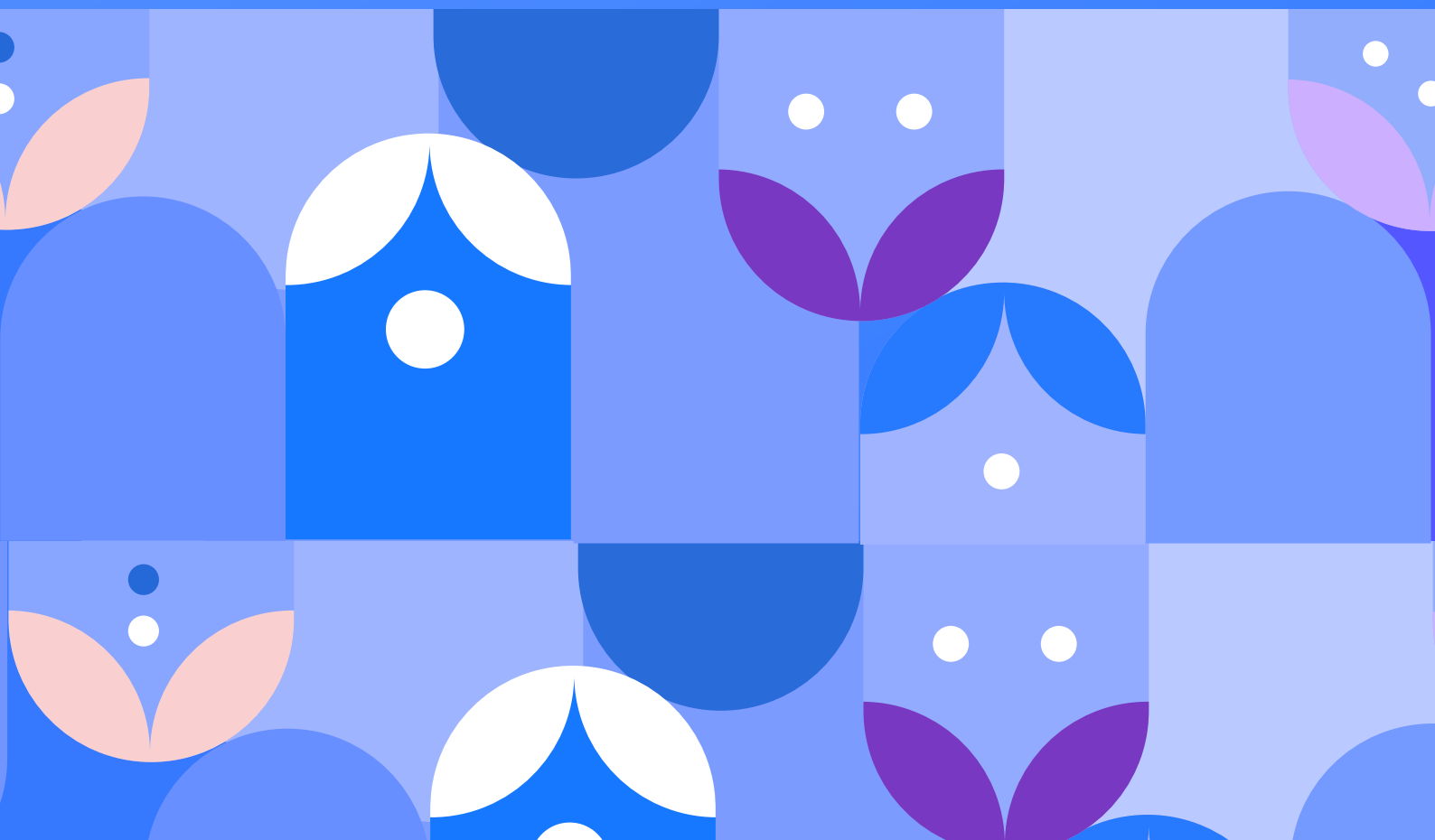
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REMOTE WORK

A new dimension of work culture



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“People rarely succeed unless they are having fun in what they are doing.” - Dale Carnegie

Walking the path of your chosen profession, that too with great passion, right in the comfort of your home – that is nothing but remote working. Irrespective of the line of work, you can perform tasks and even entire projects from any corner of the world, while leveraging technology to create an awesome work environment at home.

