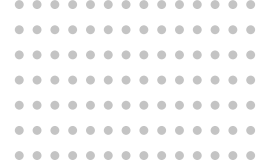# The Definitive 6-Step Checklist for **Making Remote Work Easier for Your Employees**

Workgrid

The way we work is changing daily.

Now that organizations know they can deliver a functional remote experience for their entire workforce (virtually overnight in some cases), it's time to think even bigger.

How could that experience deliver greater value and help employees be even more successful? That next level of success can be unlocked by focusing on the holistic needs of workers.

To be truly effective, employees need intelligent technology solutions that reduce frustration and make their work day easier -- but they also need a centralized, reliable source for critically important personal information related to finances, job opportunities, healthcare, career development, etc. Organizations that deliver that kind of integrated experience can overcome the biggest challenge of remote work – isolation. Let's be honest, the work day is hard enough. When you can't turn to the person sitting next to you to ask questions, it gets even more challenging.

So how can you make sure your organization is providing the necessary resources to support the lives of your workforce as both employees and as people? Here's a 6-part checklist to get you started.

Here's a 6-part checklist to make sure your organization is providing the necessary resources to support these remote super heroes...

1. Get the right info to the right people at the right time

2. Deliver simplified, unified access to core enterprise systems

3. Offer centralized task management

4. Create personalized experiences

5. Enable self-service functionality

6. Provide an employee-first experience that works for everyone

1

Get the right info to the right people at the right time

To support the diverse information needs of your workforce, provide employees with a centralized hub of the communications and resources they need and make it available wherever and whenever they need it to create a streamlined, tailored experience that helps workers be effective.

A single reliable source of relevant and useful communications from across the business (corporate, HR, IT, finance, facilities, etc.) will not only engage employees by helping them feel informed, it will also reduce frustration and increase productivity as employees no longer have to search for the information they need. Putting news about functional trainings, location-specific security and facilities notifications, healthcare updates, level-specific training for managers and non-managers etc., at employees' fingertips will help your workforce stay on-track, focused, and fulfilled.

HELLO!

2
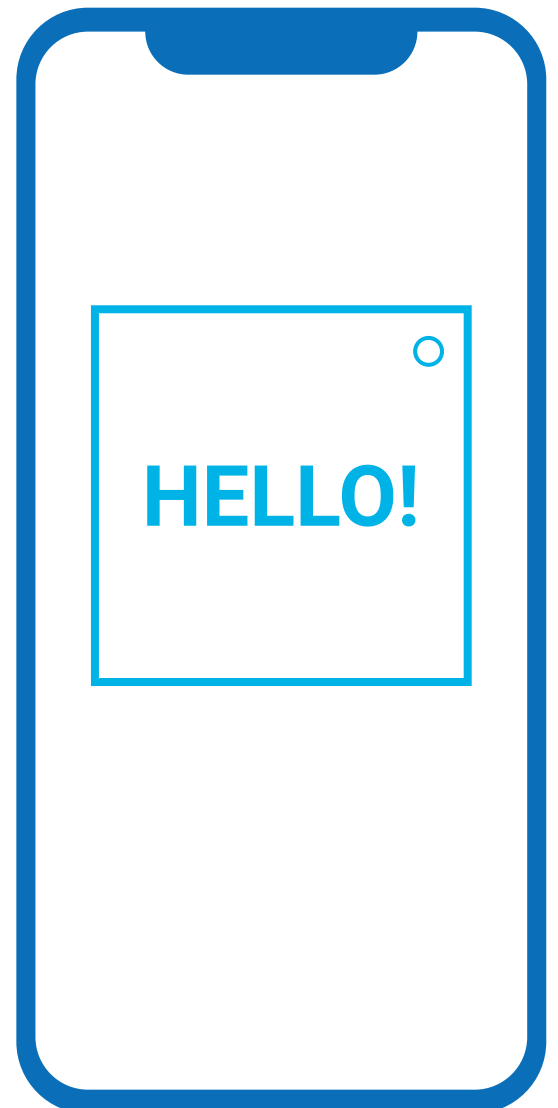
Deliver simplified, unified access to core enterprise systems

