
Top 10 Tips to Make 'Working From Home' Actually Work

Upcoming Events

HR Redefined

06.07.18-06.08.18

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The **Meeting Owl** is a **360° smart video conferencing camera** so your team can see and hear each other better.



Agenda For Today

- Introductions
- Current state of remote work
- Why implementing a remote work policy is important
- 10 tips for a successful remote work program
- Live Q&A
- SHRM Code

Our Speakers



Ashley Bannias

Lead Talent Acquisition
Partner, Namely



Janelle Raney

Head of Product
Marketing, Zoom

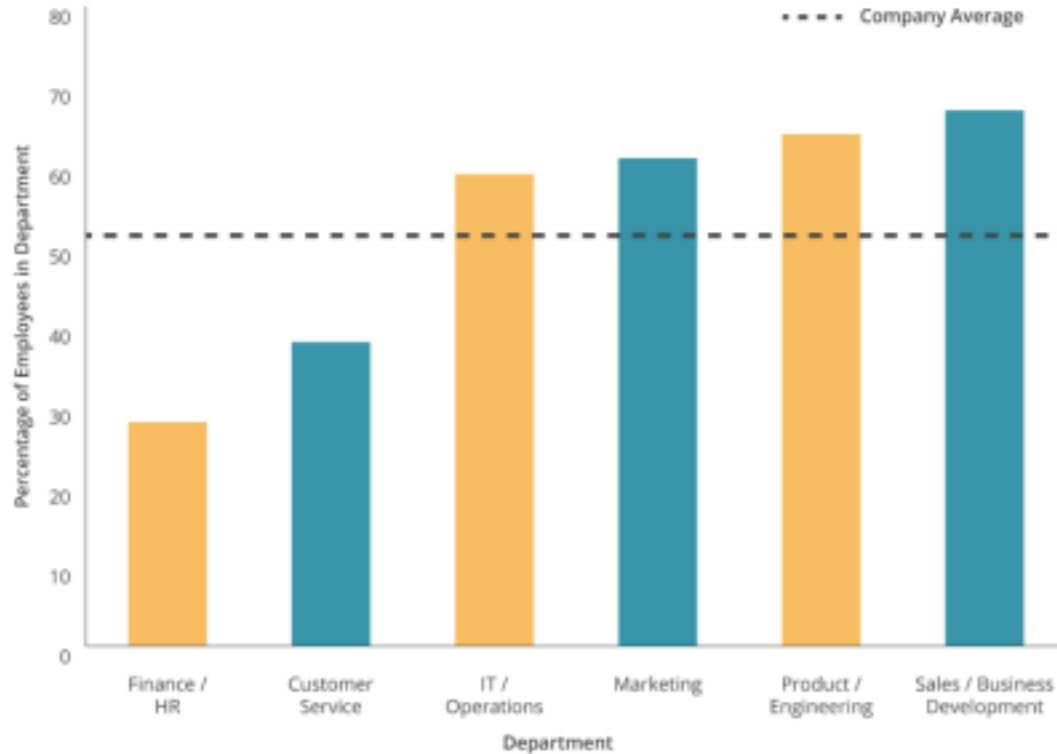


Rebecca Corliss

VP of Marketing,
Owl Labs

**Remote work is no
longer a perk, it's
the new norm.**

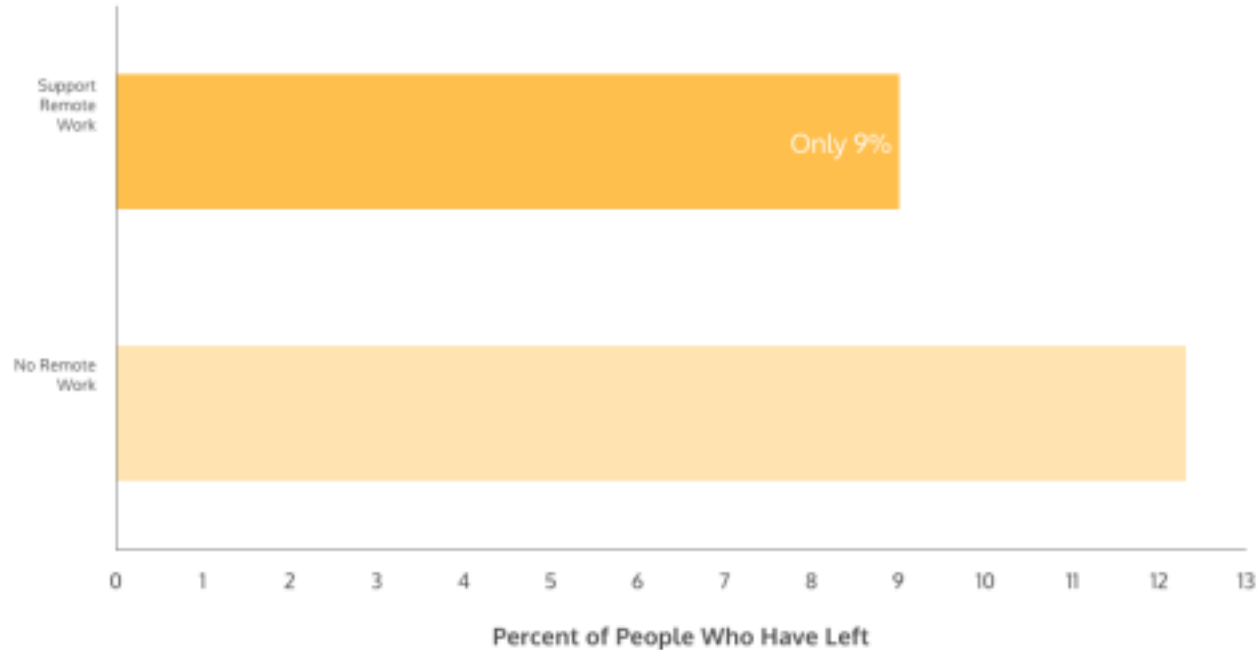
52% of employees work remotely once per week.



Fully distributed companies take 33% less time to hire new employees.



Companies that support remote work have **25% lower employee turnover.**



Why Implement a Remote Work Policy

- Employees are already taking advantage of this “perk”
