

Remote Workforce Checklist

A checklist of everything you need to ensure you have your priorities in order to successfully mobilize remote work.



- ☐ Create and communicate remote work policy
- ☐ Procure additional devices for remote employees
- ☐ Evaluate and address remote worker productivity
- ☐ Implement a company culture communication plan
- ☐ Evaluate and implement options for providing office supplies or stipend
- ☐ Verify employee internet connections and phone lines
- ☐ Review role-dependent platforms for online capabilities
- ☐ Set up video conference lines
- ☐ Communication expectations for working hours
- ☐ Implement reasonable response time plan
- ☐ Review project management capabilities and implement a web-based platform if necessary
- ☐ Create plan with leadership to remain visible to all employees
- ☐ Communicate with employees on tracking time
- ☐ Implement dependent care policies
- ☐ Direct managers on the appropriate communication cadence With their team members
- ☐ Provide recommended agendas to management
- ☐ Develop methods for impromptu collaboration

☐

Conduct training on emotional intelligence in a virtual environment

Make and Share Free Checklists

checkli.com