How to Transition to a Remote/ Hybrid Workforce

We've Learned a Lot About Remote Work in the Last Year:

We had to pivot quickly when our offices closed down

Our business continuity plans weren't as effective as they should be

Working from home offered benefits and challenges

We could collaborate even when we weren't in the office together

Remote/hybrid work creates a shift in company culture

A remote or hybrid workforce is our future

We're Exploring Unknown Territory and We Learned We'd Like Some Guidance on Next Steps

Pros and Cons of Working From Home

Working at Home - Pros

- Eliminating the commute and saving money

- Flexibility and enhanced work-life balance

- Improved productivity

- Less absenteeism

Working at Home – Cons

- The communication gaps that occur when we're not together

- Missing social interaction

- Trying to separate work and home

- Feeling that our careers may not progress without exposure to others in the office

Pros and Cons of Working in the Office

Working in the Office - Pros

- It's easier to communicate when we're face to face

- It's easier to manage employees

- It's easier to get promoted when we're visible

Working in the Office – Cons

- We don't like the time away from home while commuting and the costs involved

- We spend more time working than we do nurturing a full life

- We know that avoiding the interruptions in the office makes us more productive

Pros and Cons of a Hybrid Work Model

Hybrid Work Model – Pros

- Increased productivity

- High employee satisfaction

- Lower costs

Hybrid Work Model – Cons

- Self-imposed overwork can cause burnout

- Increased need for technology

- The need to redesign existing office space

What Is the Right Mix?

Every company must find the right mix of in-office and at-home work based on their needs. Common variations include:

Remote First

- ✓ You organize to become a fully remote operation

- ✓ Employees work remotely with periodic in-person requirements where feasible

- ✓ **Who it's for:** Businesses with operations that don't require employees to be on site and those with a geographically dispersed workforce

Office First

- ✓ Your office is the primary workplace

- ✓ Some employees work remotely when possible

- ✓ **Who it's for:** Businesses that assess work daily and that have frequent critical decision making requirements

What Is the Right Mix?

Every company must find the right mix of in-office and at-home work based on their needs. Common variations include:

Scheduled Days

- ✔ Most or all employees work remotely but must be in the office on scheduled days

- ✔ Employers establish guidelines to ensure a smooth workflow

- ✔ **Who it's for:** Any business, but especially businesses with fluctuating work volumes

Department Based

- ✔ You approve remote work on a department-by-department basis

- ✔ This approach eliminates the potential for some employees to feel singled out for a work environment they don't prefer

- ✔ **Who it's for:** Businesses that have some operations that can be performed remotely but that want to keep departments intact where needed

Making It Work: The Roll Out

You need to plan the introduction of a hybrid work model carefully to avoid confusion and misconceptions.

- ✓ Establish new written hybrid work policies Reimagine how to use your office space to support remote workers

- ✓ Create equal benefits for in-office and remote workers

- ✓ Ensure workplace culture considerations are effectively managed

- ✓ Distribute new procedures to clearly explain how the new work model will function Implement technology to support your hybrid workforce, including new collaboration and cyber security tools

Making It Work: Ongoing Support

No organizational change happens without challenges, so plan to address them up front.

- ✓ Create a committee charged with monitoring the implementation to identify and resolve issues and to find opportunities for improvement

- ✓ Hold virtual happy hours and company events

- ✓ Instruct managers to schedule a weekly one-on-one meeting with each remote employee to ensure that employees feel that they are recognized and that their career is on track

Making It Work:
Find a Technology Partner

No organizational change happens without challenges, so plan to address them up front.