- Gives companies a competitive advantage
- Meets the demands of a younger workforce
- Boosts employee morale
- Remote work is the future of work



But how do I make ‘working from home’ actually work?

Consider The Structure Of Your Remote Work Plan

What will your remote work structure look like?

- ① Flexible work benefit
- ② Some full-time remote workers
- ③ Full remote workforce
- ④ Transitioning HQ employees to remote workers

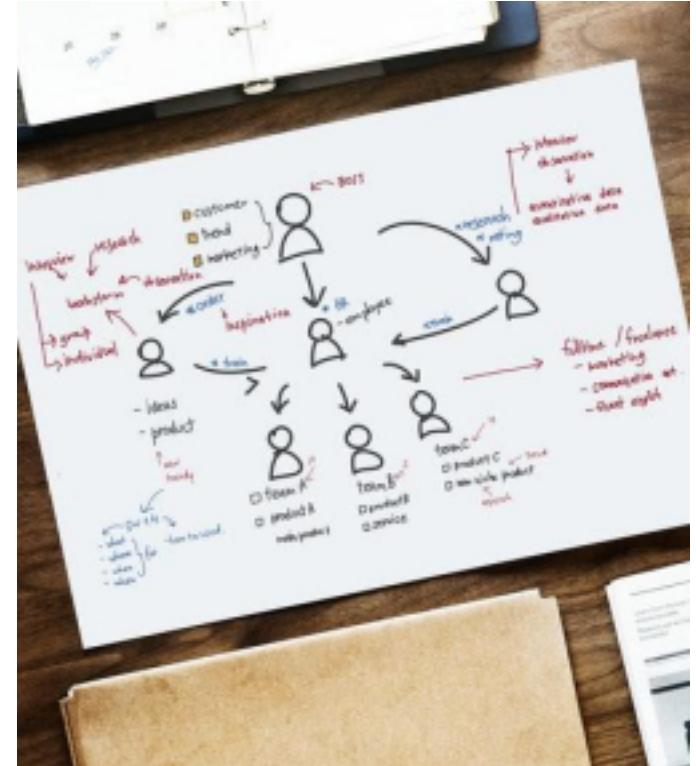
Rethink Hiring Strategy



- Hire for the right qualities (“Culture Add”)
- Create an exceptional candidate experience
- Ask the right questions
- Give candidates a case study
- Leverage video technology for interviewing
- Test communication skills & independence

Train Managers

- Teach managers proactive communication
- Help leaders translate the company culture
- Empower managers to bring people together
- Eliminating unconscious bias



Be Clear About Availability & Communication Structure

Set standards for: working time, office hours, scheduled meetings, and 1-1 conversations.



