEN WORKING REMOTELY

Try to connect with the people you work with.

Ask someone about their day, where they live, their children, grandchildren, anything. There are human beings on the other end of that phone and/or screen. It's nice to take an interest in someone else's life beyond who they are at work. Also, participate in work events that connect employees, such as photo contests, online trivia games, and so on.

Pause before responding to an e-mail or text.

This tip is especially useful when there is conflict or perceived conflict with a client, supervisor, or co-worker. Body language, tone, and other signals that help someone interpret a message are often missing from remote, electronic communication. It's easy to misinterpret someone's intent and making negative assumptions can damage relationships. Make sure you stop, assume someone's intentions are benign, and ask clarifying questions.

Take time to edit e-mails, texts, and instant messages.

An advantage of communication solely through e-mail, messaging, and text is that we can edit what we say, so it's beneficial to use this opportunity to really get to the point. Why say in 20 words what you can say in 10?

Remember that working remotely can be challenging for some employees.

Working remotely seems desirable for many people, but there are some that formerly used work as a primary source of social interaction and now find remote work to be very challenging. This is also an opportunity to connect with other people by asking them how they are really doing and about who they are outside of work.

Be mindful of co-worker schedules.

Because remote workers are often spread across the country, and sometimes even the globe, we all have different times when we are available for work. Be mindful of when you send texts, messages, and urgent emails. Just because someone is close to their phone or computer at all times, doesn't mean they are "available" for work.

At the time of creation, current industry knowledge was used to craft all material in the RCS Learning Center. It is incumbent upon the learner to review all relevant industry updates, including the STORE manual, AJCC 8th Edition, SEER manuals, and NAACCR manuals to ensure that material has not become obsolete due to the passage of time.

Appendix C: Site-Specific Codes for Neoadjuvant Therapy Treatment Effect

- Please see [Appendix C: Site Specific Coding Modules - 2023 SEER Coding and Staging Manual \(cancer.gov\)](#) for more information by primary site.

Note: All date flags have been discontinued as of 01/01/2023.

Note: This is not a comprehensive list of changes made in the SEER Program Coding and Staging Manual 2023, please reference the manual, p. 3, for further changes and details.

Note: “Ask a SEER Registrar” <https://seer.cancer.gov/registrars/contact.html> is a resource for questions pertaining to coding items for SEER facilities.

REFERENCES:

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