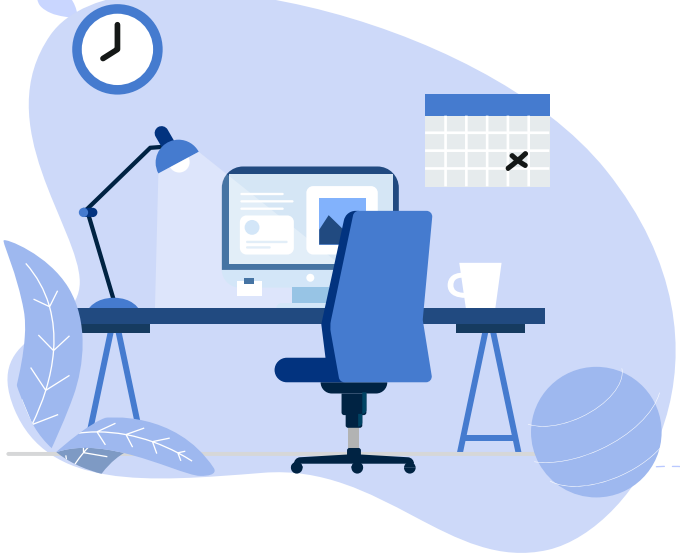
If work-from-home was a choice earlier for professionals, today remote work has become the new normal due to COVID-19. When you work from the safety of your home! There are no more worries about social hostility while commuting to your workplace!

But does every professional find it easy to blend work with home? Innumerable challenges are ranging from technological to psychological. Here, in these pages are some tips, tools, and myths to ease your Work-From-Home life.

But at the other end of the spectrum is the employer who has his/her concerns around employees working from home. Later in the article, you will also discover the need for automation on part of the employer and how Keka can help you in these challenging times.

TIPS TO MAKE YOUR REMOTE WORKING AWESOME





Your workplace should showcase your creativity

Convert a place as your home office, make this place a creative corner, this will also act as a motivational factor for you to work from home. You should have all necessary things at one place like laptop and mobile charger, adaptor, headphones, notepads, sticky notes and pens.

Follow a structured schedule

You should follow a schedule to differentiate between work hours and family time. Have a daily morning routine, like start your work hours with a cup of coffee, update to-do list. Don't forget to take lunch break and have a proper meal. In the evening, after working hours ensure to sign off from collaboration tools. To have a proper work off.





Make most use of collaboration tools.

Always be in contact with the team. Try to help and solve queries of co-workers and never hesitate to ask for help. Try to communicate with everyone you can.



Stay healthy, no compromise with health

Health is everything. Infact, the pandemic has made us realise it more. So, try to consume enough water while working. Take care of your postures, take breaks in between and do some stretching.

