



SUCCESS FROM ANYWHERE

Discover the 5 Secrets of Effective Remote Work

Live Session
September 6, 2023

INTRODUCTION

1

Presentation 25 minutes

2

Q&A 20 minutes

3

Session will be recorded and available on-demand following the session



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SPEAKERS



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ONBOARDING & TRAINING



REMOTE ONBOARDING

**DISCUSS WITH MANAGERS THE
IMPORTANCE OF A GREAT
EXPERIENCE IN REMOTE
ONBOARDING**

**VIRTUAL ORIENTATION
STRATEGY**

**REMOTE ONBOARDING
PROCESSES**

**REMOTE TRAINING
STRATEGY**

REMOTE ONBOARDING

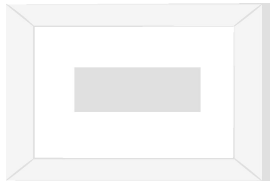
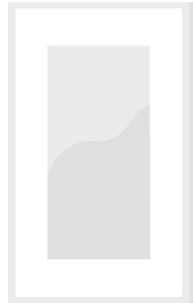
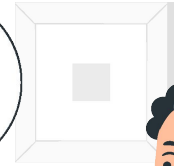
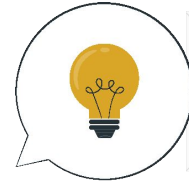
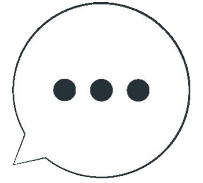
ASSIGN A BUDDY OR MENTOR

REGULAR CHECK-INS

**MEASUREMENT AND
CONTINUOUS IMPROVEMENT**

GATHER FEEDBACK

2 COMMUNICATION AND COLLABORATION



HARDWARE



Establish an equitable baseline for hardware for people to perform

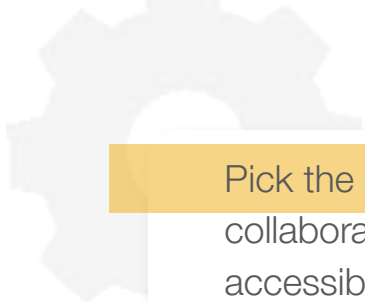


Stipends for home office equipment

Different roles might require different hardware



SOFTWARE



Pick the right tools for communication and collaboration across the entire organization - accessibility & compatibility

