

IDT ASSOCIATE RESOURCES FOR WORK AND WELLBEING

Q1, 2021

IDT CORPORATE COMMUNICATIONS
INFORMING AND ENGAGING ASSOCIATES
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COVID-19 INFORMATION & RESOURCES:

DANAHER INFORMATION:

[Danaher Connect COVID-19 Updates](#)

IDT INFORMATION:



IDT INTRANET “ALL THINGS COVID-19” [Access here](#)

Includes up-to-date information on policies, travel restrictions, and cyber safety.

IDT COVID-19 FLASH UPDATES: [View flash updates here](#)

IDT COVID-19 VACCINE WRITTEN Q&A WITH IDT CHIEF SCIENTIFIC OFFICER, MARK BEHLKE, MD, PHD. [Download here.](#)

GLOBAL ASSOCIATES:

- [Self-quarantine Guidance for IDT Associates Working Onsite](#)
- [Updated Travel and Mask Coverings Policies](#)
- [Reminders about COVID-19 Safety – Avoid it like the Plague](#)

READINGS & WEBINARS:

In the age of widespread misinformation, Mark provides the facts about the COVID-19 pandemic for you.	IDT internal only video from IDT Chief Scientific Officer Mark Behlke, MD, PhD.	Link
Many of the communities where IDT facilities are operating are starting to open some non-essential businesses. Here are precautions for everyone to take as our communities re-open.	IDT internal only video from IDT Chief Scientific Officer Mark Behlke, MD, PhD.	Link
General information on Coronavirus	Video WHO	Link
COVID-19 Frequently Asked Questions	Website CDC	Link

HEALTH AND WELLBEING RESOURCES:

Global Employee Assistant Program (EAP): The GuidanceResources program offers consultations, legal and financial guidance, work-life assistance and crisis intervention services to all our associates and their household family members. All the program services are free of charge and available 24 hours a day, seven days a week.

Being “Normal” in Abnormal Times with Dr. Reiss: This webinar **Q&A with Dr. David Reiss - Being “Normal” in Abnormal Times**, helps provide answers to associates’ questions and discuss ways to cope with our current situation. This global program is for *IDT associates only*. It was hosted by David Reiss, M.D., a practicing psychiatrist specializing in “front-line” adult psychiatry. He discussed with IDT associates a wide range of topics dealing with stress and mental health issues caused by these unprecedented times and changes in the workplace.

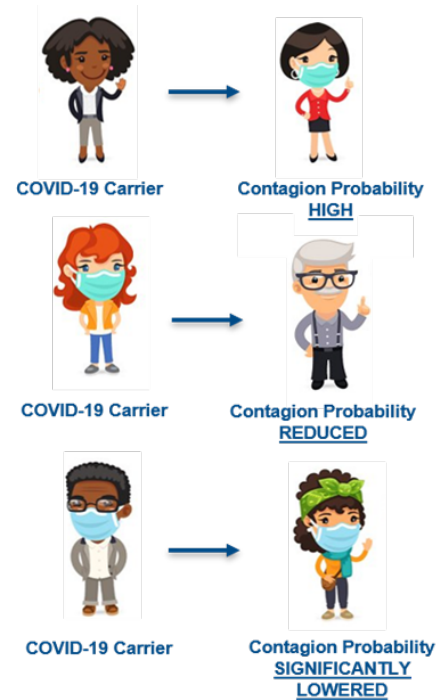
WEBINARS:

Coping with Uncertainty about the Coronavirus	Webinar - ComPsych	45 minutes	Link
How to be your best self in times of crisis	Ted Talk	45 minutes	Link to Ted Talk
How to respond to the Coronavirus - insights from Bill Gates	Ted Talk	50 minutes	Link to Ted Talk
Stress-free Productivity during Times of Stress	Webinar - scheduled	1 hour	Link to Vital Smarts

READING MATERIALS:

How to cope with Coronavirus Anxiety	2-pager	Link
Coping with Fatigue, Fear and Panic during a crisis	Short Harvard Business Review read online	Link
Managing Health & Wellbeing during uncertain times	Deloitte, 2 pager	Link
Overcome loneliness when working from home	2-pager	Link

WORKING FROM IDT:



Protecting Everyone

October 22 - [Reminders about COVID-19 Safety – Avoid it like the Plague](#)

August 18 - [Self-quarantine Guidance for IDT Associates Working Onsite](#)

August 4 - [Coronavirus Updates and Visitor Guidelines](#)

July 2 - [Best Practices for Keeping Yourself and Others Safe in Public](#)

June 26 - [Important Reminders for Your Health](#)