Employees need access to core enterprise systems for a variety of reasons — to complete work, check payslip and vacation information, access HR paperwork, etc. Providing mobile access to those systems through a series of individual mobile apps is helpful in theory, but it actually creates a fragmented user experience because it forces employees to have to constantly log in and out of them just to complete routine tasks. The result is a poor employee experience weighed down by lost productivity and frustration. Organizations can eliminate those issues by providing centralized mobile access to all of the core enterprise systems workers need run their lives efficiently.

By integrating with important HR, IT, and finance systems, it's possible to abstract the important tasks, notifications, and information workers need and present it in a single location. That means employees only have to go to one place for everything they need to know and do, such as approvals, business insights, healthcare information, personal data, learning management, etc.

3
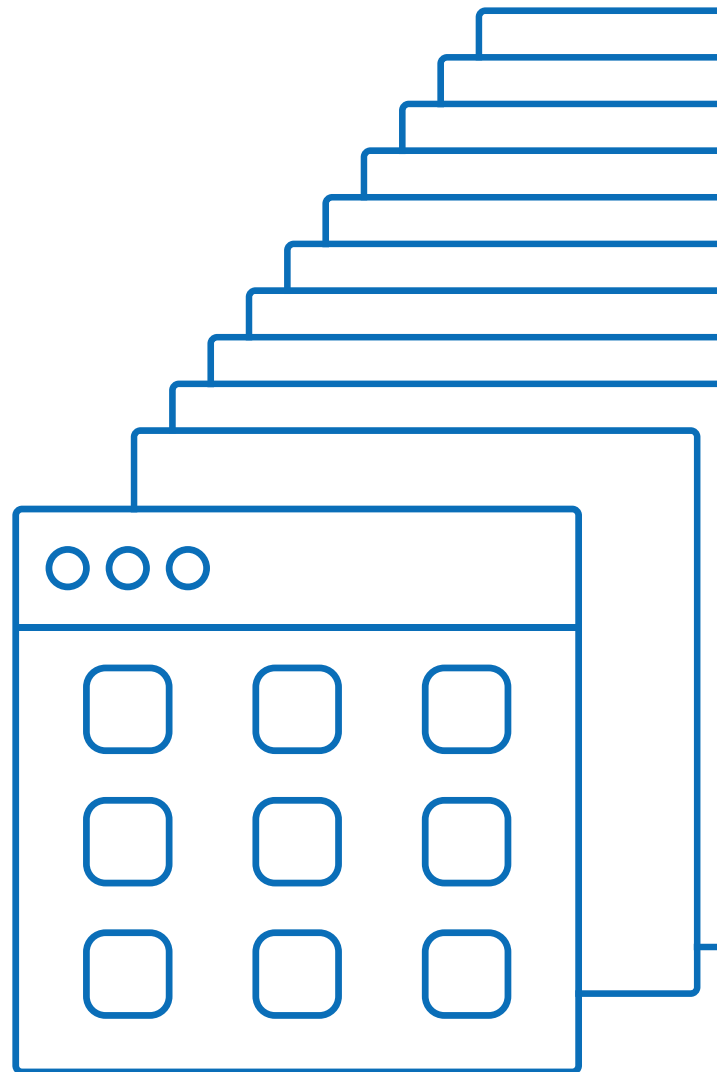
Offer centralized task management

The success of every business depends on the efficiency of its workforce. To make sure that their workforce is operating at peak levels, organizations should implement intelligent technology that can aggregate tasks from core enterprise systems and present them in a central location that's accessible via mobile devices. This makes it easy for employees to see what needs to be done and for managers to get the insight they need into the status of tasks, while also helping teams effectively share and assign tasks amongst their various groups.

