



BUILDING A SMART WORKFORCE

Planning for the Coronavirus Remote Working

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Planning for Remote Working

Checklist

No doubt, many of us will be dusting off our pandemic contingency plan files, right now and remote working is bound to form a part of robust and flexible business continuity arrangements to ensure that the impact of any disruptions will be minimal.

Many organisations have already adopted precautionary measures to reduce risk of infection. These include, developing policies that encourage ill employees to stay at home without any fear of reprisals and the discontinuation of unessential travel to locations with high illness transmission rates.

We should also consider practices to minimise face to face contact between employees – such as tele-conferencing and remote working. In our experience, merely issuing your people with a laptop and smart phone doesn't work. It leads to confusion and your best laid plans will fail.

To reduce disruption and confusion, it is crucial that Operational Leaders and HR can disseminate information about your pandemic preparedness to the workforce and senior leadership.

With this in mind, we've put together the following package of interventions that will help any required remote working operate more effectively.

1. Remote Working Policy

If you haven't already got one in place, then a policy that outlines expectations and guidelines is a really good idea. We have a template that you use.

2. Managing Remote Workers

Many of your Leaders will not have managed teams who work remotely. Our 2 hour workshop will deliver essential skills of leading remote or distributed teams. Managing remote teams is very different to managing traditional office based teams.

Leaders will want to know how to get the best from people, run effective tele-conferences and maintain performance. It's an art and training Leaders upfront is the most important investment you will make in ensuring continuity of your business during this outbreak.

We will also equip you with our template remote working agreement that line managers and individuals complete to agree how they will work together.

3. Seven strategies for successful Remote Working

We will run a 1 hour workout with your team in advance of them working from home. This will set expectations, agree guidelines and help them maintain service and performance while away from the office. This way, team members quickly become acclimatised to new work practices and, as a result, trust builds more effectively too. This is backed up by our new seven minute video.

In the event of a virus pandemic, businesses will have a key role to play in reducing the risk to employee's health and safety as far as possible, as well as maintaining essential operations. Remote working will be an essential part of this commitment.

Investment

During March we are offering this remote working package at half price. We will help you set up remote working in an orderly fashion:

- Remote working policy template and 1 hour advisory from an expert practitioner
- A copy of our Coronavirus policy template
- 2 hour Leadership Workshop - Managing people who are working from home
- 1 hour Team Workshop – 7 Strategies for becoming a successful Remote Worker
- Our 7 minute refresher video for people working from home

Investment

£750 reduced from £1500

We have 20 Years of experience in delivering many types of smart working, including remote working into Organisations similar to yours. We recognise the questions and uncertainty the subject of non-office based roles raises for businesses. This is why, over the years, we have developed powerful strategies that open mindsets toward adoption of flexible working which we are happy to share with you.

Contact us at ideas@smartworkingrevolution.com if you would like to book a 2 hour remote working virtual training session for your team

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