June 19 - [Return to Workplace Update](#)

March 19 - Coralville Associates - [Associate Notification Plan](#)

March 13 - [Consolidated Coralville ManufSocial Distancing Plan.pdf](#)

WORKING FROM HOME RESOURCES:



WORKING FROM HOME ERGONOMICS POSTER: [download here](#)

WEBINARS:

Working from Home	LinkedIn Webinar - on demand	60 minutes	Link to LinkedIn
Time Management - Working from Home	LinkedIn Webinar - on demand	60 minutes	Link to LinkedIn
Working while Distancing	Podcast from Harvard Business Review	30 minutes	Link
Habits for working from home, how to adopt your workplace routines for At-home Success	Webinar recording	1 hour	Link to Vital Smarts

READING MATERIALS:

Working from home while caring for dependents	1-pager	Link
A Guide for Working from Home Parents	Short Harvard Business Review (HBR) article	Link
Working from home while caring for dependents	1-pager	Link
Working While Distancing (also see Webinars)	Transcript from HBR Podcast	Link
Family Lock-down Guide	2-pager	Link

MANAGING YOUR CAREER:

PERFORMANCE FOR GROWTH (P4G) is an annual process designed to help you realize your potential, participate in driving Danaher's legacy of high performance, and be recognized for your performance.

YOU AND YOUR MANAGER WILL ENGAGE IN A MID-YEAR CONVERSATION. CLICK [HERE](#) TO LEARN MORE.

HELPFUL INFORMATION FOR ASSOCIATES AND MANAGERS:

- [P4G Information on Danaher Connect](#)
- [Associate P4G Training Video](#)
- [Danaher Connect P4G e-Learning Modules](#)



PERFORMANCE FOR GROWTH (P4G) / PERFORMANCE OBJECTIVES

- [P4G Phase I \(Goal Setting\)](#)
- [P4G Phase 1 Associate Training](#)
- [P4G Phase 1 Manager Training](#)

P4G PHASE III (PERFORMANCE APPRAISAL/REVIEW)

- [P4G Phase 3 Associate eLearning](#)
- [P4G Phase 3 Manager eLearning](#)

DEVELOPMENT FOR GROWTH: <https://d4g.danaherconnect.com/>

- [Standard work for writing Dev Plans](#)
- [Understanding the 70:20:10 Approach](#)

QUICK REFERENCE GUIDES (QRGS)

- [Updating Your Career Profile](#)
- [Create and Update Performance Objectives](#)
- [Create and Update Development Objectives](#)
- [Give and Receive Feedback](#)
- [Create Job Alerts on Workday](#)

**MAKE IT
PERSONAL!**

**UPLOAD
YOUR PICTURE**

(Visible on
Danaher Connect,
Mail, Skype, Teams)

except on Workday

SEEKING NEW KNOWLEDGE:

During this challenging time of quarantine and social distancing, you may want to find new things to do. Below are educational resources for both you and your family to enjoy.

FINANCE 101 WITH ERIK SWENSON

- Erik can actually make financial principles interesting! He's sharing his Lunch & Learn **Finance 101** [\[link\]](#) seminar with all associates. This is a great opportunity to learn the basics of IDT/Danaher finance, including the terms used at budgeting and bonus times!



QUEST FOR KNOWLEDGE

- If you're thirsty for knowledge about IDT's science, this is an excellent time to start or complete your Quest. **Quest Tier 1** [\[link\]](#) is a set of learning modules comprised of seminars that explain the basic biology behind IDT's main product areas.



RESOURCES FOR YOUR FAMILY:

IDEAS

- **IDEAS** [\[link\]](#) IDT Educational Activities is a downloadable booklet filled with activities for you and your family. IDEAS includes background information and instructions for conducting fun STEM outreach activities with school-age children. The intent is to stimulate their imaginations, so they develop a long-lasting interest in science.



“WE ARE IDT” COLORING BOOK

- The Corporate Communications team created this new, one-of-a-kind coloring book to introduce IDT to children and adults. It explains what our various departments do in their day-to-day activities and how we all work together to create outstanding products for customers around the world. [\[link\]](#)
- **Color & Share Activity** – All associates and families are encouraged to participate in an activity that's explained on page 17 of the book. Pages 18-20 have three different hashtags to color. On the line below each of the hashtags, you can write a comment about why you're proud to be part of the IDT family.

Please send a selfie with one or more of your hashtag pages to the Corporate Communication Team at corporatecommunications@idtdna.com to share with the rest of IDT.

