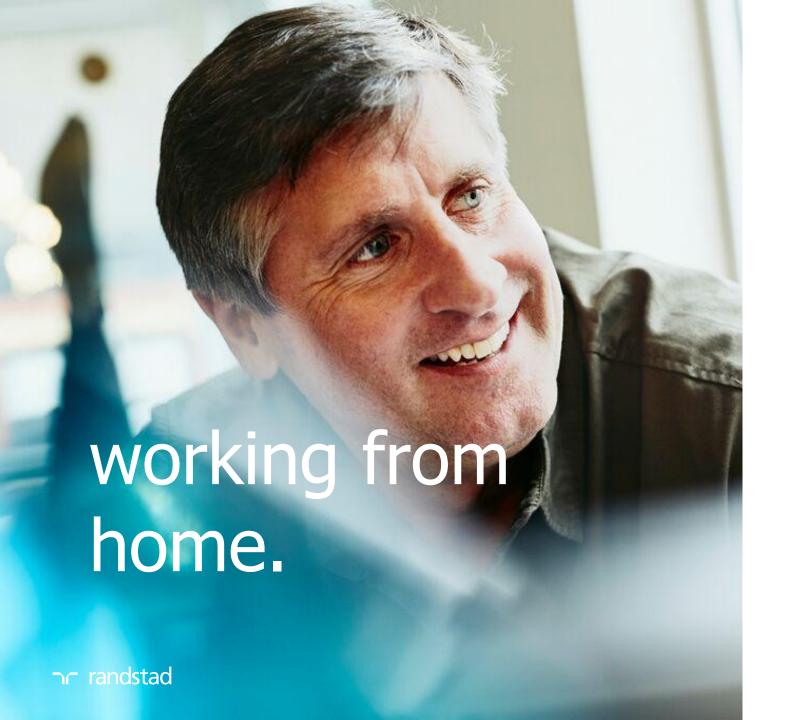
webinar strategies to work from home more effectively.

Christian Drolet | CPA, CA Regional Director, Major Accounts Randstad Canada





Working from home is a work arrangement in which employees do not commute or travel to a central place of work while maintaining effective work practices.

The effectiveness and development of remote work is made possible through the use of technology.

protecting your company data while working from home.

If your data security policies have not been updated within the last two years, or if your organization has not established clear directions on how to treat data while working remotely, then we strongly recommend making it a priority.



the challenges of working from home.

Feelings of isolation and a lack of motivation.

Reduced group dynamic and training.

Environmental noise / distractions (reality of having a young family).



create a designated workspace.

Choose a space away from common/family areas.

Treat your workspace like the office.

Establish an ergonomic workspace.

Be aware of what appears in your background before making video calls.

Create a positive environment.





maintain a routine.

Be comfortable, but professional.

Be prepared to accept video calls.

Start your day with a morning routine.



plan your day.

Categorize your plan.

Establish time blocks.

Create a to-do list and prioritize.

