

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 <a href="https://www.paycor.com/resource-center/coronavirus-support-center-smb-leaders">https://www.paycor.com/resource-center/coronavirus-support-center-smb-leaders</a> 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



# It Was All So Simple...

Pre-COVID-19



Post-COVID-19





# Technology Needed to Enable Large Scale WFH

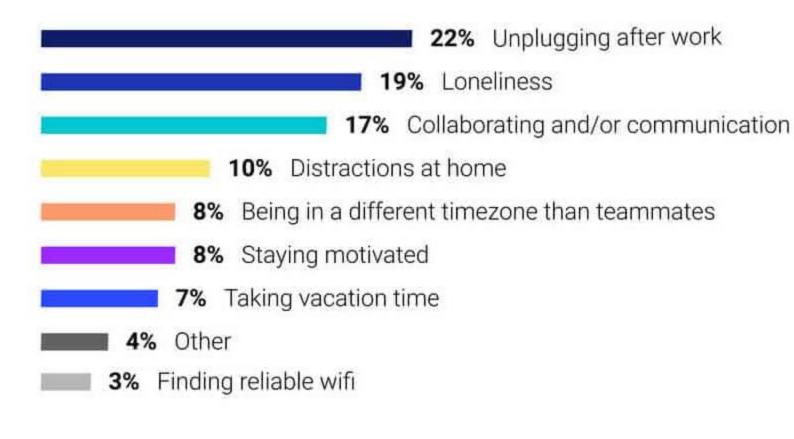
- Company PC vs. personal devices
  - Virus protection, internet bandwidth
  - External monitors
- VPN and access to company drives and files
  - Who needs access to what
- Phone systems & call-forwarding
- Cloud-based technologies needed to manage your business
- Text SMS communication
- Collaboration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





The Biggest Challenges with Working Remotely:

### What's your biggest struggle with working remotely?



State of Remote Report / 2019

buffer.com/state-of-remote-2019



### loneliness & Isolation

#### How to combat isolation:

- Employee engagement will be an even bigger challenge with a more remote team
  - Increase communication additional checkins, 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!



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