Predefine boundaries for people at your place, don't let it affect your work

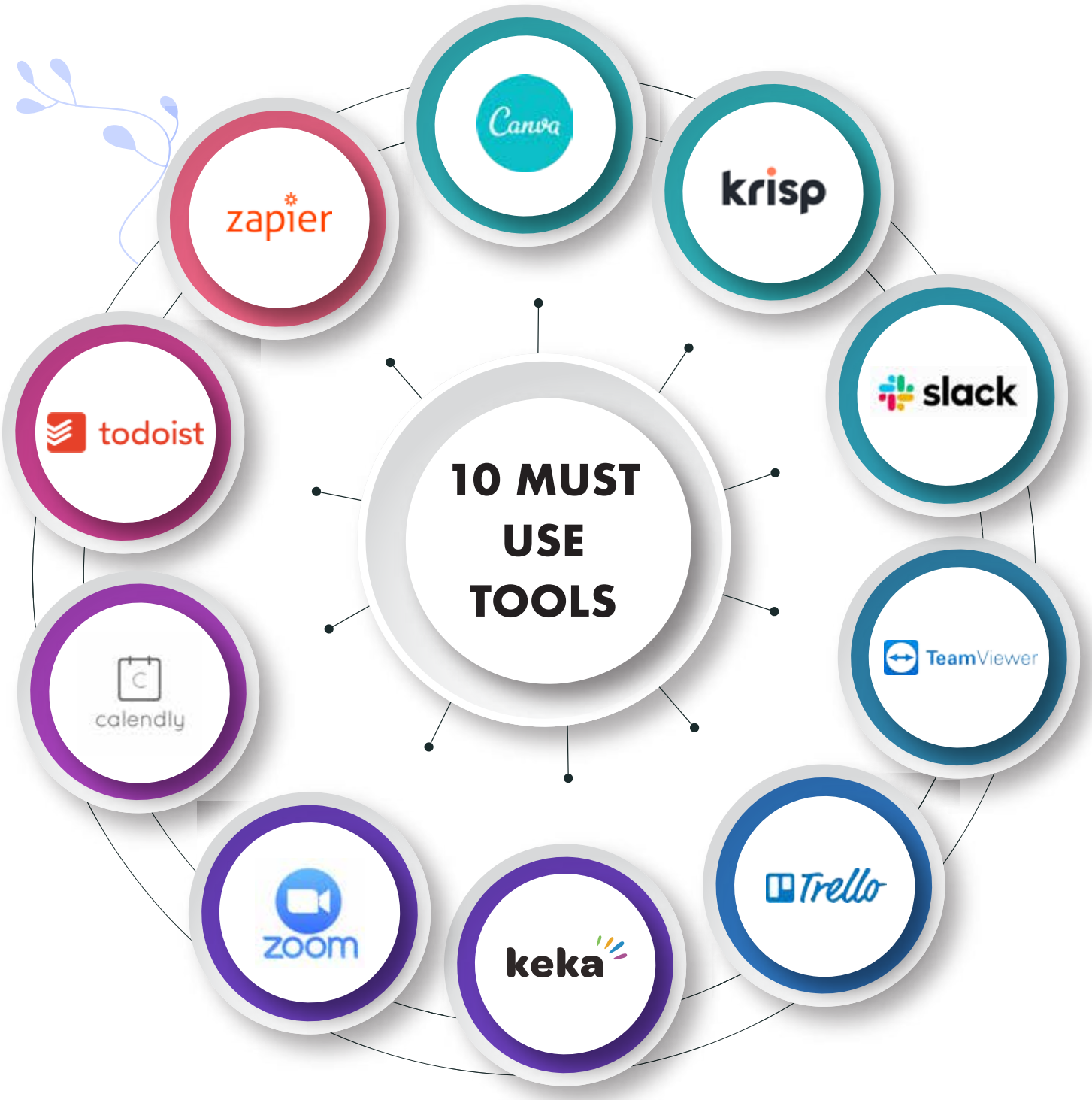
When you are home and there are other people also who share your space, then explain them properly about your work nature and your requisites. If you do household chores, then plan it in a manner so that your office work won't suffer.

