A "COPE FRAMEWORK"

The COPE Framework is a resource pack to help staff and managers to find ways to adjust to our new working environment and relieve any unnecessary workload-related pressure. It aims to support us to put in place working arrangements that recognise the complex and different pressures in our lives.

The Framework can be in whatever format suits each person, but should include consideration of how best to:

C
- **Collaborate**, work together and support each other

O
- **Organise** and prioritise workload, to relieve unnecessary workload-related pressure

P
- **Prepare** for ongoing uncertainty and minimise any challenges and difficulties further down the line

E
- **Enable** ourselves to restore emotional resources and stay well over the time to come

The University's absolute priority at this time is the health, safety and wellbeing of staff and students

Actions

- If you are a manager, instigate a discussion with each member of your team and put in place whatever working principles suit the local context
- Let your own manager know how your working experience could be improved, again in your local context
- Draw on the resources and ideas in the pack to put together a plan (Framework) that works for both of you
- Record (in whatever format you find best) what you've agreed so that you can review and update it as appropriate

Lots of resources in the pack to support you: Working arrangements, remote working, communication, wellbeing and more

University of Kent | HR