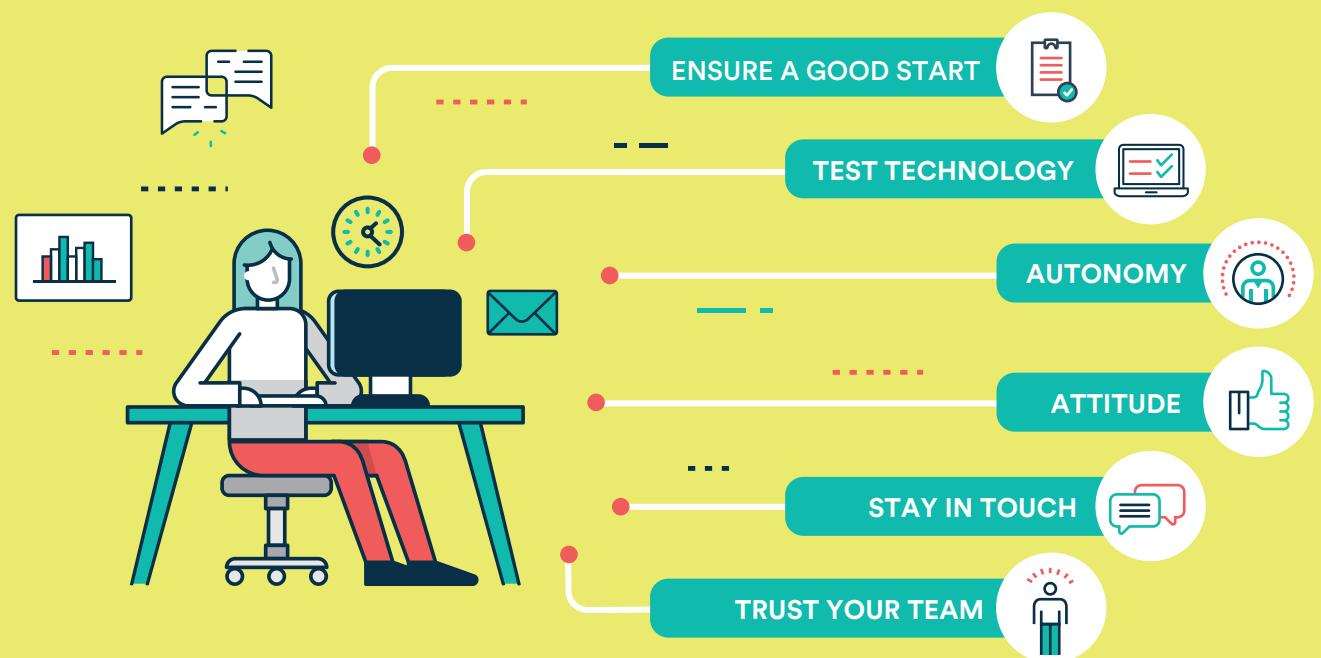


Remote Working

Some practical steps for managing remote working



Try to ensure a good start

Many companies are being forced to introduce social distancing to contain the spread of the coronavirus. As a result, many people suddenly find themselves working from home at the last minute, often for the first time. Some may find this change a shock and struggling to know where to start.

Those who already work from home and remote working advocates know a hasty and poorly planned shift to remote working could result in a bad first experience for many, but working from home could be a life-saving measure. Usually, introducing successful remote working at a company level takes time, structures, policies and a considered approach so you may need a steer on where to start.

This is an unpredictable situation for many people. People may be working from home while self-isolating or with children at home or under other stressful conditions.

- Start by documenting a short statement of how your remote working arrangement will function.
- Use your remote working policy to implement guidelines.
- Ask for comments and feedback.



Test technology

Remote working tools will be new for many and may involve a steep learning curve. Give people time to adjust and ensure you offer support during this time.



Autonomy

Give your staff and colleagues autonomy. Enabling and believing in the autonomy of your staff is the first step towards this.



Attitude

Going remote is not just about software and practices. It is about your mental approach and attitude to the situation. Your company will need to test and trial new working practices.



Stay in touch

Many self-isolated remote workers began working from home suddenly and felt the loss of their connections.

Plan to keep in touch every day, several times a day by phone or Skype as a 'stand up meeting'.

Assign a work-buddy or team that you can rely on.

Use technology to help feel connected.



Trust your team

Trust is vital. Managers, colleagues, founders and team members all need to trust each other to get the job done.

Create some short-term goals and check these regularly on team calls to monitor and review, as required.

