

CHECKLIST

- Create and communicate remote work policy
- Procure additional devices for remote employees
- Evaluate and address remote worker productivity
- Implement a company culture communication plan
- Evaluate and implement options for providing office supplies or stipend
- Verify employee internet connections and phone lines
- Review role-dependent platforms for online capabilities
- Consult with IT about expectations and setups
- Set up video conference lines
- Communication expectations for working hours
- Implement reasonable response time plan
- Review project management capabilities and implement a web-based platform if necessary
- Create plan with leadership to remain visible to all employees
- Communicate with employees on tracking time
- Implement dependent care policies
- Direct managers on the appropriate communication cadence with their team members
- Provide recommended agendas to management
- Develop methods for impromptu collaboration
- Conduct training on emotional intelligence in a virtual environment

NOTES

**Need help with your remote work environment?
Give us a call at 1.855.willory and we can help you achieve results!**