

# Preparing for extended flexibility in the workplace.

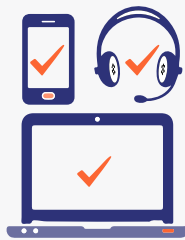
A manager's guide to remote working.

Due to recent global circumstances surrounding COVID-19, businesses and their leaders are now facing the unique challenge of migrating to and managing a remote workforce. Here are our top tips for managers when implementing a remote work policy.

## Ensure your team is set up for success.

### Devices and accessories.

Teams should be provided with portable devices and accessories like a headset, keyboard, mouse, monitor and anything else they need to successfully perform their job.



### VPN access.

Ensure your team has a remote-access VPN that allows them to connect to the company's server and access files from a remote location.



### Wi-Fi connection.

Confirm that all of your team members have access to the Internet and provide alternative arrangements if necessary.



### Workstation.

Ensure individuals have a designated home workspace with minimal distractions.



## Keep your team on track with the right tools.

### Office 365

### File sharing and collaboration tools.

Switching to online collaboration and sharing tools like Office 365 will ensure that teams can simultaneously access and contribute to files.



### Project management tools.

Project management tools like Microsoft Planner offer visibility over projects, enable better task management and increase productivity when working from home.



## Maintain an open flow of communication.



### Software and virtual conferencing apps.

Cloud-based programs like Microsoft Teams and digital conferencing tools like Zoom can facilitate communication between teams and departments when working remotely.

### Regular check-ins.

Schedule regular check-ins with your team so questions, roadblocks and progress can be voiced.



For everything your workplace needs to work remotely, shop our range at [winc.com.au](https://winc.com.au) or call 1800 791 250 to speak to a Technology Specialist.

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