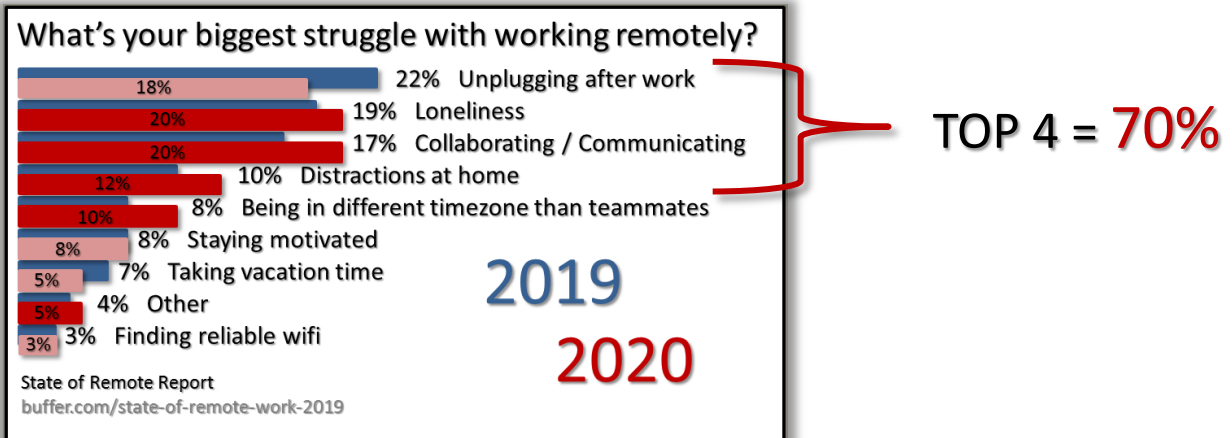


Managing Remote Employees

CHALLENGES



2 KEY NEEDS

COMMUNICATIONS ENVIRONMENT

Online Meeting Software

Scheduling Whiteboard
Share screen Video/Audio control
Recording Support multiple devices
Messaging

Recommendation: ZOOM

Audio - Quality Microphone

Recommendation:

Audio-Technica AT2020USB

Samson GO-MIC



Quality Video - HD WEBCAM

Recommendation:

Logitech HD PRO C920



PROCESS to MANAGE REMOTE EMPLOYEES

5 KEY TO-DO's

1. Hold daily online staff meetings
2. Create clear objectives
3. Use TO-DO Lists
4. Hold people accountable
5. Include "non-business" time



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Managing Remote Employees

TIPS FOR WORKING AT HOME

1. Maintain regular hours
2. Start the morning with a “start-up” routine
3. Establish ground rules for people around you
4. Schedule breaks and take them
5. Leave home, take a walk, or do something else
6. Ask for what you need
7. Maintain a dedicated work space, , , “your space”
8. Keep a separate phone number
9. Focus on one key item at a time
10. Take time to socialize with colleagues
11. Participate in meetings and be heard
12. Look for training opportunities
13. Keep a positive attitude, , , it’s a choice
14. Overcommunicate
15. End your day by giving yourself a treat