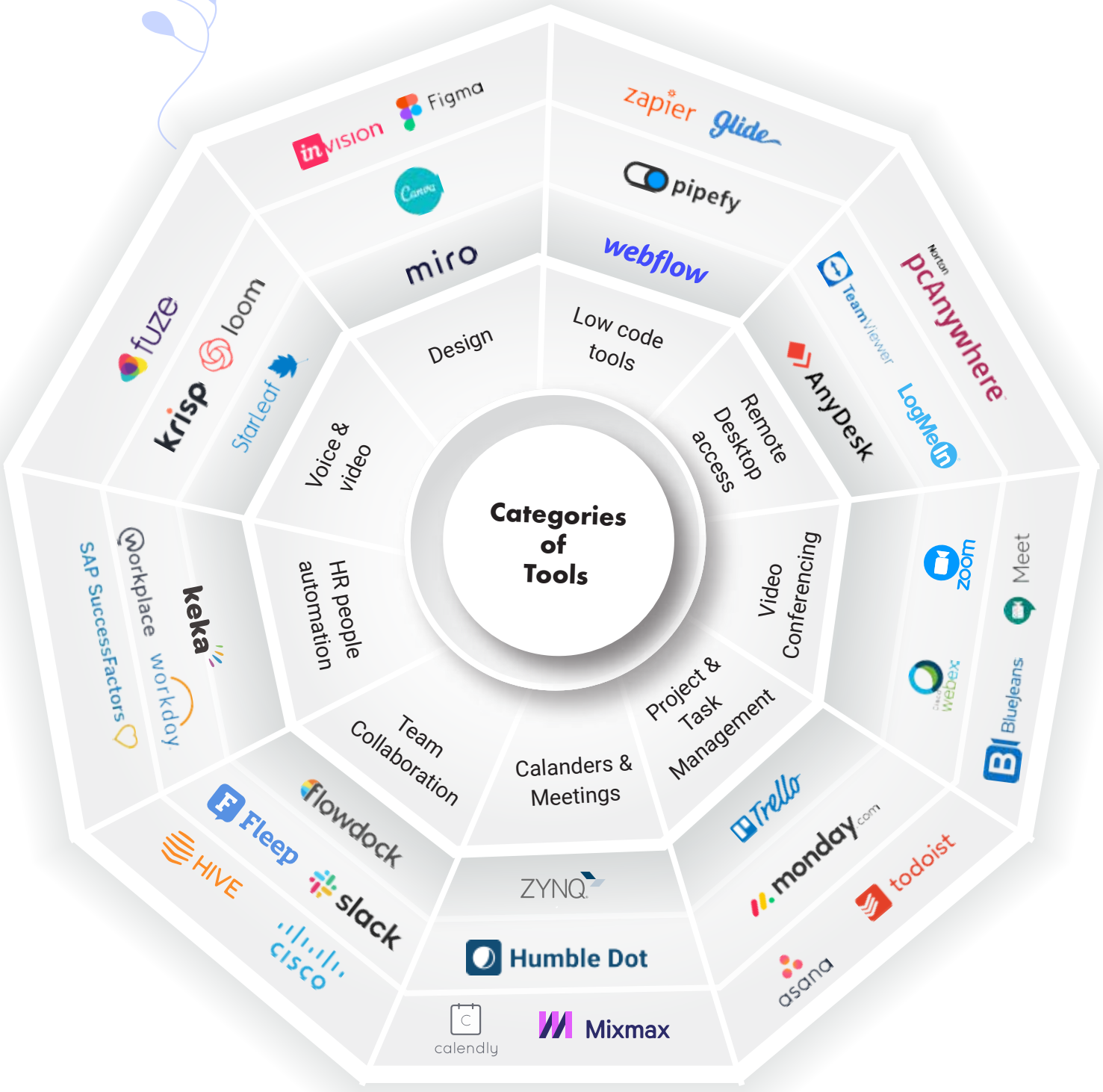




Don't hesitate to ask for help while working remotely

Asking never reduces your value. While working from home, you should definitely request for what you need along with stating reasons. Be it a software or any hardware. "The more you speak, the more clearer things will be." This is mandatory to keep you working smoothly.


10 MUST USE TOOLS
Canva
krisp
slack
TeamViewer
Trello
keka
zoom
calendly
todoist
zapier


Categories of Tools
Design
Low code tools
Remote Desktop access
Video Conferencing
Project & Task Management
Calanders & Meetings
Team Collaboration
HR people automation
Voice & video
invision
Figma
Canva
miro
zapier
Glide
pipefy
webflow
TeamViewer
pcAnywhere
AnyDesk
LogMeIn
zoom
Meet
Bluejeans
Trello
monday.com
todoist
asana
ZYNQ
Humble Dot
calendly
Mixmax
Fleep
flowdock
HIVE
slack
cisco
keka
Workplace
workday
SAP SuccessFactors
fuze
loom
krisp
StarLeaf

SLACK

One of the most popular team communication tools. It is a chat platform for teams and individuals. It also provides video calling and file sharing features. It gets easily integrated with Google drive.

ZOOM

It is a quick and easy teleconferencing tool. It not only offers video conferencing but also real-time chat, video recording, screen sharing, calendar integration and virtual background feature.