My Tasks

1	2	3
4	5	6

4

Create personalized experiences

With employees managing so many simultaneous priorities, their time is limited — so is their patience with generic experiences that don't take into consideration their personal preferences.

To help employees be better informed and feel like they're being viewed as the individuals that they are, take advantage of the data you have available, such as role, function, and location, to deliver personalized communications and answers to common questions. It's also important to give employees the power to control what they see, so they aren't inundated with irrelevant information and applications.

Ultimately, it all comes down to one simple fact — the more you can demonstrate that yours is a company that cares about employees as people, not just numbers, the more engaged your workforce will be.

My Profile

5
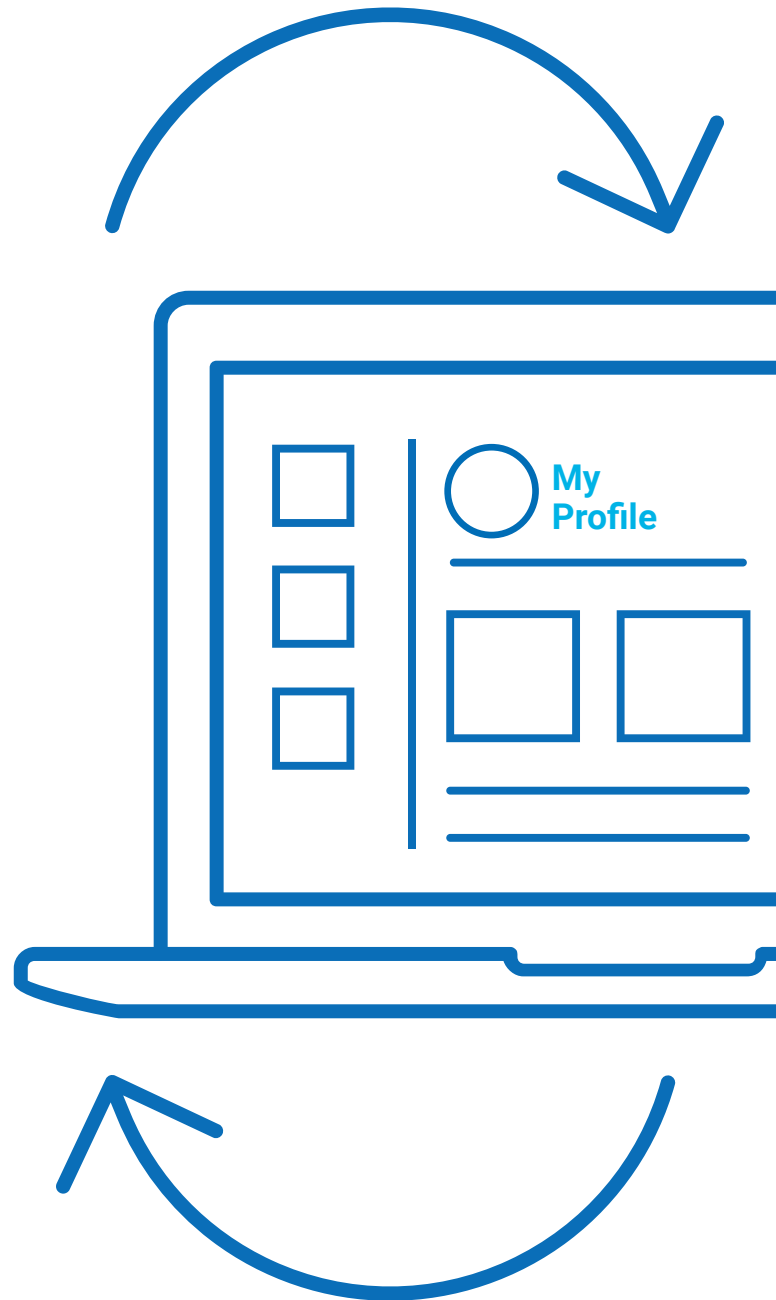
Enable self-service functionality

