

Managing a Hybrid Workforce Webinar

Participant Handouts



CREATING RESPECTFUL WORKPLACES FOR BUSINESSES
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Tips for Managing Remotely

- ☐ Replicate what works in the real world.
- ☐ Treat remote employees consistently with others.
- ☐ Managing remote employees can improve your management skills.
- ☐ Remember to keep the human touch in remote relationships.
- ☐ Effectively communicate with teleworkers.

Questions For Discussion With Remote Workers

- ☐ What's most challenging for you in your daily work routine? (Help troubleshoot)
- ☐ What do you do to recharge each day?
- ☐ What's one thing we could do that would make your work easier or better?
- ☐ How do you manage distractions during the day?
- ☐ How are the tools we use as a team working out for you? Do you have any ideas about how we could use them better?
- ☐ Do you feel like you have opportunities for informal and brain-storming discussions with the team?
- ☐ Do you feel supported by the team? If not, what support do you need?

Encouraging Better Participation

- ☐ With so many employees working from home, it's more important than ever to focus on engagement and inclusiveness.
- ☐ Be disciplined about including everyone. Consider "going around the table" with at least one question that everyone has to answer.
- ☐ Encourage collaboration. Take advantage of the tools available in most web meetings: polls, chat, whiteboards.
- ☐ Set ground rules: Phones on vibrate, no checking email, no multitasking

Accountability for Remote Employees



Assign responsibility

- summarize commitments at end of meeting
- ask for agreement from all
- review notes against meeting minutes
- ask for e-mail from each team member re his/her commitments



Lead by example

- focus on measurable, attainable results
- make clear assignments
- hold self and team members accountable
- remember the work-life boundary. If you work 14-hour days and send out copious e-mail over the weekend, what standard are you setting for the team?

Tips for Remote Workers



Create an ideal workspace:

- Separate room
- Good lighting
- Internet
- Computer
- Phone
- Comfortable chair
- Little or no disturbances



Have back-up plan if internet goes down



Avoid distractions

- Turn off notifications
- Use headphones and noise cancelling apps
- Use “Do not disturb” signals
- Wait until after work to check social media



Don't overwork

- Create a daily schedule and set priorities
- Limit how much you check-in after work hours
- Overtime may require approval
- Schedule time to relax and be with family

Intellectual Property



Company proprietary data must be protected:

- locking file cabinets, desk drawers
- shredder
- VPN
- regularly change passwords
- encryption software
- lock on home office?
- prohibition on family use of company laptop, cell phone, etc.



Company property must be protected:

- laptop lock
- antispyware, virus software
- surge protector
- procedure for return of company laptop, PDA, files, etc. at end of employment

Have clear e-mail usage policies

- ☐ Email is not private and belongs to employer.
- ☐ Reserve right to monitor e-mail and computer usage.
- ☐ Prohibit use of e-mail in violation of any employer policies.
- ☐ Prohibit sending jokes, chain letters, commercial solicitations.
- ☐ Explain limits of computer usage including reasonable personal use.
- ☐ Include social networking, IM, podcasts and blogs in policy.

Guidelines for A Respectful Workplace



Platinum rule:

- Treat people the way they want to be treated.



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POLICY
LAW