Remote working should not become an opportunity to run errands on the company's dime **or** overwork dedicated employees.

Make Communication Universal



- Company-wide updates
- Frequent managerial check-ins
- Promotion/lateral movement opportunities



Include video conferencing details in all meeting invites to create a personable communication flow

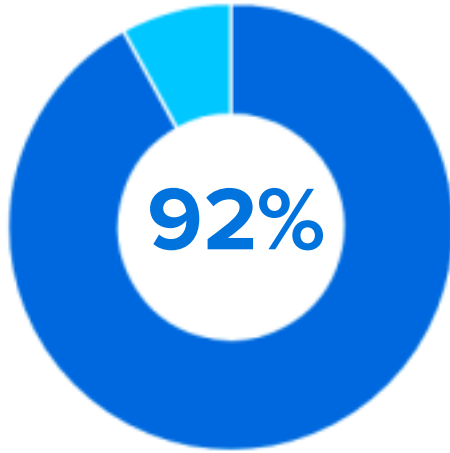
Move Away from Audio Only Calls

Power of Verbal & Non-Verbal Communication

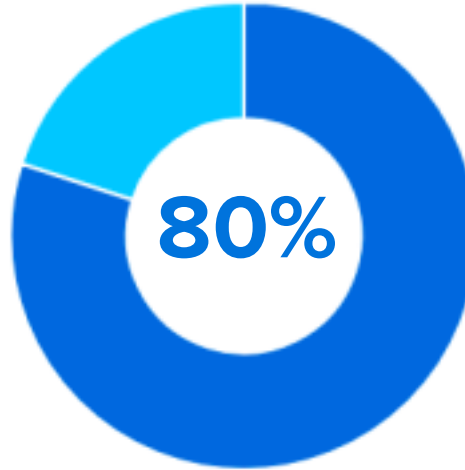
- Spoken Words
- Vocal Inflections & Tone of Voice
- Facial Expressions & Body Language



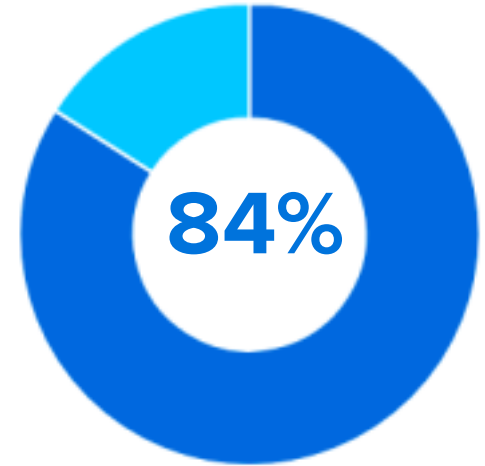
Take Advantage of the Power of Video



Has a positive
impact on
performance








Is fast becoming
the norm for
internal teams



Is fast becoming the
norm for collaboration
with external
stakeholders

Invest in Technology

Remote employees should have the same resources available as on-promise staff.

-  Chat Tools
-  Video Conference Software
-  Company News Feed
-  Document Storage
-  Project Management

Establish Cultural Consistency

- ✓ Include remote employees in team building activities & all-hands meetings via video
- ✓ Replicate HQ-hosted events in satellite offices
- ✓ Implement a buddy system
- ✓ Don't forget to appreciate remote employees

Track and Measure Impact

What do you need so you know someone is having an impact?

- Organizational KPIs
- Team Milestones
- Individual Objectives



Address Compliance



Payroll/Tax Requirements

- Out-of-state taxing
- International payroll processing



Security Concerns

- IT communication
- Data security



Fair Labor Standards Act (FLSA)

- Be mindful of communication “after hours”



Top 10 Tips to Make 'Working From Home' Actually Work

1. Consider the structure of your remote work plan
2. Rethink hiring strategy
3. Train managers
4. Be clear about availability & communication structure
5. Make communication universal
6. Invest in video & technology
7. Establish cultural consistency
8. Track and measure impact
9. Address Compliance
10. Think towards the future



Q&A

Contact Us



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