- ✓ The right technology is critical to making the transition to a remote or hybrid workplace a success, but that task can be difficult, especially for SMBs that don't have an IT team

- ✓ Find a seasoned technology partner who can provide the guidance and expertise you need to ensure you reap the benefits of a successful transition

- ✓ Access One can help. We have experience in establishing hybrid and remote work models
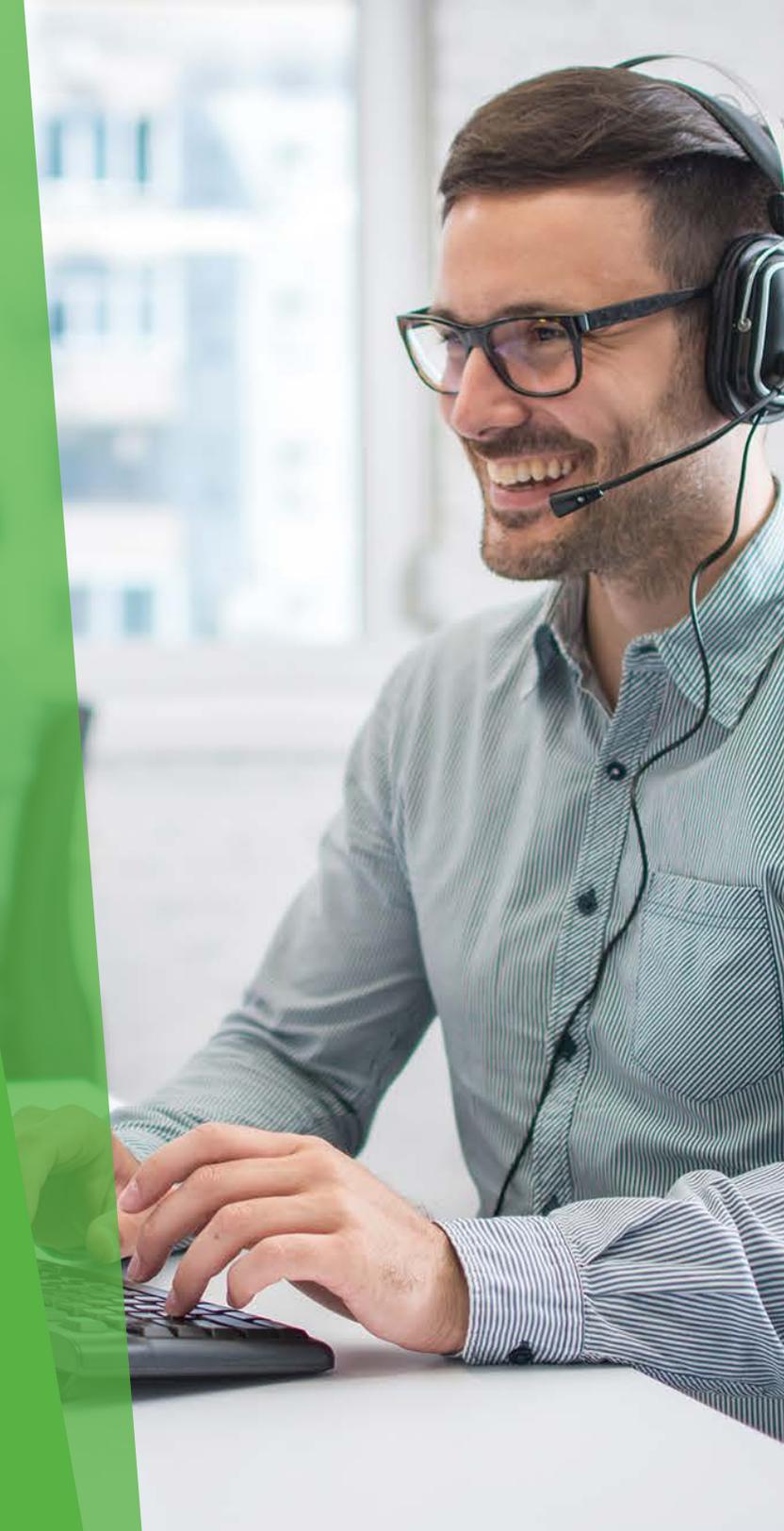
Are the Days of All Employees Reporting to an Office Everyday Behind Us?

- Many employees prefer working remotely
  The results of remote/hybrid work during the pandemic prove that these models can be even more productive for many employees

- There are cost savings that result from remote/hybrid work

- The many benefits of the technology needed for remote/hybrid work will help you improve your competitive advantage

Looks Like Remote/Hybrid Work Is Here to Stay.
Are You Ready for the Transition?

Access One Is Ready to Help You Succeed!

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