



Working Remotely

*Tips for Employers and
Employees*



The Big Fear of Employers

Will my employees be productive working from home?

Answer: They can be, but owners/managers may need to be more proactive in leading and managing their teams!

(Chat: What challenges or questions do you have?)

Have an Initial Conversation to Set the Stage

- 1. Ask your team members how they feel about working from home.**
- 2. What challenges do they anticipate, or have they experienced?**
- 3. How productive do they think they can be?**
- 4. Ask them about their work area.**
- 5. Ask them how they will manage distractions (e.g. children, pets, household chores, etc.)**
- 6. Ask them what they need from you to be productive. (Make sure they have the resources they need! Pay attention to cyber security!)**
- 7. Let them know that you both have to be committed to making this work!**

Decide on Expectations Together and Write them Down

- 1. Set a specific start time and stop time; set specific break/lunch times**
- 2. Create a standard routine – maybe certain activities in the morning and others in the afternoon; consider using time blocking**
- 3. Be available by phone or IM at all times or at set times – speak at least once every day (tools you might consider: Slack, Google Messaging, Google Hangouts, Drive, Facetime, MS Teams, texting, Marco Polo, Zoom, Base Camp, Share Point, etc.)**

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- 4. Have set check-in times during the day; maybe they should communicate with another team member each day; let the employee be responsible to initiate the call; make sure there is daily communication accountability**
- 5. Define specific outcomes for each project or each day; or have specific deadlines and/or goals for the day and/or the week**
- 6. Recognize and affirm good work; correct bad habits that might be forming**
- 7. Agree on specific record keeping or documentation that is required daily – use cloud-based shared platforms**

Execute and Have a Weekly Review

Let the employee score themselves each week on these written expectations. Keep a score weekly. This is like a brief weekly performance review.

Remember: Recognize good work and have a weekly conversation about how the remote working arrangement is working.

Make adjustments as needed every week. Constantly be improving your process.

Resource: *Influencing Virtual Teams – 17 Tactics that Get Things Done with Your Remote Employees* by Hassan Osman

Finally: Create a “Remote Working Policy” (sample from Ten Adams, Evansville, IN)