



Employee's Guide to Working from Home: How to Survive & Thrive

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Agenda

- ✓ Paycor's dedicated Coronavirus Support Center resources
- ✓ How to set WFH expectations and guidelines
- ✓ Challenges of managing remote workers and best practice tips
- ✓ How you and your employees can maintain your own sanity



Paycor's Commitment to You

- Paycor will continue to publish expert advice for SMB leaders navigating the COVID-19 public health emergency.
- Coronavirus Support Center
 - Pandemic Planning
 - Financing & Tax Relief
 - Employee Safety
 - Working from Home
- Bookmark <https://www.paycor.com/resource-center/coronavirus-support-center-smb-leaders> as we'll update it with new information frequently.





How to Set Employees Up for Work From Home Success



How to Set Employees Up for Success

- Set clear expectations
- Make it easy to communicate
- Give them the right tools & support
- Engage employees
- Demonstrate trust
- Share best practices





Essential Work from Home Expectations

- Document and communicate
- Designate work hours
- Establish guidelines
- Institute deadlines



A person is seen from behind, sitting at a wooden desk and typing on a laptop. The laptop screen displays a video conference with two women. To the right of the laptop is a white coffee cup on a saucer. In the foreground, a smartphone shows the time 10:45. The background is a blurred office environment.

PART 2

Challenges of Managing Remote Employees

It Was All So Simple...

Pre-COVID-19



Post-COVID-19



Technology Needed to Enable Large Scale WFH

- Company PC vs. personal devices
 - Virus protection, internet bandwidth
 - External monitors
- VPN and access to company drives and files
 - Who needs access to what
- Phone systems & call-forwarding
- Cloud-based technologies needed to manage your business
- Text SMS communication
- Collaboration technology
 - Filesharing
 - Chat / IM
 - Audio & Video conferencing



What's your biggest struggle with working remotely?



State of Remote Report / 2019

buffer.com/state-of-remote-2019

The Biggest
Challenges with
Working Remotely:



@schuttedoit | @paycorinc

Loneliness & Isolation

How to combat isolation:

- Employee engagement will be an even bigger challenge with a more remote team
 - Increase communication – additional check-ins, team chats, “water cooler” time
- Encourage turning cameras on for meetings
- Still have fun!
 - Create new fun contests to keep morale up
 - Schedule virtual meetups and happy hours
 - Still celebrate birthdays, life events, and team successes
- Mail company swag, newsletters, and gifts



Communication & Collaboration

How to improve communication:

- Engage regularly across multiple channels
- Continue to build rapport--don't forget about small talk!
- Have set one-on-ones and never cancel
- Use web-based collaboration tools and shared files
- Don't be afraid to use GIFs and emojis
- Be mindful of childcare needs
- Be considerate with meetings (mind time zones, be on time, watch background noise) and ensure the right people are included
 - Become familiar with the mute button!



Accountability & Motivation

How to ensure accountability:

- Set clear expectations and establish a culture of ownership and accountability
- Align on priorities and focus on goals, not activity
- Conduct personality assessments to understand communication preferences and unique motivators
- Allow for training and development opportunities
 - Do you have an e-learning platform?
 - LinkedIn Learning courses
 - Coursera classes
- Praise and reward publicly



How You & Your Employees Can Maintain Sanity

- Shower and dress for your day
- Maintain a consistent schedule
- Set up your home “office” and dedicated work space
 - Set boundaries
 - Close your door
- Avoid distractions
 - But take breaks!
 - Get up and move
- Keep your kids on a schedule and space out with your meetings
 - Work in shifts
 - Don't be afraid of screen time
- Leave work at “work”



Thank you!





You want to make a difference. *So do we.™*