Life is full of time-consuming, mundane tasks that drain employee productivity. But time spent on these activities — such as the multiple steps it takes across a variety of systems to request vacation time, or the hours spent on hold with help desks — is time diverted from high-value work. Organizations can give those lost hours back to employees by providing them with functionality to perform self-service tasks, such as submitting time off requests, accessing company benefits, submitting help-desk tickets, etc. The more employees have the power and flexibility to handle these tasks when it's convenient for them, the more time they have to spend on tasks that drive value for the business.

Menu

MY PROFILE

EXPENSES

TIME OFF

PLANNER

MY TASKS
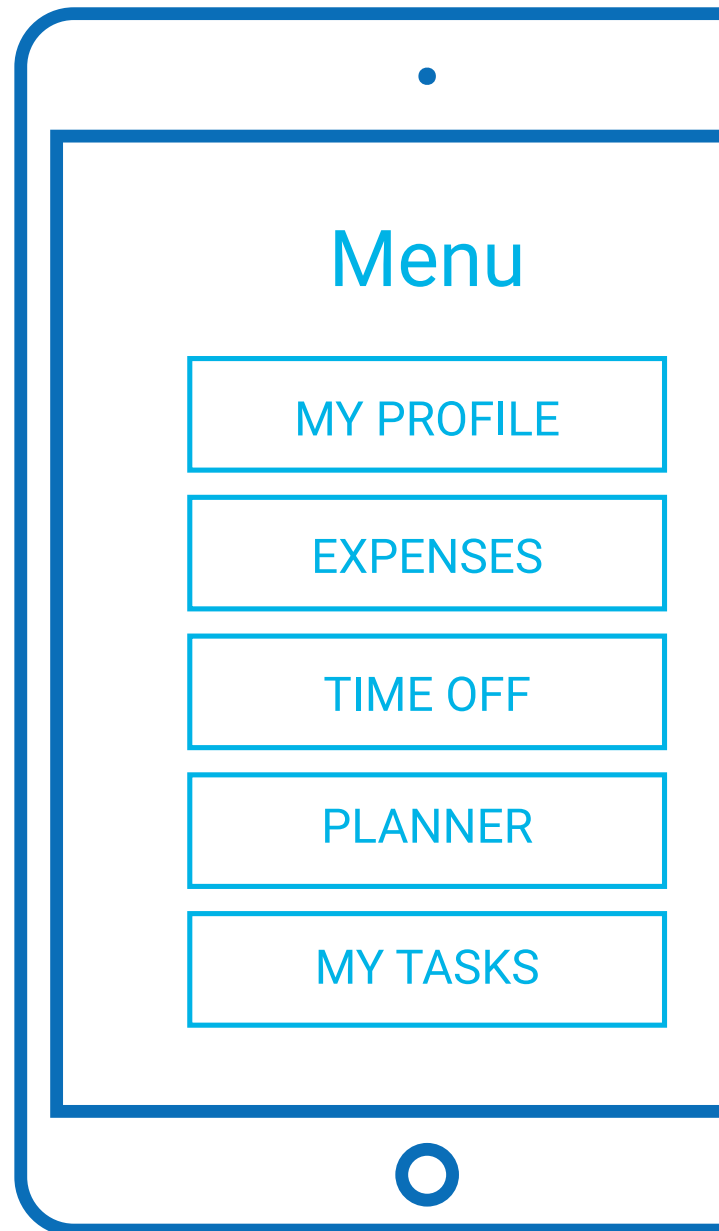
Provide an employee-first experience that works for everyone

The remote work experience isn't a one-size fits all endeavor. With a wide range of generations and cultures represented in each organization, it's important to create inclusive experiences that meet the needs of all employees.

