

Work From Home Program

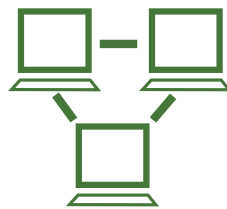
Six Steps To Managing a Successful Teleworking Program



Plan & Evaluate

Often the longest step, planning and evaluation is crucial to making sure that a teleworking program is successful and evolves.

Management, HR, and IT are all important stakeholders.



Technology ✓

IT staff should review the technology remote workers are using. Are new tools available? Determine access limitations due to security, as well as how personal devices and collaborative platforms play a role.



Test Remote Access

A small group should test remote access using different types of computers, ideally. Testing will identify areas for correction, as well as training that remote workers will need to be successful. IT can make improvements and provide training as needed to make work more 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 Changes

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