

**Depending on the security level of the project, companies use different tools*

3. The challenges of working from home (*Poll Question 3: Most challenging part about Zoom meetings*)

- Hard to speak up during group videoconference or teleconference meetings
- Conference participants can be easily distracted (emailing/texting)
- Technical issues (e.g., issues with videoconferencing, such as freezing video screen)
- Sharing screens while videoconferencing can be awkward

4. *Poll Question 4: How do you collaborate with colleagues*

Relationships: How to form relationships and foster career development

5. Future of working from home: How do you imagine the work from home environment post pandemic, will you continue WFH policy.

Key Takeaways:

a. For supervisors and managers:

- Having a clear idea of what you want to communicate is particularly important during videoconference meetings. Instructions and assignments should be clearly communicated if relayed through videoconferencing.
- Host one on one standing meetings with standing calls on zoom for 15 mins to 30 mins every other week—this will help draw out the quiet, introverted people.
- In a formal meeting, select speaker view instead of a gallery view, to focus on the person speaking.
- The most important thing is not just communication, but having real conversation and  reaching out to people who are several layers below you.

b. For employees/associates:

- Be deliberate and thoughtful with your work and always review one last time before submitting to supervisor—as opportunities to provide feedback and discussions are more limited while working from home.
- Understand the Expectations –Upfront—there will be opportunities to clarify expectations and make sure you have a clear handle on the expectations as you get started. This will help you manage your time for the day and week, vs. having to ask and adjust schedule mid-way.
- Avoid Distractions—it's probably not a good idea to have 50 tabs open and to be maintaining multiple conversations on multiple platforms. Instead, manage your inbox (like a 'to do' list), and when you need to do something quickly, close everything but the tools you need to complete the project/deliverable.
- Manage Your Time –Wisely—Carve out specific times during the day to focus on a project or assignment, as well as take a quick fitness or mental health break. Focusing your time as well as

clearing your mind will help produce a better deliverable and outcome.

- Take the opportunity to learn and gain insight into something you might be doing or you may want to do.
- Be able to say “No”—very important for self-care.

Resources

6 Simple Fixes to Work More Comfortably From Home

<https://www.nytimes.com/interactive/2020/05/18/burst/work-from-home-chair-ergonomics-coronavirus.html>

The 7 Things You Need for an Ergonomic Workstation

<https://www.nytimes.com/2020/05/25/realestate/the-7-things-you-need-for-an-ergonomic-workstation.html?searchResultPosition=1>

Transforming while Performing Digital Download

www.downloadTWP.com (password: be-digital)

Cognizant Softvision-Virtual Pods

<https://info.softvision.com/virtual-pods>

Cognizant Softvision - Game Of Pods

<https://youtu.be/0WdBkcWjuNQ>

Cognizant Softvision - Guilds & Communities

<https://youtu.be/GxCw68yVa1w>

From/To: Everything you wanted to know about the future of your work but were afraid to ask

<https://www.cognizant.com/whitepapers/from-to-everything-you-wanted-to-know-about-the-future-of-your-work-but-were-afraid-to-ask-codex4799.pdf>

SPEAKER BIOS

Sapna Parikh,MD,MPH is an award-winning New York City based multimedia journalist working on both sides of the camera. She began her career as a television reporter for CBS New York and continued as a full time health and fitness reporter for the FOX and ABC News stations in New York City.

As the Assistant Director of Visual Storytelling for New York University, Sapna creates multimedia stories for all digital and social media platforms featuring faculty and students through the use of photography and video. She is the creator, producer, host, and editor of the live Commencement Preshow at Yankee Stadium, the research-focused “Brainiacs” video series, and the new trivia game show series entitled “Pop Quiz.”

Sapna is also a teaching assistant at the International Center of Photography, a photographer for Discover Outdoors, a freelance host of NYC Vibe for NYC Media, a guest host and writer at Seeker (Discovery Digital Networks), and a former freelance anchor for Sirius XM/FOX News Headlines 24/7. Prior to her work in medicine, journalism, photography and video production, she was a professional singer.

JuE Wong, CEO and Executive Board Member of Olaplex has a robust track record of propelling emerging brands to the mainstream while globalizing established brands in the USA and internationally, working with such brands as Cargill Inc., PepsiCo, Dial Corp., Murad Inc., NV Perricone MD Ltd., ZO Skin Health by Dr. Obagi, Astral Health and Beauty, StriVectin, President at Elizabeth Arden and most recently Global CEO of MoroccanOil. A proven global senior executive with experience and exposure in four continents and seven countries. Recognized for her leadership: JuE was a WSJ nominee for the Top 50 Women to watch, EY Entrepreneur of the Year nominee, Stevie Award for Female Executive of the Year, WWAAC Honoree and AABDC Pinnacle Award. JuE serves on the Corporate Boards of Mila Moursi Advanced Skincare and Versicolor Technologies and Trade Board CEW. She is also a Board member of C200 and Women's Forum of NY where membership is by invitation only.

Matthew Lee, Matthew brings his 20+ years of experience working with companies ranging from venture-backed startups to global software and consulting firms. Currently he serves as the EVP of Banking Financial Services for Cognizant Softvision, a division of Cognizant. They deliver digital products and solutions with globally distributed communities.

This group always had a deep-rooted culture of communities and with a sense of the connected world. People are consistently training, participating in R&D, and thought leadership activities. They always had a fairly distributed ecosystem for their clients; the community leadership makes sure that each individual is well and performing for enterprise clients.

Pam Lipp-Hendricks is the head of Executive Talent Management at JPMorgan Chase & Co. She drives the Succession planning process for our senior executives, as well as the talent management framework and initiatives across the organization — including coaching, talent identification and mobility. Effectively partnering with colleagues across the firm's lines of business, she leads integration of these disciplines to drive key talent, supporting the firm's diverse and inclusive culture. In addition, she has oversight over two talent pipeline programs for JPMC Associates and Human Resources Analysts. For the past three years as the firm's Chief Diversity Officer, she has led the global diversity, inclusion and accessibility efforts — coupled with executive talent management. In addition, her scope also included governance of Affirmative Action and employee Business Resource Groups. Under her leadership, the firm made strides globally to help managers mitigate unconscious bias. Her impact and accomplishments were integral to the creation of the firm's new diversity organization.

During her 20-year tenure at the firm, Pam has held Development executive roles, responsible for senior leadership development, in the Investment Bank, Corporate Human Resources and Consumer Bank. She has also led the Private Bank's Learning and Development function.

Prior to joining JPMorgan Chase, Pam worked at American Express and AT&T — and taught introductory Psychology as an adjunct professor at Baruch College, City University of New York, and Fashion Institute of Technology, State University of New York. Pam, a President's Fellow, holds a Ph.D. in Industrial/Organizational Psychology from the Graduate Center of the City University of New York. She serves as Board Chair for Neighborhood Defender Services, a nonprofit community-based organization that strives to provide holistic public defense and high-quality legal representation to residents of Harlem, New York.

Twice named to Black Enterprise's list of the Most Powerful Women in Corporate Diversity, Pam has also been recognized as a Diversity & Inclusion Champion from the Asian American Business Development Center and has received the Black Achievers in Industry Award. Pam lives in New Jersey with her husband Jason and their two children.