TRELLO

A project management tool. It provides you with a great organizational and task management system. It consists of a bulletin board of projects under which teams can list down tasks and deadlines in various cards, each card is assigned to respective team members.

KRISP

It is a noise-canceling tool. It helps cancel background noise on both sides of a call. It can be used with any communication tool. It makes the discussion more productive and efficient.

CALENDLY

Calendly is an easy to use automated scheduling software. There is no more need to use email and phone tags for scheduling appointments, calls, interviews or sales demos.

ZAPIER

It lets you automate workflow and allows you to integrate web applications. You need not switch between various software and get confused while working.

TEAM VIEWER

It is a great platform for remote desktop access. It is available for OS X, iOS, Linux and Android. It is also free for personal use. It provides file transfer and two-way authentication features.

TODOIST

As the name suggests it enables you to create projects, tasks, subtasks, notes and add flags. You can also set reminders, upload documents and create a productivity chart.

CANVA

It is a graphic design platform. It is available on the web and mobile both. Designers can use free templates and illustrations to create various posts.

KEKA

It is an employee experience platform. It enables you with selfie attendance, remote attendance tracking, leave management, payroll processing, onboarding workflow among other features. It offers complete automation of HRIS with the ease of remote working.

10 SIGNS OF GOOD WORK CULTURE

Supporting work environment

It looks like the more attention remote employees get, the more productive they will. Support boosts motivation, which is essential during remote work. Support can be offered in many ways. It could be feedback on tasks, flexible work hours and virtual availability to address employees' concerns.

Success will win you true friends and true enemies - win always ,
Mother Teresa



Transparency

Transparent and regular communication between management, department heads and employees should not go haywire while working remotely. It helps employees cross-check if they are doing their work as per the requirements. Employers too can closely follow work progress and monitor wherever needed. This will reduce instances of misunderstandings and fuel productivity

Equality

If employees don't sense 'equal treatment' in the organization, they will tend to misinterpret every decision from the top. This will promote an unhealthy culture in the remote workforce. Equality, when promoted, spreads a sense of responsibility among employees which eventually reflects in their work.

Always up for new ideas

Always hear out what employees need to say. Give due consideration to their ideas and if they are good, ask them to act upon them and offer needed support. This way they will remain enthusiastic about work and the quality of work also will get better. This also motivates employees and ensures effective participation on their part in decision making.



Mutual respect

Ideally, mutual respect should be present in the organization at all levels. Be it a White-Collar or a Blue-Collar employee, everyone deserves respect as an integral part of your organization. For the simple reason that it is owing to the joint effort of all employees that the company keeps growing. If absent, it may result in major trust issues creeping up in the organization.

Flexibility

Offer work hour flexibility for employees. They might be troubled heavily with maintaining work-life balance when working from home. Flexibility will give them the bandwidth to perform well as their concerns are being addressed. It also renders employees efficient as they would be able to work without disturbance during their preferable time.

Open conversations

Employees should be able to express their issues and problems during remote work to their managers and HRs without any hesitation. HRs should also extend the time so employees may reach out to them for support and so they won't feel neglected. At the same time, Managers too should encourage open discussions and ensure they are available to the extent possible for employees.

Optimistic environment

Employees are depending to a great extent on communication tools, for both professional and personal reasons. An example is that of WhatsApp groups which have become livelier and more active on both fronts. From key takeaways of meetings to discussions on kids' homework, there is an environment of 'discussion' over these telecommunication devices. If this can be leveraged well, it can create an optimistic and engaging environment.

"No gossip. No negativity. Encouraging and engaging environment."

Alignment of individual and organizational goals

KRAs of an employee should satisfy both individual and organizational goals. This way employees will be motivated to put in maximum effort to achieve the targets defined. The employee and the employer, both will benefit from this approach.



Appraisal for good work

Rewards and recognition should be an integral part of any organization. Infact recognition or a bonus is another way of asking the employee to continue with their good work which is a contribution to the company's growth.

BREAKING MYTHS

Quite a few myths are floating around concerning remote work. And some of these are quite far from the truth. There are also instances where people don't even realize that what they believe in not true.

