



Company Remote First Workbook

Welcome to our Remote First workbook for Companies. This is a short exercise in relooking at your organization in terms of retaining remote workers and making Remote First work as a strategy for your organization. Using our workbook, you may come up with some do-it-yourself strategies to steer your company in new directions. Some may require more planning, resources, or other support. Please feel free to reach out if needed at the links at the bottom.

Remote First Planning Topics

1. Clear expectations are essential to ensure that remote workers understand what is expected of them and are able to deliver high-quality work. This includes establishing clear guidelines for work hours, availability, communication protocols, and performance metrics. It's important to communicate these expectations to all employees to ensure consistency across the team.

Notes:

2. Providing remote workers with the necessary tools and technology is essential to ensure that they can perform their jobs effectively. This includes providing access to reliable internet, collaboration and communication tools such as video conferencing software and chat apps, and any specialized software or equipment required for their work.

Notes:



Company Remote First Workbook

3. Regular communication is essential to ensure that remote workers feel connected to the team and have access to the information and resources they need. This can include regular check-ins, team meetings, and informal communication channels such as chat apps. It's important to ensure that remote workers have the same level of access to information and resources as office-based employees.

Notes:

4. Encouraging remote workers to collaborate with their colleagues and participate in team projects is essential to ensure that the team works cohesively regardless of location. This can include assigning remote workers to cross-functional teams, organizing virtual team-building activities, and providing opportunities for remote workers to contribute to the company's culture and mission.

Notes:



Company Remote First Workbook

5. Providing remote workers with training and development opportunities is essential to help them grow in their roles and contribute to the company's success. This can include access to online training programs, mentorship opportunities, and opportunities for cross-functional training. It's important to ensure that remote workers have the same opportunities for career development as office-based employees.

Notes:

6. Establishing clear security protocols is essential to protect company data and systems. This includes providing secure access to company systems and data, setting up firewalls and antivirus software, and implementing data encryption protocols. It's important to ensure that remote workers are following the same security protocols as office-based employees.

Notes:



Company Remote First Workbook

7. Monitoring the performance of remote workers and providing feedback is essential to ensure that they are meeting their goals and contributing to the company's success. This can include setting up regular performance reviews, providing real-time feedback, and recognizing and rewarding top performers. It's important to ensure that remote workers receive the same level of feedback and recognition as office-based employees.

Notes:

8. Establishing clear boundaries between work and personal time is essential to prevent burnout and ensure that remote workers can maintain a healthy work-life balance. This can include setting clear expectations around work hours and availability, encouraging remote workers to take breaks and disconnect from work outside of work hours, and providing resources for managing stress and maintaining mental health.

Notes:



Company Remote First Workbook

9. Fostering a culture of trust is essential to ensure that remote workers feel valued and supported. This can include providing opportunities for remote workers to connect with colleagues and participate in team activities, encouraging open and honest communication, and ensuring that remote workers have access to the same resources and opportunities as office-based employees.

Notes:

10. Being flexible is essential to accommodate the unique needs and preferences of remote workers. This can include allowing for flexible work arrangements, providing resources for managing childcare or other caregiving responsibilities, and accommodating different time zones and work schedules.

Notes:



Company Remote First Workbook

11. Continuously evaluating and improving remote work policies and procedures is essential to ensure that they are effective and meet the needs of remote workers and the company as a whole. This can include soliciting feedback from remote workers, analyzing performance metrics, and making adjustments as needed to improve the remote work experience.

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