Work with teams on what they need to perform effectively, and involve IT

Integration, efficiency, and secure

Technical support and training



BOUNDARIES & WORK-LIFE INTEGRATION

1 Role model behavior for setting boundaries
and have clear expectations

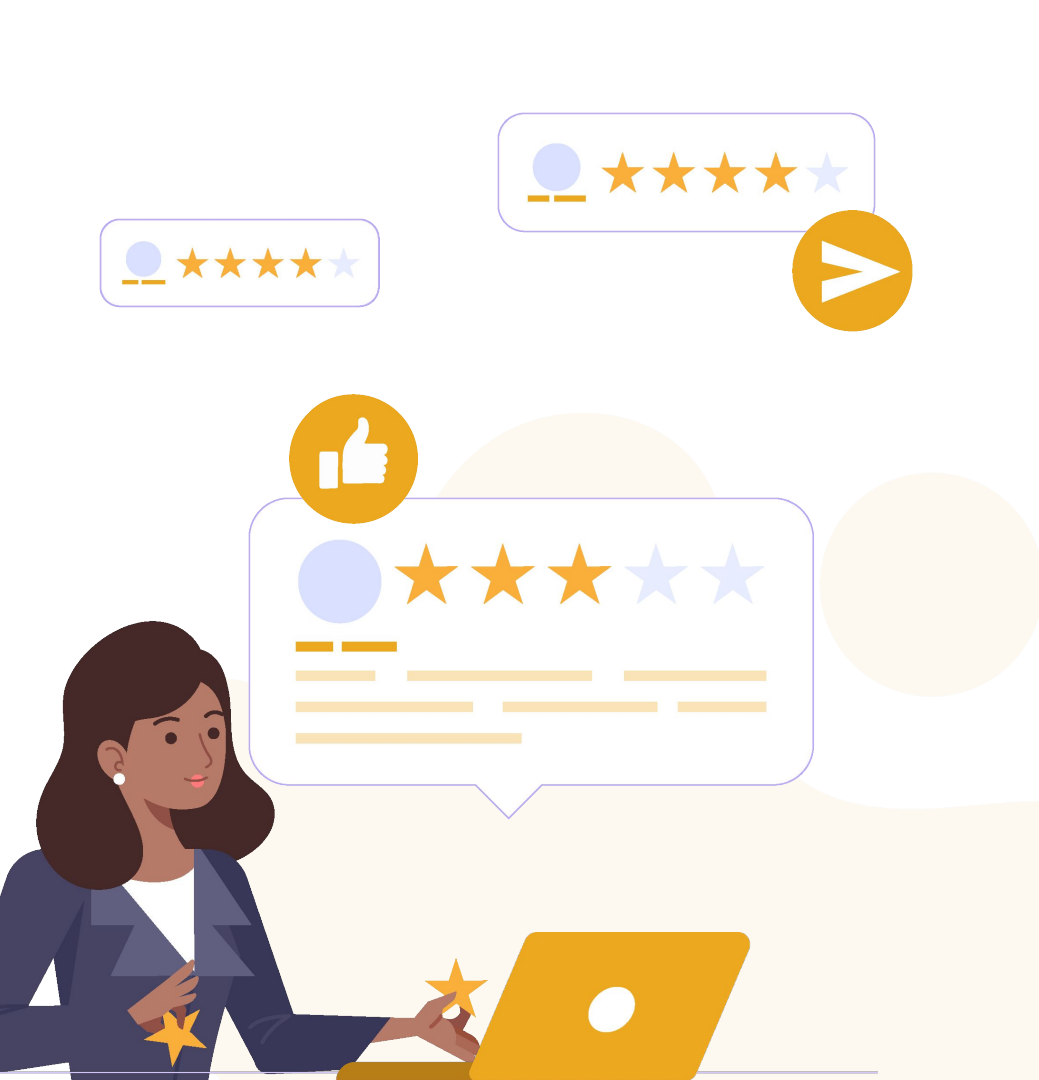
2 Give people the tools to create a buffer
between work and life

3 Encourage breaks and disconnecting



PERFORMANCE & FEEDBACK





FEEDBACK LOOP

Ask questions to get feedback

Are you feeling connected to the team?

What do you need to do your best work?

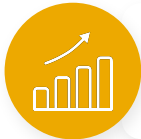
Give feedback

PERFORMANCE MANAGEMENT



Get creative about feedback and recognition

Move away from annual performance reviews and toward regular, intentional check-ins



Define what good performance means (metrics, goals, behavior, etc.)

Shift away from time/activity to outcomes/results-based performance



4 INCLUSIVITY & ENGAGEMENT



INCLUSION STRATEGIES

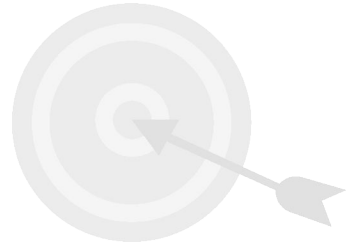
For hybrid environments, have someone dedicated to configuring the technology and settings before the meeting

Ensure remote employees get the same perks as in-person employees

Establish core working hours

Don't forget about team building!

POLICIES & EXPECTATIONS FOR IN-PERSON TIME



Design your in-person expectations

Continue communicating the “why” behind the expectations

Consider a written policy or playbook for remote and hybrid work



5 COMPLIANCE AND EXPECTATIONS



COMPLIANCE

- **Remote Work Policies**

- Hours of work, communication channels, data security, equipment usage, etc.
- Clear policies that provide a framework for what is expected of employees

- **Legal and Regulatory Considerations**

- Remote work practices must comply with applicable labor, tax, and data protection laws
 - Ensure local, state, and federal legal requirements are handled

EXPECTATIONS



Communication Protocols



Performance Metrics and Accountability



Data Security and Confidentiality



Time Tracking and Flexibility



Issue Resolution Procedures

Q&A SESSION

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