



Take your team's productivity and efficiency to the next level.





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@WorkForce



Hire having in mind the possibility of remote work. Not everyone is up to the task of working

alone, and there can be more challenges

found when working remotely, in part because of the lack of social engagement and distance felt amongst your team. You and your staff need to engage with remote work from day 1, otherwise, the results can be negative.

@Tools Make sure you have the right

tools for remote working Tools are important in remote working

because they can help boost productivity and collaboration. There are some tools you can implement to assist with this, such as, email, file sharing platforms, corporate instant messaging, e-meeting cloud software & project management tools.



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Having a process is key to success. This can be applied to virtual teams or

Organise a work plan

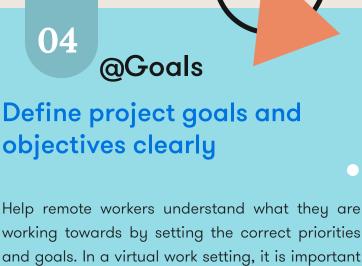
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need to develop a process that fits your

company and your staff, otherwise, the process will have a negative impact and may produce a barrier to success your business. Start with a simple process and then add more details.

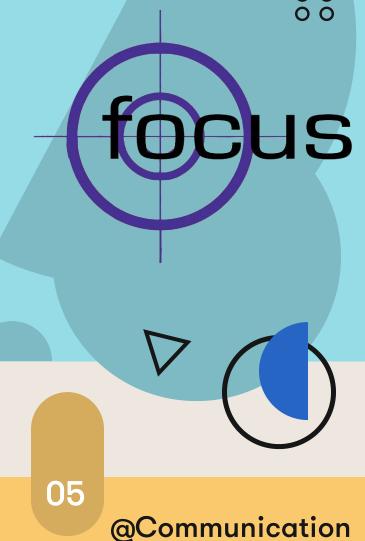
micro-management personnel remotely. You

@Process



For this, good communication is key.

to set with clarity project goals and objectives



Keep communication lines

Communication is key when you have a completely remote workforce and you

help to

innovative,

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which cannot be overstated.

need to have really good, structured communication, with daily updates. Also, you should encourage your team members to stay in touch with the This other colleagues. can build a team that is

efficient and results-driven.

open.



to complete their tasks, stay productive when working on their own, under their own steam.

to find the people

Because not everybody can work in a remote environment, it's important 000 000 07 @Team Building

Build a happy and engaged

Creating stronger bonds within your company can be as simple as using videos as a way to inspire your team, have one-to-one meetings periodically, and trying to create anything that

helps make your team feel that they are not



Everyone **Achieve**

More

team.



