

# Intouch Advance Teleworking tips

A successful organisation that utilises the benefits of remote working, also requires an effective way of managing and supporting those employees who use it. This means finding ways of:

- supervising employees who are often out of the office
- monitoring productivity and performance
- building a strong virtual team
- maintaining relationships between remote employees.

Here are some top tips of how you can successfully achieve these:

## 1. Develop a daily schedule

Setting a schedule of the times of the day when work is done can help your remote workers feel that they are really at work, which can make it easier for supervisors to monitor their activities and lead to increased productivity.

## 2. Establish milestone dates

This will help keep projects on track and make it easier to spot problems while there is still time to effectively deal with them.

## 3. Encourage social networking

Employee surveys show that being able to work far from colleagues without losing touch boosts employee satisfaction and makes top talent more inclined to stick around.

## 4. Address problems right away

Respond to problems immediately even if they are reported by email or text messaging. This will prevent your remote workers from feeling they are isolated.

## 5. Design key performance indicators (KPIs) for your remote workers

Use these KPIs to measure the effectiveness of your in-office staff to understand a comparison among the distinct employee categories.

## 6. Start workdays by holding a five-minute team video-conference

This enables supervisors to maintain a regular check-in routine and employees can catch up on team work progress and feel connected to the whole organisation.