

GUIDE *to* GETTING STARTED: 5 STEPS TO MANAGING REMOTE WORKERS



Remote work can boost productivity and improve employee morale. A work-from-home arrangement can also be a powerful tool for retaining current employees and attracting new talent. If you're ready to see these benefits, a few steps can help you successfully implement and manage remote work.

1. EVALUATE CURRENT WORKING ARRANGEMENTS.

If no remote working arrangement exists, you can still gauge how one might fare. Identify opportunities to test remote work, such as during severe weather. Also identify who may be suited for remote work. Often, your strongest performers are most likely to thrive independently.

2. ESTABLISH LINES OF COMMUNICATION.

Communication remains integral for remote and in-house workers.

- Clarify your goals and expectations.
- Speak with workers on a regular basis — small talk included.
- Help everyone feel like part of a team.
- Maintain and build trust.

3. PROMOTE COLLABORATION.

The right tools can help your team collaborate as well as they might in the office. Look into real-time messaging tools like Slack and Yammer. Services like Skype and Google Hangouts offer voice and video functionality.

4. TRACK AND EVALUATE PERFORMANCE.

Monitor remote employees' performance as if they were in the office. Are they meeting deadlines and producing quality work? Address any obstacles immediately.

5. DETERMINE WHAT WORKS BEST.

Some employees don't enjoy or work well remotely. Others will excel. Use any trial periods to assess whether a regular remote schedule is a good idea. If so, you might consider a standard and optional work-from-home arrangement. A full-time remote work option may also be possible.