



6 TIPS FOR EMPLOYEES WORKING OFFSITE

Business can benefit from employees working remotely or from home however to ensure such arrangements are effective some safe guards should be put in place first.

They include:

- detailed and documented output expectations for all parties
- identification of which employees would be best suited to working remotely.
Example: self managers or self motivated individuals
- ensuring all necessary technology is available and accessible to achieve the expected results
- following up any productivity issues immediately
- ensuring remote staff attend the office regularly
- ensuring there is a clear understanding between all parties as to the IT expenses incurred and who pays.