Is Remote Work For Your Organization?

As we navigate a post Covid world,
how do we move forward in the work force?

Talking Points

▶ *Should we remain remote, is there a hybrid solution?*

▶ *What do employees need and expect?*

▶ *What are the advantages and challenges?*

▶ *How do you monitor and measure performance?*

▶ *Communication ideas? How do you keep employees engaged?*

▶ *Is the "9 to 5" schedule still important?*

Tips for Managing Remotely

Introductions

Introduce your new employee. Help your new employees get to know their co-workers by making virtual introductions through scheduled video meetings. They can use this time to begin building contacts and connections. You can also send an email to your team and to other teams your employee will be working with, letting them know a little about the employee and what they'll be doing in their new job.

Regular Communication

Schedule regular team meetings. Continue regular meetings and use technology for virtual attendance. Ask the group for input and make everyone feel part of a team.

Schedule weekly 1:1 meetings with each of your direct reports. You won't have the regular face-to-face time and this will allow you not only to catch up on work but also check in with employees to see how they're doing. This will help avoid employees feeling isolated and not having resources available to them.

Set clear expectations for work deliverables and make sure they are well understood. Follow through – be clear when assigning work – the expected activities, how frequently you expect to be updated, and when you expect results to be submitted.

Request Updates. Check in regularly when you give assignments – frequently, if an employee is confused on an assignment, in a remote situation, he/she will have more of a tendency to move it to the bottom of the priority list.

Work Requirements and Expectations

Consider what type of work can be done remotely and what might still need to be done in person. For example, are there client visits that need to take place in-person or can a video conference work; can news sources be contacted by phone? Determine the best approach with your employee. If an employee is uncomfortable with necessary in-person work assignments, speak to HR and determine an appropriate resolution.

Keep track of time. It's very important if you are managing a remote employee who is non-exempt, to track time, provide direction on priorities and manage any overtime.

Work Expectations

- **Clarify expectations for work deliverables.** This is especially important for a new working relationship and one that is remote.
- **Discuss tight deadlines** that need to be met on certain days.
- **Set expectations for work hours.** For employees who are non-exempt, make sure to track time, provide direction on priorities and manage any overtime.
- **Inform them of required training for their job** including deadlines, making sure to provide your new employee with access to resources to complete.

Employees Tips

1. *Set ground rules with other household members*
   - *Explain work hours and expect interruptions*
2. *Turn on White noise machine or app*
   - *Helps avoid distractions and focus*
3. *If possible, set up a separate space that can be closed off after work to prevent you from getting drawn back in. A room with a door, etc.*
4. *Take breaks.*
   - *Whether it is one long break or several short breaks, it's important to step away from your desk to clear your thoughts.*
5. *Shut down, close, and put away your laptop when you're done with your day.*
6. *Be comfortable!*
   - *Ergonomics*