

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**

- **Mechanical and Electrical Project Engineering**
- **Project and Program Management**
- **Technical Publications and Graphic Illustrations**
- **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

Remote Working is a Strategy

Why?

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

Workspace

Connectivity

Attendance

Social media

Confidentiality

Data protection

Employee Code of Conduct

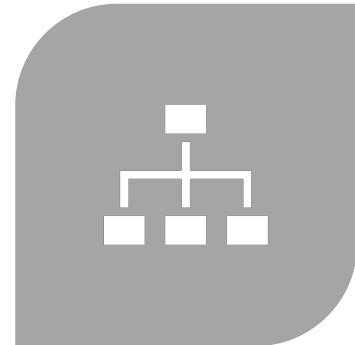
Anti-discrimination/Equal opportunity

Dress code when meeting with customers or partners.

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



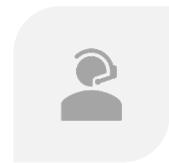
CONFLUENCE – WIKI
PLATFORM



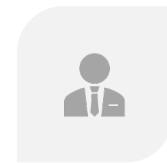
DONUT – TEAMMATE
PAIRING APP



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.

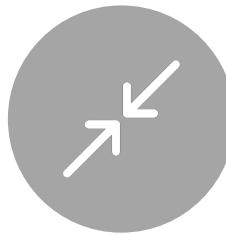


BE CLEAR WITH YOUR TEAM
ON WHEN YOU'RE LEAVING

Remember
Your Health
and the
Health of the
Team



**REMEMBER TO
MOVE IT**



**REMEMBER TO
SOCIALIZE**



**REMEMBER TO
STAY POSITIVE**

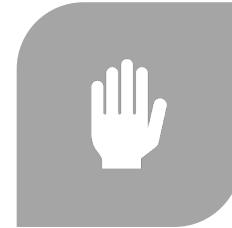


**REMEMBER TO EAT
WELL**

Remember
Your Health
and the
Health of the
Team



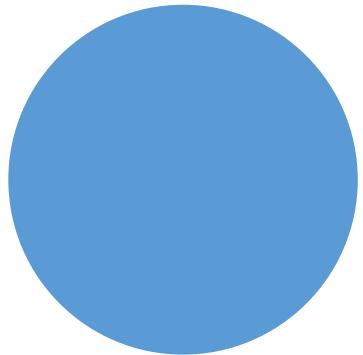
REMEMBER TO TAKE CARE
OF YOUR EYES



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

Some Great Links To Keep
Work Enjoyable

