

# Integrating Remote Work

The critical factors behind powering remote work that drive key employee performance outcomes such as productivity and retention.

## Support & Acceptance

DOES INTEGRATING REMOTE WORK HAVE THE SUPPORT & ACCEPTANCE OF ORGANIZATIONAL LEADERS AND EMPLOYEES

In order to begin integrating remote work, remote employees need to feel welcomed and valued as they enter into the organization, despite not being able to physically join co-workers in the office. Prioritizing remote work should be viewed as an opportunity for the organization to expand its talent pool and enable its employees to optimize home-work life balance. In order to establish acceptance, leaders need to communicate by announcing remote work, the reasons for doing so, and the optimism surrounding the decision.

## Security & Compliance

DOES THE EMPLOYEE HAVE THE NECESSARY INFRASTRUCTURE AND TECHNOLOGY TO ADHERE TO SECURITY AND COMPLIANCE REQUIREMENTS?

Companies with remote employees need to ensure that those individuals have taken all the necessary steps to address matters of information security, physical security, and legal compliance requirements before beginning to work in a remote capacity. To ensure this, best practice is to engage internal security and compliance colleagues to review your remote policy, understand where any gaps might exist, and develop a plan to remediate those gaps prior to implementing the policy.

## Communication

HAVE COMMUNICATION BEST PRACTICES ESTABLISHED BETWEEN THE REMOTE EMPLOYEE, MANAGER, AND CO-WORKERS?

As part of the on-boarding process, teams with remote employees should establish communication guidelines, to ensure that remote employees are equally as easy to reach. The guidelines should address items such as differing time-zones, the communication tools used, and preferred methods of communication. Using instant messaging to communicate as a team can help remote workers feel more included in day-to-day work and weekly team meetings can ensure common-understanding amongst employees.

# Career Development

IS THERE A CLEAR AND TRANSPARENT PATH FOR ADVANCEMENT THAT APPLIES TO IN-OFFICE AND REMOTE EMPLOYEES ALIKE?

A fear for many employees going remote is that career advancement may become stymied due to a lack of visualization within the organization. Managers of remote employees should have regularly scheduled check-ins to stay attuned to the employee and provide ongoing feedback as needed. They should also take care to communicate the accomplishments & efforts of remote employees equally as those in-office. Additionally, career-related tools and trainings need to be overly communicated to remote employees to ensure they feel equipped to grow their careers.

# Culture

ARE REMOTE EMPLOYEES BEING ENCOURAGED & PROVIDED WITH THE OPPORTUNITY TO PARTICIPATE IN COMPANY CULTURE?

Thoughtful actions should be made to ensure that the organization's culture encourages social connection and relationship development among remote & in-office workers. Despite being remote, many employees appreciate having the opportunity to connect in-person for monthly get-togethers, quarterly meetings, or semiannual retreats. Also, a critical threat to remote work success is the development of a "speak up or risk not being seen" culture. Not all remote employees will be overtly assertive, and company culture needs to acknowledge and support these employee differences.

## Aspects of work often taken for granted, but critical to remote success

**Work Space:** Does the employee have a work environment that supports remote? How can the organization help to ensure a productive work space?

**Connection:** Does the employee have access to a strong and reliable internet connection?

**On-boarding:** Is the employee provided with the same resources and welcome-experience upon joining the organization?

## Why WerkLabs?

Our team is equipped to derive critical insights at any stage of an organization's remote work integration efforts, such as

1. Assessing the need for remote
2. Establishing a remote implementation plan
3. Determining performance on already integrated remote work
4. Resolving pain points resulting from remote work integration