Employees become lazy and less productive

Many people assume that work from home reduces productivity, as remote employees won't focus as much on projects and tasks assigned.



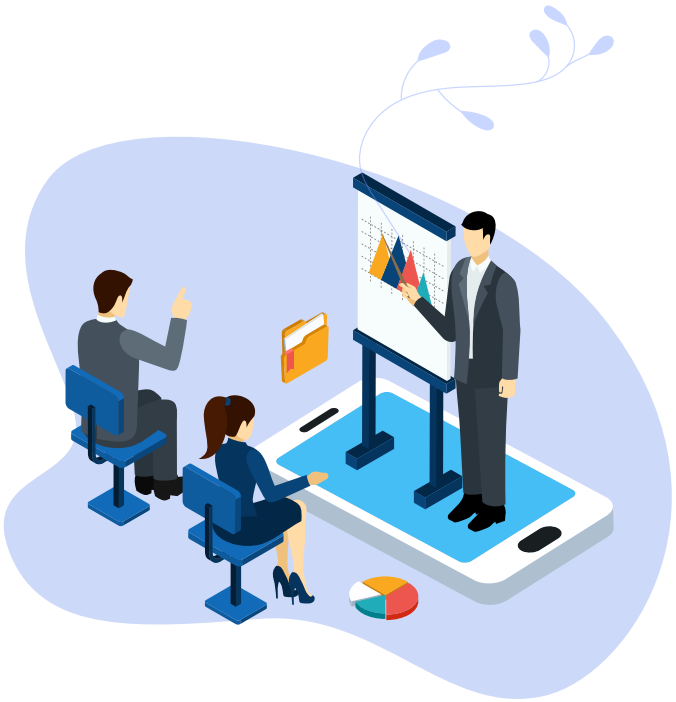
The fact however is that 'Working from the comfort of the home significantly promotes productivity."

The 'State of Remote Work 2019' survey, conducted on 1,202 people showed that 62% of people worked remotely. These many people may not afford to be remote and keep their jobs if they are not productive! A study by the Harvard Business Review states that a company they studied saw a 13.5% increase in productivity when it allowed employees to work from home.

"But working with the comfort of home actually promotes productivity."

State of Remote Work 2019 survey, surveyed on 1,202 people showed that 62% people worked remotely.

A study by Harvard Business Review states that a company saw 13.5% increase in productivity by implementing work from home.



Remote managers are worthless

May sound harsh but several people have said this since the lockdown. Most people have this opinion that it's not possible to be a manager if you are working remotely. But being a manager means being connected with the team and extend the same expert advice and supervision. Using relevant communication tools and connecting as and when needed, Managers can make it a better experience for their team if they wish to. In fact, a Harvard business review article states that remote leaders can pay more attention to individuals.

Difficult to keep company culture alive

Company culture doesn't necessarily get ruined with remote work. Company culture is a dynamic and evolving concept and is determined by practices like respect and understanding. These need to be actively built and maintained by the management so culture stays alive. That said, culture may be easier to build in a co-working space but is not entirely impossible to build in remote situ. With the right approach, culture can define and maintained so employees feel understood, cared for, and experience a sense of happiness and satisfaction.





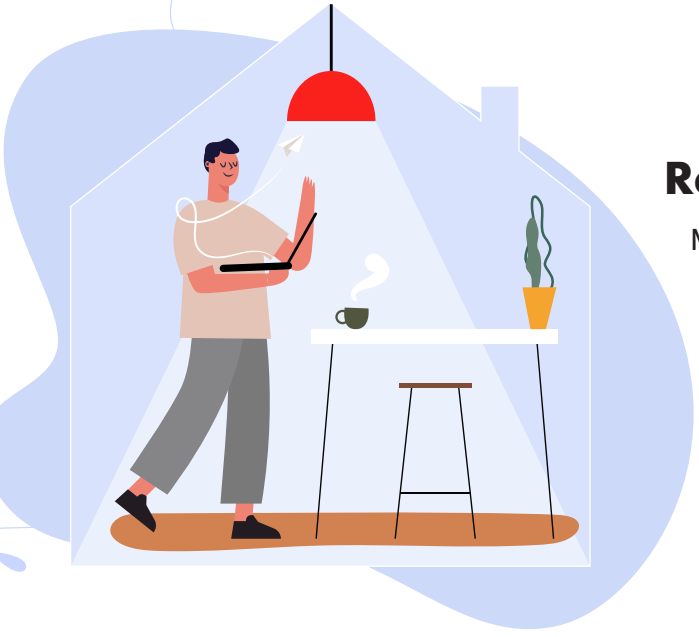
Employee communication and informal interaction is hindered when remote

