

# New World of the Remote Office Worker

Sponsored by Intertec International

75% report better  
productivity

80% report reduced  
stress

**WITH MANY YEARS OF EXPERIENCE IN THE IT INDUSTRY **INTERTEC IT SERVICES** UTILIZES THE LATEST TECHNOLOGIES AND INDUSTRY PROVEN METHODOLOGIES TO PARTNER WITH OUR CUSTOMERS TO DRIVE AND ENHANCE THEIR DIGITAL TRANSFORMATION JOURNEY.**

**INTERTEC ENGINEERING SERVICES** EXECUTES COMPLEX TECHNICAL SERVICES WITH AN EXPERIENCED TEAM AND THE LATEST TECHNOLOGIES.



# IT and Engineering Services

- **Rapid Application Development Services**
  - **Cyber Security Managed Services**
  - **Remote Worker Platform Services**
  - **Cloud Migration Services**
  - **E-Commerce Services**
  - **Project/Risk/Change Management Services**
  - **Technical Support Services**
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- **Mechanical and Electrical Project Engineering**
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  - **Design and Analysis**
  - **Subject Matter Experts and Advocates**
  - **Software and Embedded Systems**
  - **Supply Chain and Procurement**

# Topics for Creating a Remote Worker Environment



Remote Working



Why do this?



Policies for remote workers



Tools for the remote worker (Basic and Advanced)



Etiquette and Behaviors

# Remote Working?

What remote working is not

Occasional travel for business

Telecommuting once or twice a month

Bringing your laptop home in the evening

What Remote Working is

- 90%+ of your time is working from your home environment
- You have an established work area in your home
- Majority of co-worker interaction is through collaboration technology

Why?

# Remote Working is a Strategy

Align business goals to newfound productivity and value

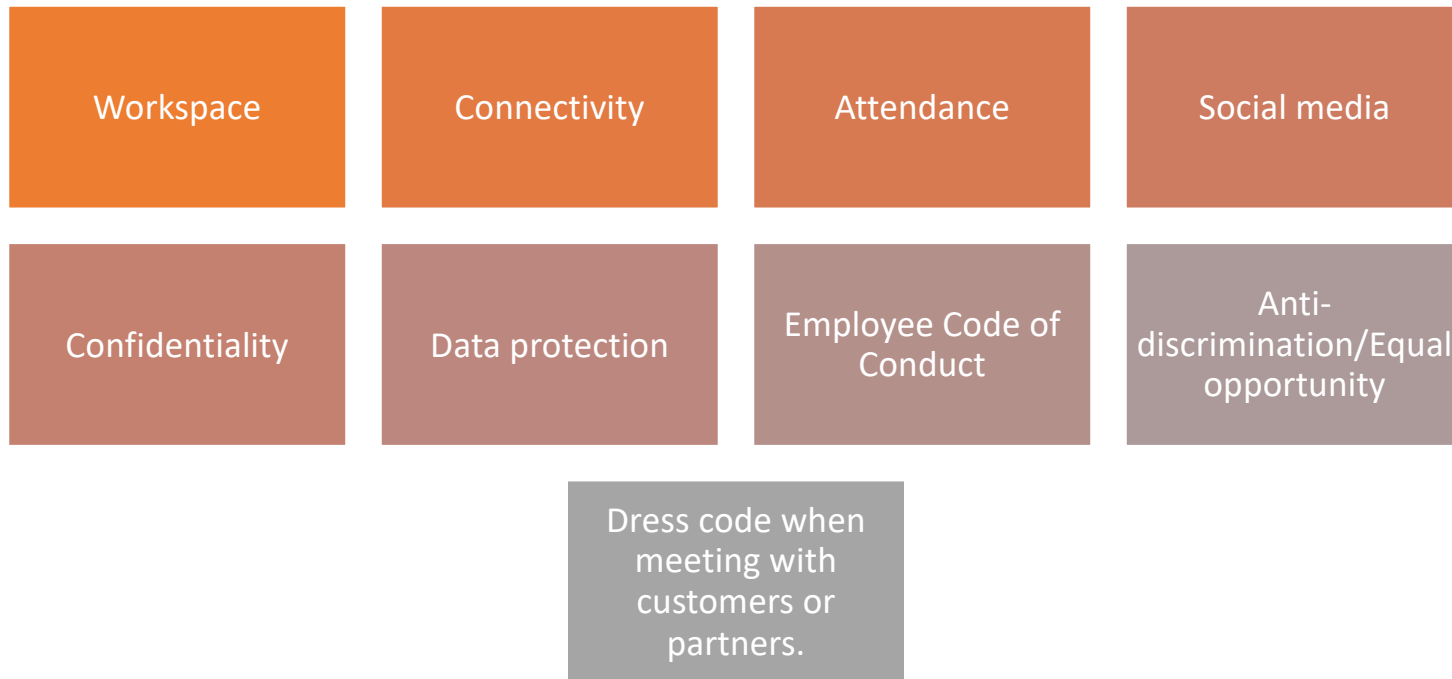
- Increase in result-oriented performance
- Flexibility for the work-day, especially across distant time zones.
- Wider reach for talent, everyone can live anywhere
- With a wider reach of talent the company can leverage the proximity of a dispersed workforce
- Scaling your company up or down no longer requires the consideration of a brick and mortar infrastructure

## Start with Including a Remote Working Section in your Company's Employee Policy



- **Policy brief & purpose**
  - Employee remote work policy outlines guidelines for employees who work from a location other than the company offices.
- **Scope**
  - All employees whose primary work location is not in a company facility.
  - All company behavior, etiquette, performance, and ethical expectations still apply.
- **Remote working agreement**
  - Employees may work remotely on a permanent or temporary basis.
  - Permanent remote work employees should indicate their primary working address in a remote working agreement. This contract will also outline their responsibilities as remote employees.

