

HARMONY

Connecting the human element with business..



COVID-19 is the global pandemic on a level that we have never seen before and most likely did not plan for. Closedown is happening at almost all physical offices around the world and many employees are shifting to remote work.

In such a scenario, ensuring **Employee Productivity** becomes a headache.

While some people increase their productivity in a new environment, others may become less productive.

Some ways to help employees be productive and engaged while working remotely are -

BUILD A STRONG VIRTUAL WORKPLACE INFRASTRUCTURE

At its core, a virtual workplace includes many of the same elements as a physical one: places to collaborate, share ideas and get work done. Yet it can take a Herculean effort to ensure each employee has the technology and tools to be effective in a virtual environment.

Here are some topics to discuss and tips to share with employees:

- Establish a specific, quiet home workspace, with comfortable furniture to work from.
- High-speed and / or reliable internet access is essential.
- Make sure all the accounts are accessible and if they will need to use VPN access, a secure ID token or app to access the network. To ensure all communications are received, contact information should be registered in the company's HR website or directory.

USE REMOTE EMPLOYEE MONITORING SOFTWARE

Remote employee monitoring software works with the core concept of increasing employee productivity and work efficiency while employees are working remotely.

As the management can't check activities from a physical distance, this software helps management in this matter. It helps to check employees' job engagement levels by analyzing quantitative elements like productive hours, idle hours, and wasted hours, providing the employer with data about how productive an employee has been. It's an affordable and effective software.

KEEP TEAMS MOTIVATED AND ACCOUNTABLE

It's important to recognize that employees will have questions and concerns about adjusting to the new work environment. If they need additional equipment or feel disconnected from the team, creating a chain of efficient dialogue with your employees and being compassionate is critical in this disruptive time. Additionally, creating structure can help to establish a sense of normalcy and help keep employees accountable.

- **Be responsive:** Make yourself available to colleagues, respond to requests in a timely manner to build and keep trust. Establish protocols and expectations around response times.
- **Communication:** Agree with your team on the communication channels you will use to stay connected and share documents. Keep a clear and frequent text / video communication and coordination going with your team and clients.
- **Schedule:** Establish what hours you and your team are expected to work and determine how you will share your availability. Follow a work schedule, and routine, with specific working hours to avoid overworking.
- **Security:** Determine if there are security or safety measures that you need to practice, especially around data security.
- **Meetings:** Agree on what tools your team will use to communicate and collaborate and ensure that everyone on your team has access to those applications. Start and end your meetings on time and try to join virtual meetings early.
- **Etiquette:** Be respectful of time. If you're sending a direct text or ping, be aware of what time it is in their time zone and be considerate by asking if it's OK to interrupt them with a question.



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