

The Magnificent Seven Telework Tips for Managers – How to Ensure Employees are Comfortable with Telework

If the Shoe Fits

1. Not all positions are telework friendly and not all employees are a fit for telework. Research job requirements and past job performance to determine telework eligibility. Revisit employees' eligibility options periodically – there is a pressing requirement to standardize eligibility assessment for employees across agencies.

Education Imperative

2. Focus on training. Make sure your employees are comfortable in their telework situation. It is important that they are culturally and technologically ready to be a teleworker.

Slow and Steady

3. Offer a phased approach. Implement a program so that workers can start by teleworking one or two days a week. This ensures that teleworkers are comfortable in the transition. Initially, new employees may not be the best candidates for full-time telework.

Home Away from Home

4. Offer an option to work at a telework center. A telework center offers an opportunity to network with peers, eliminates social isolation, and adheres to agency security requirements.

Get the Full Picture

5. Research available technology to enhance the depth and quality of interactions with remote co-workers. Video communication technology is more affordable and easier to implement than you think. Video communication takes teleworking to a higher-valued level – beyond telephone and e-mail telework models.

Safe and Secure

6. Ensure employees follow security protocols. Talk with your employees to ensure they are aware of, and have the resources to, follow agency security guidelines.

One Size Doesn't Fit All

7. Each teleworker works differently. It is important to check in with your employees periodically to see if their situation is working for them. Discuss pain points and strategize on solutions.