# Policy elements

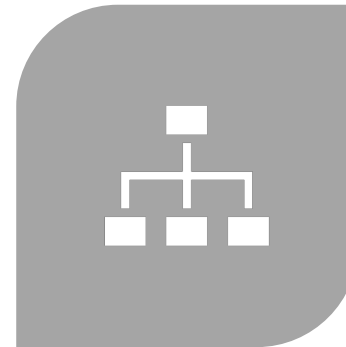




# Tools and Processes



TEAM COMMUNICATION



PROJECT MANAGEMENT

# Tools and Processes



TIME MANAGEMENT



MEETINGS AND  
PRESENTATIONS

# Tools and Processes



WRITING AND EDITING



FILE SHARING

## Examples of tools available for organizations with limited IT infrastructure *(we are not promoting the specific brand)*



CALENDLY –  
APPOINTMENT  
SCHEDULER



CONFLUENCE – WIKI  
PLATFORM



DONUT – TEAMMATE  
PAIRING APP



GIPHY – GIF  
COLLECTION



HELP SCOUT –  
CUSTOMER SUPPORT  
PLATFORM



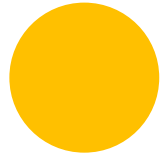
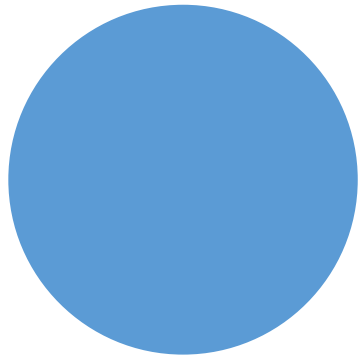
LASTPASS –  
PASSWORD MANAGER



NOISLI –  
BACKGROUND  
SOUNDS FOR FOCUS



TIMEZONE.IO – TIME  
DIFFERENCE  
CALCULATOR



# Advantages & Challenges for Working Remotely

## Advantages for Remote Working

No long and time-consuming commute.

No manager or co-worker interruptions.

No one stealing your lunch from the office fridge.

Remote work can be wonderful.

# Remote Work is not always perfect



**United Nations International  
Labour Organization**



**Employees are found to be more productive  
when they work outside of the conventional  
office however, they are also more  
vulnerable to:**

Working longer hours  
A more intense work pace  
Work-home interference  
New stress factors

# Working Too Much

Remote workers are more likely to overwork.

There is always something to be solved and when you work from home, your office is right there and so is the work.



# How to Avoid Overworking



SET APPOINTMENTS ON  
YOUR CALENDAR FOR THE  
END OF THE DAY.



SET UP REMINDERS TO TAKE  
BREAKS.



CREATE PHYSICAL  
BOUNDARIES BETWEEN YOU  
AND YOUR WORKSPACE.



TURN OFF NOTIFICATIONS  
ON YOUR PHONE AND  
COMPUTER.

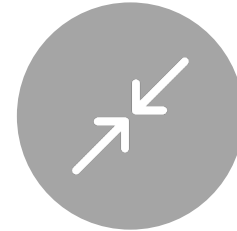


BE CLEAR WITH YOUR TEAM  
ON WHEN YOU'RE LEAVING

Remember  
Your Health  
and the  
Health of the  
Team



**REMEMBER TO  
MOVE IT**



**REMEMBER TO  
SOCIALIZE**



**REMEMBER TO  
STAY POSITIVE**



**REMEMBER TO EAT  
WELL**

Remember  
Your Health  
and the  
Health of the  
Team



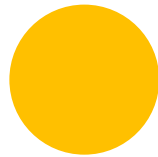
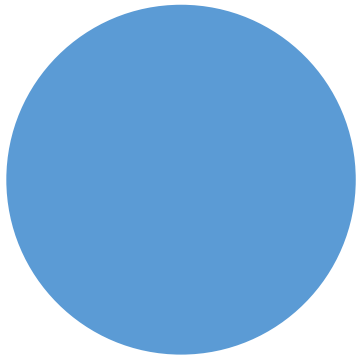
REMEMBER TO TAKE CARE  
OF YOUR EYES



REMEMBER TO LEARN TO  
SAY NO



REMEMBER TO CREATE A  
PRODUCTIVE WORKSPACE



# Appendix

Team Building and Fun  
Activities for the Remote  
Warrior

- <https://museumhack.com/virtual-team-building-for-remote-teams/>
- <https://connectteam.com/team-building-games-remote-workers/>
- <https://cityhunt.com/18-easy-virtual-team-building-activities-for-remote-teams/>

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Some Great Links To Keep  
Work Enjoyable