LEADERSHIP RESOURCES:

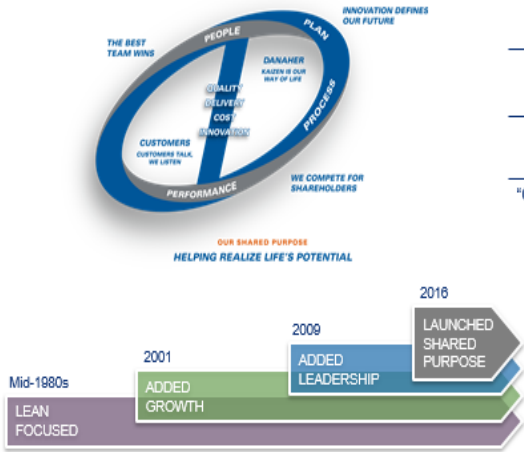
Leading at a Distance	LinkedIn Webinar - on demand	35 minutes	Link to LinkedIn
Managing Virtual Teams	LinkedIn Webinar - on demand		Link to LinkedIn

IDEAS FOR TEAM ENGAGEMENT:

- Yammer chats
- Allocate time for “office hours”
- Hold regular 1:1’s with each of your direct reports
- Get everyone on video (Teams or Zoom)
- Informal chats
 - Examples: virtual coffee chats, team lunches or happy hour
- Themed day
 - Examples: favorite sport team, pajama day, Hawaiian shirt day, 90’s band
- Utilize Teams to gather list of favorite books, music playlists, TV/movie series
- Virtual exercise class such as yoga
- Get associate feedback on how they’re feeling
- Honor actual office hours and the weekends
- Work like you meme it
 - Hold a meme contest on random thoughts about work or current state of affairs
- Share your #TeamsNightmares
- Team Bingo
 - Create a live excel bingo doc with a mix of work and fun tasks such as cooking a new recipe, Marie Kondo-ing your closet or calling you mom
- Have the team conduct a personal or professional assessment
 - For example, Enneagram, Myers-Briggs, DISC)
- Virtual Trivia Game
 - Set up an excel sheet with several categories and the years they fell (music, pop culture, sports, TV, movies, etc.). Track correct answers in the Teams chat box. If you get an answer right, you choose the next category of question which was hidden. You also get to answer a question such as “where would be your favorite vacation spot” or “dine out, cook, or order in”.
 - **Contact Todd Sarbaugh for more information**
- Monday Morning Coffee Chats

DBS FUNDAMENTALS:

WHAT IS THE DANAHER BUSINESS SYSTEM?



DBS is a mindset and it is our culture.
 It is who we are, and how we do what we do

DBS is constantly evolving & based on continuous improvement. We are always "DBS-ing" DBS!

DBS is diversely applicable and always relevant
 – in any business, in any end-market

"Common sense, vigorously applied"

DBS has become an instrumental tool in the transformation of Nobel Biocare Systems into a high-performance and success-driven business. The continuous improvement mentality has been driving force in achieving and maintaining sustainable growth. In our first 8 months alone following acquisition we improved production lead-time from 5 to 3 days, improved productivity by 24% and achieved a 98%+ on-time delivery.

– Hans Geiselhöringer,
 President of Nobel Biocare Systems

Intro to DBS	E-learning, on demand	Link to Danaher Connect
Kaizen Basics	E-learning, on demand	Link to Danaher Connect
PSP Awareness	E-learning, on demand	Link to Danaher Connect
5S	E-learning, on demand	Link to Danaher Connect
Digital 5S	E-learning, on demand	Link to Danaher Connect
VSM	E-learning, on demand	Link to Danaher Connect
Visual Daily Management	E-learning, on demand	Link to Danaher Connect
Standard Work	E-learning, on demand	Link to Danaher Connect
Voice of Customer	E-learning, on demand	Link to Danaher Connect
Transactional Process improvement	E-learning, on demand	Link to Danaher Connect
One-Point Lessons	E-learning, on demand	Link to Danaher Connect

LEARNING ABOUT **DANAHER**

[The Name is Danaher](#)

[Danaher Shared Purpose](#)

[Danaher Core Values](#) (More about Core Values here: [Core Values](#))

[Danaher Code of Conduct](#)

[DBS](#)

- [DBSO recommended reading list](#)

[Danaher Leadership Anchors](#) (*Leadership Anchors by Level*)

[Danaher Life Sciences Platform](#)

- [\(Cytiva Video\)](#)

[Danaher Diagnostics Platform](#)

[Danaher Water Quality Platform](#)

[Danaher Product Identification Platform](#)

[Danaher Page on LinkedIn](#)

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