Human interaction when remote is limited to device-dependent communication. This gives rise to the opinion that communication suffers during remote work. Telecommunication does enable productive discussion as much as it facilitates empty gossip. The choice of course is in an individual's hands, but remote work can't be blamed.

Data security is a concern while working remotely

There is always a fear of data insecurity as employees are not working on office premises. But this fear can be effectively addressed by using various tech solutions. Using cloud-based applications and enabling VPN are a couple of examples. Securing the home network with encryption (WPA2 or WPA3) is a good starting point for addressing security issues.





Remote workers are lonely

Most of the time is spent on communicating with the team when remote. If you want to connect with any person, there are always options available. It's up to the individual to pick up a suitable device and chat, have video conferences or voice calls as preferred.

NEED OF THE HOUR

Need of the Hour. A transition towards automation.

Manual tasks, dependence on multiple stakeholders and other tiresome practices have been common to work culture being till before the pandemic. `

But the present and future demand something else.

As remote work has come into play, we can clearly see that it is going to continue even into the future. This calls for an immediate change in work strategy and adoption of automation using cloud-based products for HRMS, project and time management.



"If we don't change, we don't grow. If we don't grow, we aren't living".
- Gail Sheehy



Need of the Hour - Managers to change their work attitudes.

Alongside the adoption of remote relevant devices, Managers too need to adopt suitable work attitudes. Result oriented management is to be practiced achieving maximum results with optimum effort. While focusing on results, managers need to inculcate a sense of fun and enthusiasm at work. It is not so much a shift as it is about active implementation and commitment to retaining this sense.

PEOPLE AUTOMATION FOR REMOTE WORK

Just like a coin has two sides, remote work too has some downsides to it. For some, it sounds overwhelming, that now employees can work from anywhere. Tracking attendance poses a big challenge, as neither are employees going to office nor are biometric devices capturing entry logs. Organizations are desperately on the lookout for alternatives. Attendance management today stands as everyone's need.



It's not just attendance capture and management but a bunch of interlinked people issues that need to be automated. Thankfully, software exists which can address such remote work concerns and make it a seamless experience for employees and organizations both. Keka is an HR software that has been successfully supporting organizations to manage payroll, people's concerns, performance and other HR matters even through the lockdown.

Here is how Keka can make attendance capture easy:

Selfie Attendance

This allows employees to clock-in and clock-out by taking selfies through their mobile phones.

Web Clock-In

Using this feature, employees can log in to their systems and Clock-in using Keka server.

Continuous Punch-In

Once a remote employee punches in, a copy of the employee's digital footprint is captured every few minutes and fed into the system.

Remote Clock-In

While working at a remote location, employees can log in from their mobile and clock-in.

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At a functional level, Managers are having a hard time tracking the progress made on any project by the remote employee. Employers who pay on an hourly basis for projects are also worried by the remote scenario and lack of employee visibility

Here is how Keka can make time tracking easy:

Timesheets

Since projects assigned to remote employees are difficult to monitor and mentor, the Timesheet module can be used to create task lists along with deadlines.

Tracking down the productivity of remote employees has been a challenge for most employers. They are unable to ensure if employees are spending the hours committed to. in other cases, they are unable to reward employees who put in extra hours.

Here is how Keka can make productivity tracking easy:

Productivity Tracker

This module continuously captures screenshots of an employee's device screens. Thus, real-time data about visited sites and apps get auto-synced into the portal. The general pattern of work behavior can be understood using this data.

