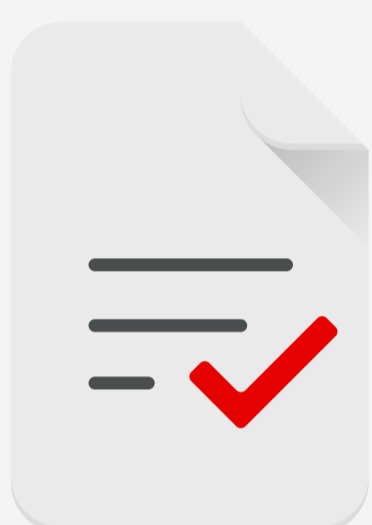


How can my team work together remotely in the long term?



1 REASSESSING REMOTE SET-UPS

- a. Security: Consider swapping personal devices for professional ones and put the cybersecurity basics in place
- b. Equipment: Provide staff with a monitor or riser, keyboard and mouse so they can work comfortably
- c. Ensure everyone in the team has a reliable internet connection



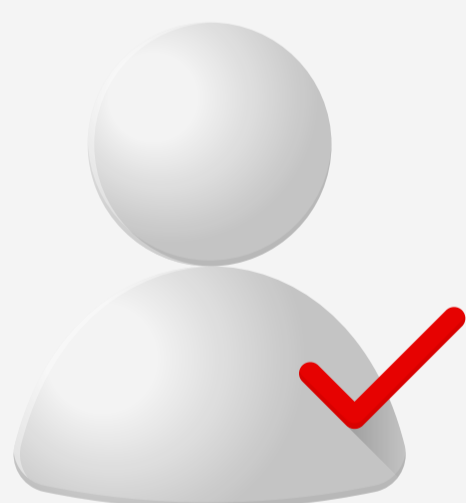
2 RETHINKING PROCESSES

- a. Talk to managers and conduct employee surveys to understand how well your processes are working
- b. Consider how to address any challenges - for example, through better communication or use of technology and tools
- c. Plan for the months ahead



3 SUPPORTING WITH TECHNICAL ISSUES

- a. Create resources addressing the most common issues
- b. Support staff to fix issues themselves
- c. Use remote connection tools if an IT team member needs to fix an issue
- d. Run drop-in sessions to discuss any issues that are hampering productivity



4 ONBOARDING NEW STARTERS

- a. Create a checklist to assess what equipment they need
- b. Organise a virtual induction session
- c. Use cloud-based tools to create a repository of useful documents
- d. Provide links to online training



5 STAYING CONNECTED

- a. Regular communication will help keep staff positive and engaged
- b. Consider setting up virtual coffee chats or company socials