To accomplish this, companies should invest in really understanding their workers — conducting surveys, shadowing different roles, and gaining an understanding of what each persona needs to be effective in both their work and personal lives. Remote work only feels isolating when employees feel that they aren't being seen as a person. The more companies can demonstrate that they care about each worker as an individual, the more effective everyone becomes.
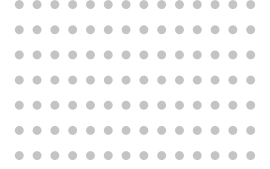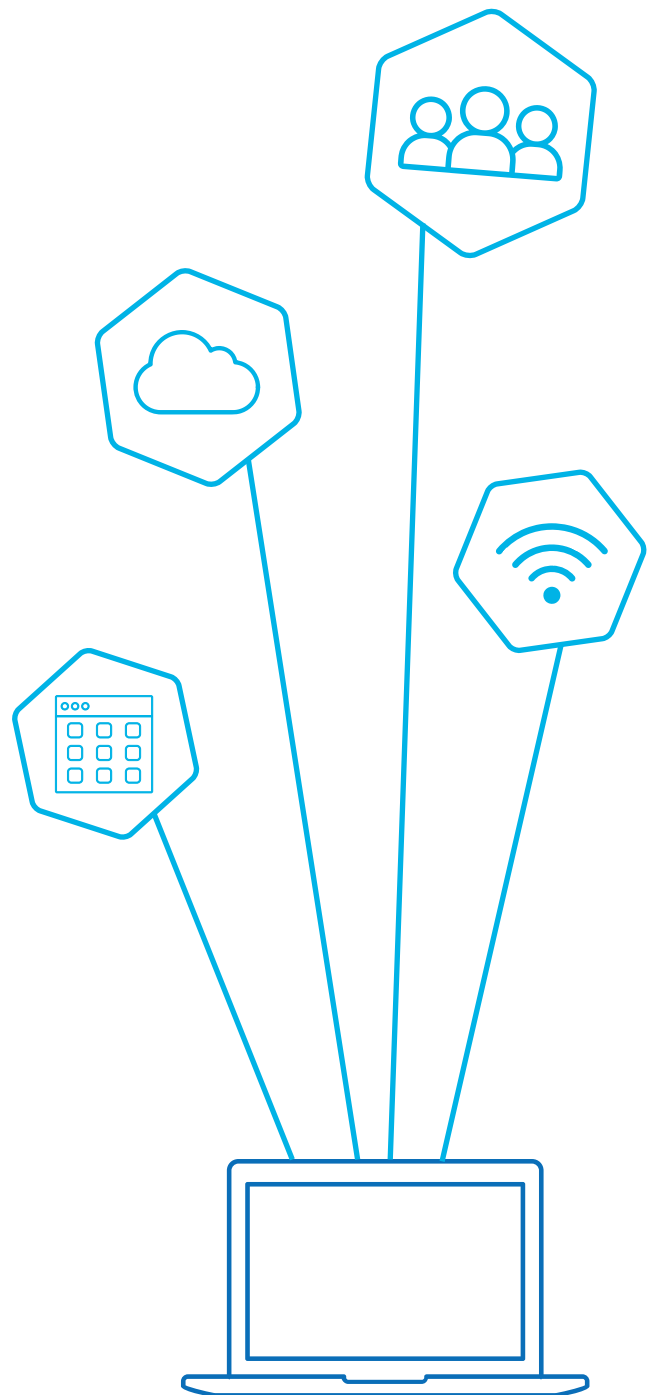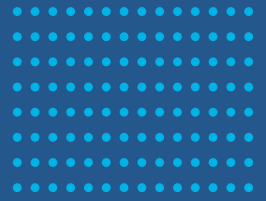
Find out how to help your remote workers be more effective.

Visit us at **Workgrid.com** to learn more about how the Workgrid Assistant can give your workforce the flexibility they need to work whenever and where they are.

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