

allow team to
Telecommute
at least once a week



overview

01 **benefits**

02 **take action**

01

telecommuting

telecommuting



an arrangement that allows employees to work remotely from a centralized location.

telecommuting benefits

INCREASE

- productivity
- staff retention
- time and flexibility
- range of employees.

DECREASE

- lower operational costs
- reduced fuel or transportation costs
- space and cost of operational building

"Work is what we do, not where we are."



02

take action

take action

- 1. assessment**
- 2. questions**
- 3. transition**
- 4. software**
- 5. structure**

1. assessment

ASSESS YOUR COMPANY'S CAPABILITY FOR TELECOMMUTING

a. practicality

c. assets

b. client base

d. expansion



2. questions

QUESTIONS TO ASK

a. practicality

How will telecommuting impact the productivity of the tasks being performed?

Consider interpersonal interactions, feedback time, etc.

b. client base

Will telecommuting impact your customer service performance?

Does your business rely on a centralized location for its service? What parts might not?

QUESTIONS TO ASK

c. assets

What additional equipment will be needed to work remotely?

Are these short- or long-term investments and how will these costs accumulate over time?

d. expansion

Does working remotely hinder your company's ability to grow and network?

3. transition

TRANSITIONING

establish goals

Where will your transition be in 6 months?

Percentage of telecommuters, range of employees, cost savings.

action

How will you accomplish your goals?

What areas of work allow telecommuting?

communication

Discuss changes with employees and clients.

Allow them time to adjust.

Be open to feedback.

4. software

SOFTWARE PLATFORMS

a. connectivity

Find an online platform that allows employees to collaborate on documents and communicate as necessary.

Find platforms that can communicate to every level of your organization.

b. accountability

Find a way to administer and monitor tasks. This may be short, consistent meeting times or completion folders, etc.

5. structure

WORK STRUCTURE

test

Mark a time for a trial period.

Before fully transitioning, you can allow certain individuals to work remotely, or certain days where the company can work remotely.

adjust

Be sure see in advance to take note of what work must be done at the company.

Evaluate and brainstorm solutions for any problems that may arise.

case study

A Stanford study showed that telecommuting increased employee effectiveness and productivity by

50%

saying they were less distracted, took shorter breaks, less time off, and used less sick days

In addition, the company was saving

\$2000

per employee on rent space reduction.

Thank You

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CHANGE AND CREATING A
WORLD THAT IS KIND TO ITS
PEOPLE AND ITS HOME

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