

# TALENZ



## Announcement

### DEFERMENT OF YMTT 2020 PROJECTS

In view of the development of the Covid-19 Pandemic, all 2020 YMTT projects will be deferred until further notice. Please stay tuned and check for updates in the Events Calendar on PIAM website.

**Thank you and stay safe !**



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# Notes From The Editorial Team

On 16 March 2020, the Malaysian Government has announced the Movement Control Order (MCO) to take effect from 18 to 31 March during the Covid-19 outbreak.

The MCO period has since been further extended in waves, and will continue into a Conditional MCO (CMCO) phase. Although there is a gradual easing of restrictions, there are still strict Standard Operating Procedures (SOPs) to follow to prevent the virus from spreading again and avoid another potential outbreak.

During these trying times, while insurance companies are limiting the operation of their branch offices, PIAM member companies remain committed to provide essential services to their customers in a safe manner.

Among the various essential services still available are the issuance of guarantee letters, processing of claims, renewal of policies, providing immediate roadside assistance resulting from a road accident or a breakdown through the Accident Assist Call Centre (AACC) and many more.

As part of the industry's effort to help our affected 'rakyat' cope with the immediate health effects of the virus, PIAM member companies have pledged RM2 million as contribution to the insurance industry's RM8 million COVID-19 Test Fund (CTF).

All of us will agree that the Covid-19 Pandemic is affecting every facet of our daily lives, including the way we work. Many of us are required to work from home as part of companies' Business Continuity Plan (BCP) in an effort to mitigate the spread of the virus.

In this issue of Talenz, our YMTT members who have also been Working From Home (WFH), are sharing their tips and experiences working remotely in navigating the pandemic outbreak.

On this note, to all our readers, please take care and be safe.



# Working From Home, My Experience...

As late as February 2020, many of us were still thinking of Movement Control Order (MCO) as a far-fetched suggestion. However, when the government imposed the MCO, it became clear that the Covid-19 Pandemic is real and fatal globally.

There has also been many slogans created to accompany the lockdown. One that really caught my attention was ***"Quarantine – No Human Right. No Quarantine – No Human Left!"***. Very apt and suitable to describe the importance of practising quarantine and social distancing.

With the enforcement of MCO, Working From Home (WFH) is the new norm. We must change the way we do things. We must innovate and stay relevant.

Thank God for the technology that enables WFH to be carried out smoothly. Presently, gadgets are fully utilised in homes where both parents and children scramble to use available devices.

Personally for me, a normal WFH day starts with a morning virtual check into the office, then the working day can be intertwined with video meetings, Whatsapp exchanges, email communications, file sharing, broadcast communication, virtual meetings, online workings canvas.

There are plenty of choices for us to continue to make our business days as close to normal as possible. With the assistance of local telcos to provide the broadband, WFH cannot be any easier.



**Mokhtar Abdul Razak**  
**YMTT Adviser**  
**WFH whilst enjoying the**  
**sunshine outside**





# Working From Home,

## My Experience...

Indeed we are living on trying times where normal activities are suspended. Even a walk in the park, doing window shopping, going to the gym to exercise are simply not allowed.

The MCO has also brought about new opportunities for families to bond. I experienced significant improvement in completing chores like cooking, baking, cleaning, home schooling, gardening, being a handyman and a plumber. It is a surreal experience being in the house for most of the 24 hours (with exceptions when I have to go out as the head of the household to buy groceries), there are indeed plenty of activities that we are blessed to be able to do together with the family. In addition, I am absolutely excited to see my children adapting smoothly to online learning and taking part in doing more domestic chores.

Nonetheless, it is also an utmost importance that we do our part to keep our Malaysia economy engine running. That is why it is imperative that we must continue to strongly support local businesses around us such as ordering food or take away from local eateries, use food delivery services, buy from the uncle/ auntie grocery stores or stalls etc.

The MCO has introduced a new norm to all of us. Let's continue to inspire each other, help boost the economy, practise social distancing and strict self-hygiene.

Stay home and stay safe everyone.



## #Stayhome #Kitajagakita

# Remote Productivity : Tips for Working From Home (WFH)

In view of the current developments surrounding the Covid-19 pandemic and movement controls, many companies have implemented voluntary or mandatory work-from-home policies. For many of us, working from home (WFH) for the first time, full-time, for an extended period may be something new and daunting.



This sudden change feels like we are in a whole new world. 2-in-1: Our home now doubles up as the office. The familiar bustling rush hour, office meetings, lunch location discussions, elevator chats, has now turned into working within the four walls of our homes without our colleagues. The whole company is involved, socializing in person is restricted, and you may find it challenging to work from home. And, although this pandemic and MCO will come to pass eventually, WFH, at least in part, is here to stay as part of the "new normal." Half empty, or half full, we do not have to fear it, but as with most changes in our lives, we can thrive if we embrace it.



And we are not alone. Many of us have learned to adapt and have found ways to make our WFH meaningful and fulfilling. So, here are some tips we would like to share which may be of help to you in balancing productivity and making the most of your WFH experience:

- **Get dressed & have a routine :** Keep yourselves comfortable and fresh while WFH. A good morning shower can boost your mood and keep your brain awake. Try not to work in pyjamas. The simple act of changing clothes serves as a reminder that it is time to wake up and get things done.
- **Designate a comfortable workspace :** Make your workspace comfortable with a chair you can sit in throughout your work day and feel free to decorate the space. Find an area with good natural lighting if at all possible. Organize the space you are working in no matter how small it is. This defined work area will make you feel more focused and set you in the right frame of mind.
- **Have short breaks in between:** it is OK to talk to your family during work time, they are not invisible just because you are working.



# Remote Productivity : Tips for Working From Home (WFH)

- **Interact and communicate regularly with colleagues :**

Communicate and check-in with your colleagues, vent, share ideas, etc. Think about using the phone or video conferencing platforms to talk, rather than just emails. Have more frequent but shorter meetings with your teams and do not neglect the 1:1 sessions. This is to make sure that our colleagues, business partners, bosses, still feel connected to us, and aligned to a common vision and objective regardless of where we are. As an added bonus, this is as a training platform to manage global or remote teams especially in a multinational organization.



- **Keep Clearly Defined Working Hours:** Make a to-do list, prioritize, then set time to do it with minimal distractions to manage your productivity. Tell yourself it is time to put work away, recharge, and start the next day with a fresh mind after a long day's work.



- **Stay healthy:** Do not skip fruits and vegetables in your diet. Always stay hydrated and exercise to stay fit and healthy. Time to search for some online home exercise routines!

If you would like to share your own WFH tips or experience, do send us an email at [talent@piam.org.my](mailto:talent@piam.org.my). We are all in this together during this trying time, and we hope all of you will stay safe, and keep up the good spirit as we work from home together towards rebuilding the future.

**JUST FOR FUN**

## Working At Home With Kids





**Always stay connected.  
So everybody can be apart together.**

**#StayHome**



**#Kitajagakita**



**#StayInspired**

**#StaySafe**



**KEEP CALM  
AND  
THINK YMTT**

