

With a large proportion of the UK workforce now working from home, it is important that employees are given plenty of support and that the systems they are accessing remain secure.

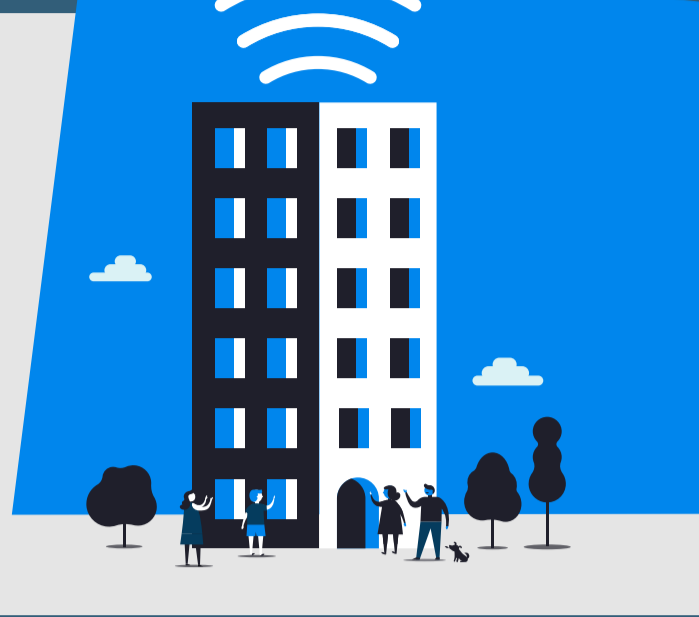
As a cloud computing company iomart knows all about remote working. Here are some top tips to keep your workforce safe, happy and productive.

8 Tips for Managing Remote Workers

1. WORKSPACE

Find out what environment they are working in - the family home, a flatshare, a bedsit.

Understand the challenges this might present.



2. FOCUS

It can be hard to avoid distractions.

Encourage them to set up a space that is only for work and if possible, has some natural light.



3. ROUTINE

Establish a structure to their working day.

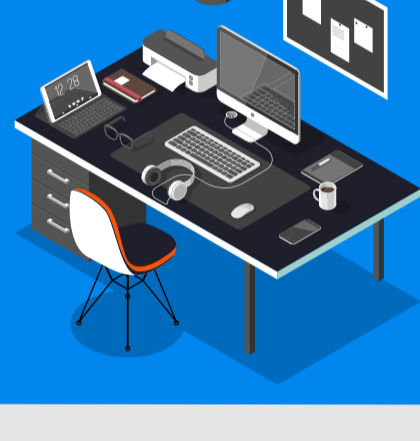
Suggest to-do lists, regular hours and that coffee and lunch breaks are taken away from the computer.



4. TOOLS

Give them the tools they need to access their desktop, email, calendars and files.

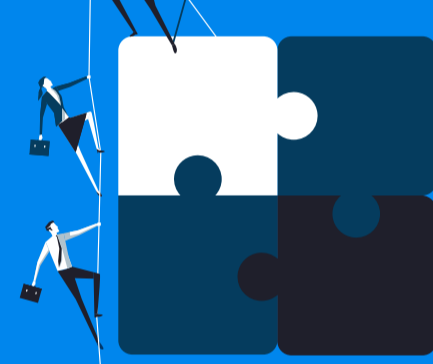
Use collaborative solutions such as Microsoft Teams to share information, for regular team calls and video chats.



5. OBJECTIVES

Set objectives.

Agree the daily and weekly tasks to be done and agree realistic longer-term outcomes you want them to work towards.



6. COMMUNICATION

Remote working requires more communication not less so staff don't feel isolated.

Maintain as much virtual day-to-day interaction within and between your teams as possible.



7. SECURITY

Remind staff of your cyber security policy and share guidelines on how to spot suspicious emails and links.

Use Multi-factor Authentication to add an extra layer of protection where necessary.



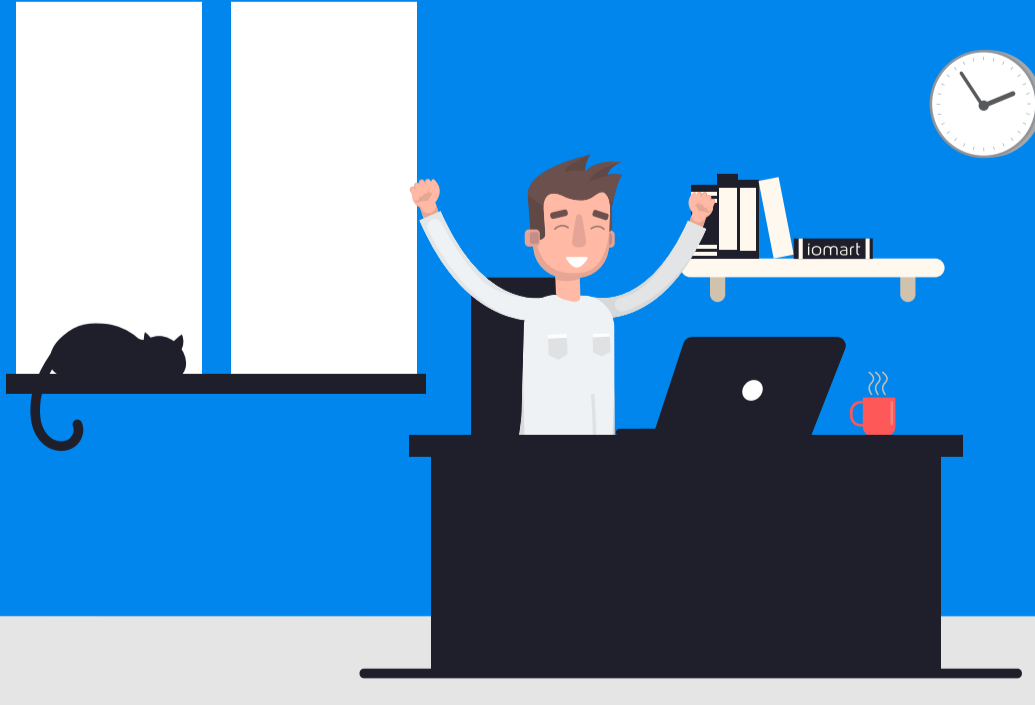
8. END THE DAY

It can be tempting to overwork.

Make sure they end their 'office' day, turn off their work devices and do something else to maintain a proper and healthy work-life balance.



Remember that while the place of work might have changed, the job has not. There are still goals and deadlines to achieve.



With these tips, we hope you can keep your workforce professional and motivated through these difficult times.

If you would like to know more about our remote working solutions email

info@iomart.com

iomart