



Your Working From Home Check-list

A simple guide to help you setup your employees to work remotely.

Share this check list with your team to ensure everyone has what they need to do their job from home.

1. Dedicated workspace

Find a space in your home where you can concentrate.

Dedicated home office room or space

Sufficient Internet

- VPN access required to ensure a secure connection to certain business data
- Sufficient connection reliability and speed; you can check Internet speed at: www.fast.com

Laptop

Computer accessories

- Extra monitors
- Keyboard and mouse
- Cables and adapters
- Docking station

Desk and Chair

Printer

Tip:

- If you're somewhere with background distractions, use background blur in Microsoft Teams to keep teammates focused.

2. On-line Resources / Timesheets

Ensure necessary accounts, permissions and applications are arranged ahead of time. Remember, any meeting or catch up will need to take place over the web, this is what you will need:

Web Camera

Noise Canceling Headphones with Microphone

Slack / Skype / Zoom

Microsoft office

- Word
- Excell
- Notes
- Powerpoint

Permissions to applications and accounts

Online meeting tips:

- Record your meetings so you can follow up later
- Turn you camera ON; so your team can interact face to face and feel more connected.
- Be mindful and inclusive. Pause frequently to allow time for questions and use the chat window to share thoughts.

3. Employee Wellbeing / Use Calendars

Encourage employees with fun activities maintain morale and create opportunities for the whole team to virtually get together. Staying connected and checking in can help the team stay positive, engaged and energized.

Microsoft Teams

- For checking in with team members regularly through chat
- Have a virtual coffee/lunch breaks together

Microsoft Whiteboard

- For on-line collaborative brainstorming

Log off and "clock out"

- Take breaks, stay hydrated, and make sure yourself and others "clock out" of work at the end of the day.

Tip:

- The quick chat at the water cooler is what people miss the most when working remotely. Instead, think about chat messages as your virtual watercooler and set yourself a reminder to check in with people regularly.

Maintaining great company culture is key to getting through the struggles we are all facing right now. As a business community, it's vital that we endeavour to encourage one another, despite the unpredictability of events to come.