

A man with short dark hair and a beard, wearing a red polo shirt, is shown in profile from the chest up. He is looking towards the left of the frame, presumably at a laptop screen. The background is a soft, out-of-focus light blue and white. The overall mood is professional and focused.

webinar strategies to work from home more effectively.

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working from
home.

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).



best practices for
employees.

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.

A woman with curly red hair and glasses is looking thoughtfully to the right. She is wearing an orange sweater. The background is a warm, blurred indoor setting with a red curtain and a yellow light source.

establish breaks.

Remove distractions.

Avoid looking at your computer screen for long periods without pauses.

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.

1. 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.

A man with dark hair and glasses, wearing a white dress shirt and a dark tie, is seated at a desk. He is looking down at a document he is holding in his hands. The background is a bright, out-of-focus office space with a window and some plants. The overall lighting is warm and professional.

communicate your
expectations and
directives clearly.

Offer continued support



communicate your expectations and directives clearly.

Take into account that this is a radical transition and irregular.

Offer clear structure.

Communicate to avoid worry and stress that may impact productivity.

A man with dark hair, wearing a dark blue suit jacket, white shirt, and dark tie, is shown in profile from the chest up. He is looking upwards and to the right with a thoughtful expression. The background is a bright, out-of-focus indoor setting with light-colored walls and a yellow light source on the right.

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.



adapt your style of
leadership.

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).



adapt your style of leadership.

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.



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thank you.

randstad

human forward.

