

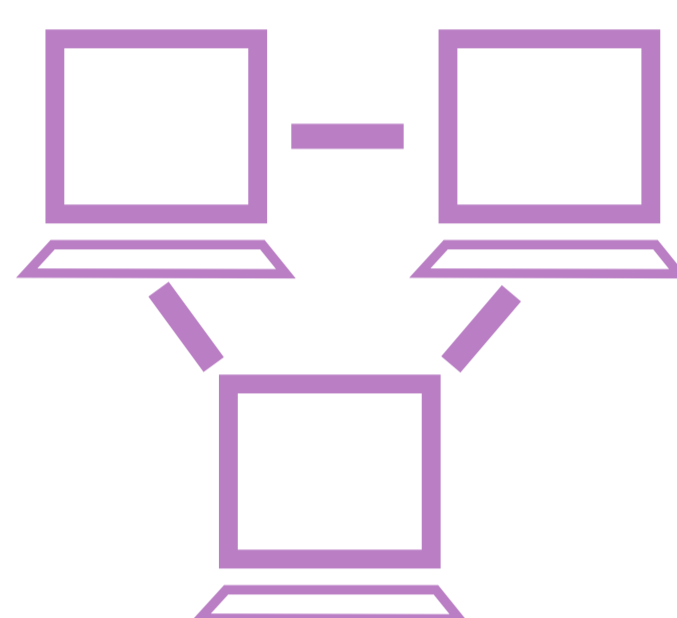
# WORK FROM HOME QUICK-GUIDE

## Six Steps To Starting a Successful Teleworking Program



### Plan

Often the longest step, planning is crucial to making sure that a teleworking program is successful. Check in with management, HR and IT. Identify job roles that are telework-compatible.



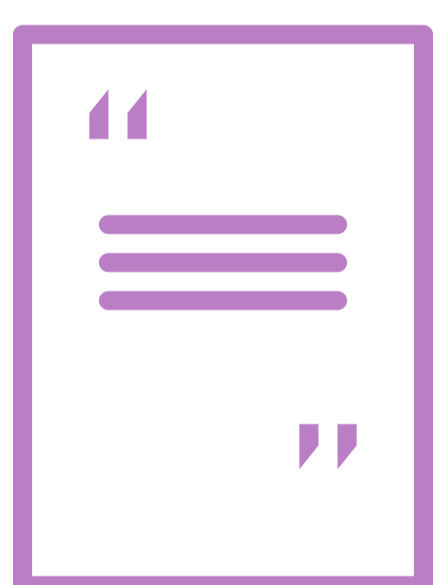
### Technology ✓

Work with IT to determine the technology remote workers will use. IT will need to determine access limitations due to security, as well as how personal devices and collaborative platforms play a role.



### Test Remote Access

Once IT has determined the technology to use for report work, remote access should be tested by a small group using different types of computers, ideally. Testing will identify areas for correction, as well as training that remote workers will need to be successful.



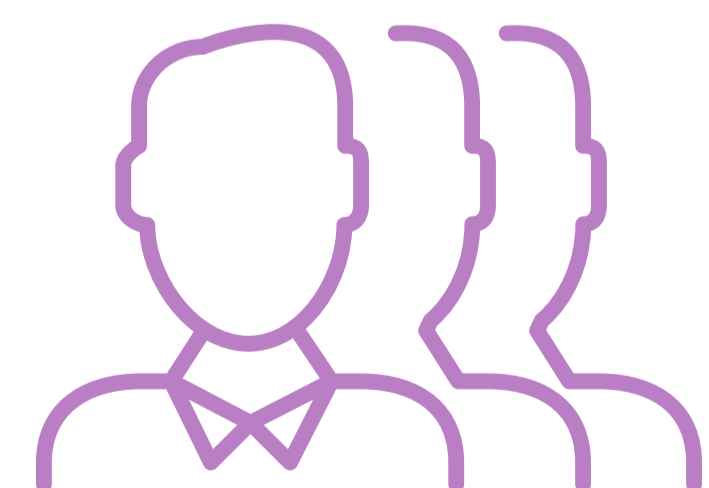
### Implement a Policy

A policy will define the parameters of your program, who is eligible, and expectations. A policy protects your organization.



### Train Managers

Training managers is an ESSENTIAL step for successful teleworking program.



### Implement

Either as a pilot program for evaluation, or a full program, implementation will lead to further program refinement.