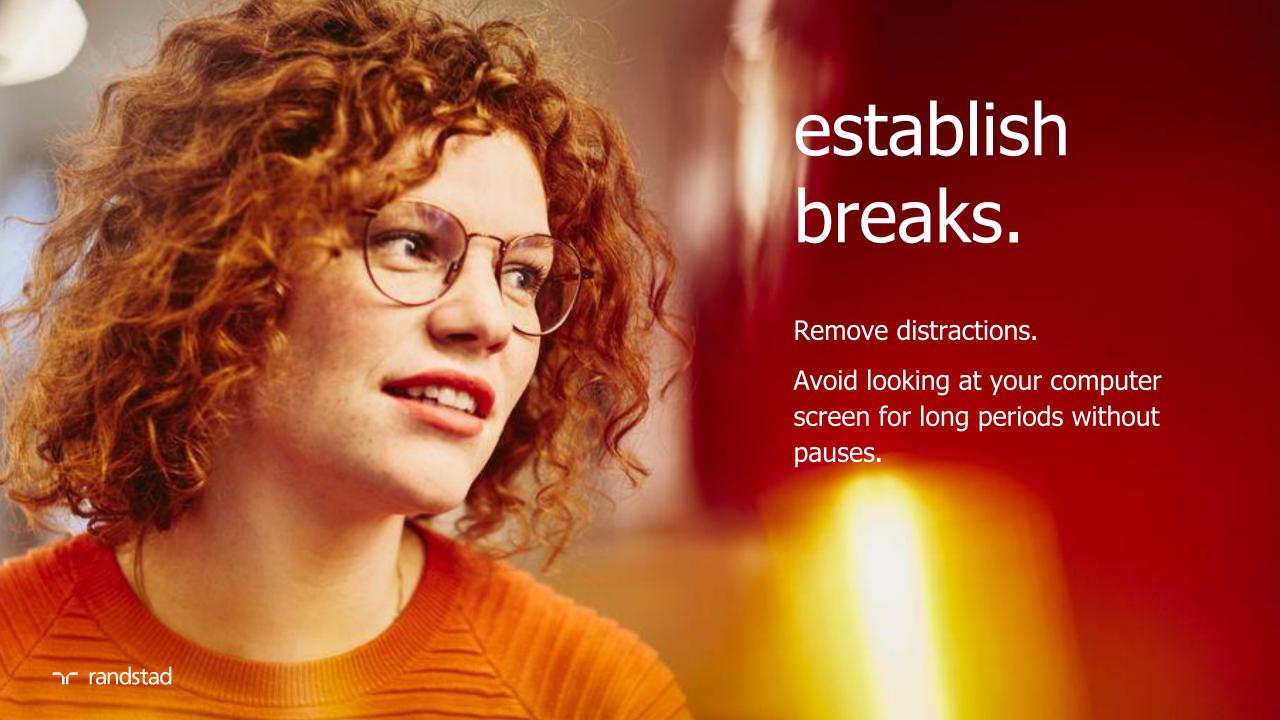
Communicate regularly with your team.



stay in contact with your colleagues and partners.

Continue to include a few catch-ups and video calls each day.

Stay readily available - even from a distance.



take time for yourself.

To avoid feeling like you are always working.

During social distancing, our passions and hobbies are even more important.



to conclude.

- create a designated workspace.
- 2. maintain a routine.
- 3. plan your day.
- 4. stay in contact with your colleagues and partners.
- 5. establish breaks from work.
- 6. take time for yourself.

best practices for employers.



define your remote work policies.

Are your current policies, procedures and processes applicable to the situation?

It is no longer remote work, but rather permanent work-from-home.

"I can't change the direction of the wind, but I can adjust my sails to always reach my destination." -Jimmy Dean





communicate your remote work policies and procedures.

Determine your methods of communication.

Create communication channels for feedback and frequently asked questions.

Create information hubs.

Use technology but don't forget to assess information security.







communicate your expectations and directives clearly.

Establish a mini COVID-19 business plan.

Act quickly, communicate and adjust as necessary.

Divide tasks into mini-tasks and manage the day to day.

Be flexible and have confidence in your teams.

Manage results more than resources.



Communicate, communicate, and communicate some more.

Stay calm, clear, and positive.

Create new habits and routines.

Let go of formalities.

Continue 1:1 meetings on a weekly-basis (minimum).



Continue to celebrate milestones and achievements.

Offer flexibility.

Establish a rhythm.

Communicate COVID-19 updates factually.



switch to project-mode.

Accomplish other projects (build training programs, etc.)

Use online trainings.

Process and productivity improvement projects.

Be creative and adaptive.



Christian Drolet | CPA, CA Regional Director, Major Accounts at Randstad Canada

christian.drolet@randstad.ca 514.982.5920

thank you.

randstad

human forward.

