

The U-niverse: Technology & The Future of the Virtual Office
Gravity: Keeping your Universe Intact
Wednesday, April 14, 2021, 12:10P – 1:00P CT

Session Focus: The Remote Work Environment

Session Description: Is it new or just an expansion of the same? How does this differ from having direct reports in multiple office locations compared with direct reports in multiple home locations? In this session, we will examine what remote work means, both fully remote as well as hybrid models. We'll also look at how productivity and quality standards should be the assessments of someone's work as opposed to visibility in the office environment. Also, are some more productive in a remote environment? We will look at how the physical environments impact productivity, as well as a person's personality and how best to maximize their potential. Finally, we'll examine how policies and procedures are a key component of any remote work program to ensure its success.

Content Leaders:

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Presentation Outline:

- Remote Work Models
 - Fully remote
 - Hybrid model – combination of work at home and work in office
 - Considerations – dedicated in-office workspace or desk share (hoteling)
- [INSERT POLL QUESTIONS – What are you doing? What are your future plans?]
- Benefits of Remote Work – Savings for both employee/employer
 - Less distraction
 - No commute – savings: fuel, auto wear/tear, parking costs, bus/rail/metro costs
 - Smaller office footprint
 - More time for work/life balance
 - Greater productivity
 - Greater ability for flexible work schedules
 - Increase employee retention

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- Needs for a Successful Remote Work Program
 - Correct IT infrastructure – information security and controls
 - VPN
 - Bandwidth
 - Software – security application
 - Cloud hosting
 - Hardware needs
 - Remote printing
 - Video capability
 - Laptop/Tablet
 - Second monitor
 - Mobile device
 - Satisfactory work environment at home
 - Ergonomically correct workstation
 - Lack of interference from home distractions (i.e., ability to isolate)
 - Childcare
 - Maintaining confidentiality
 - Policies & Procedures
 - Remote Worker Policy
 - Work site inspection/audit
 - Clean desk
 - PII
 - Work related accidents/injuries
 - Cameras/Screen captures
 - Working in public
 - Document storage & handling
 - Time management – overtime
 - Management of Remote Workers
 - Productivity Metrics
 - Knowing what to measure
 - Having production expectations
 - Office supplies/expenses
 - Connectivity – phone/internet
 - Printer costs
 - Power consumption
 - IRS concerns
 - Personality Profiles – Crafting the right remote work environment based on personality type

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- Creating/maintaining office culture

- [INSERT IN CHAT – What are some of your success stories?]
 - Use of SKYPE, TEAMS, ZOOM, etc.
 - Cameras
 - Virtual Standup meetings
 - Regular check-ins
 - Information sharing

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