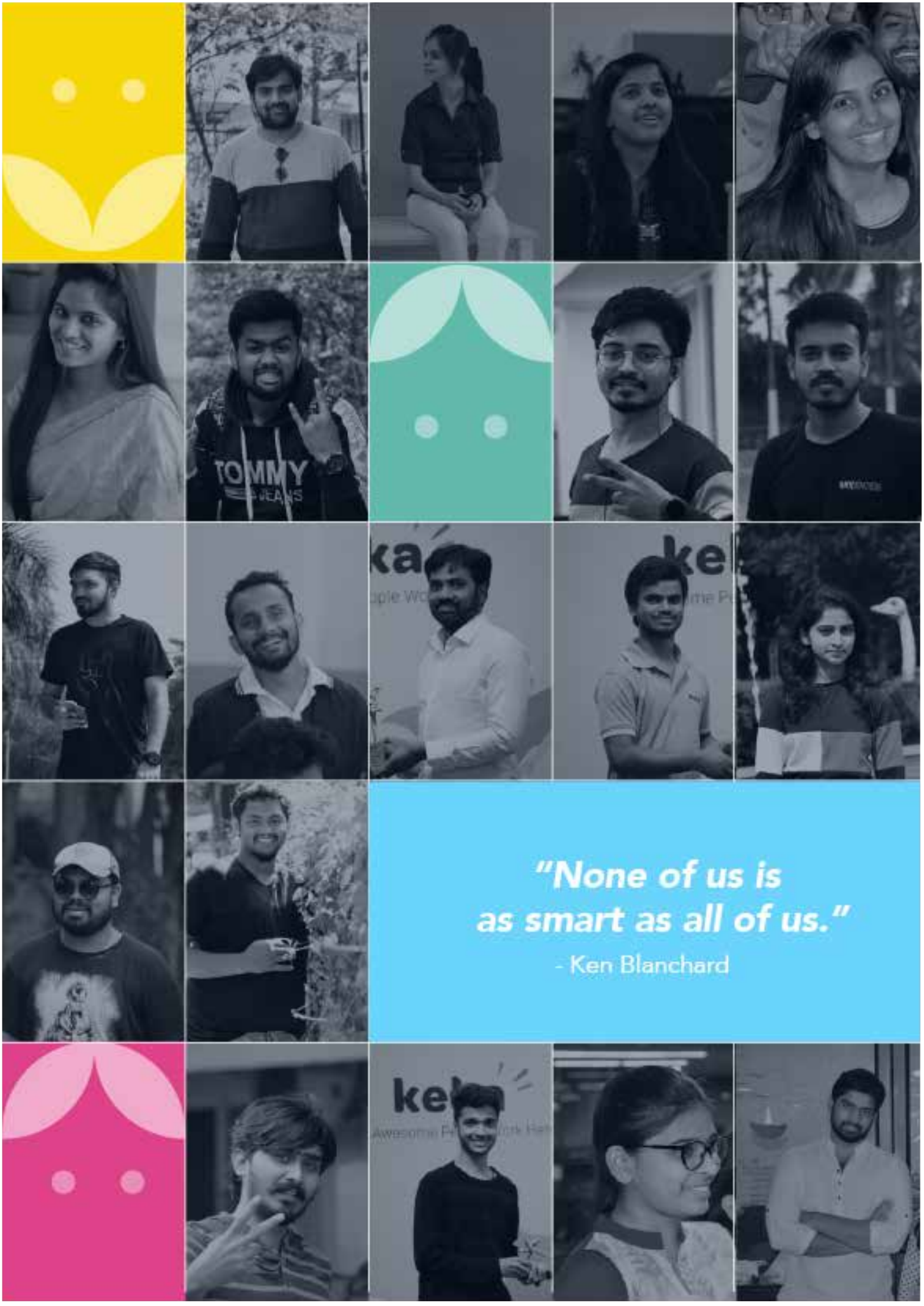
Another significant concern is that Management and Mangers are unable to measure and track the exact growth of the company with most employees working remotely. Without these metrics, it is challenging to outline future strategies.

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Here is how Keka can make access to insights easy:

Reports and Analytics

With these reports, it’s possible to dive deep into insights of your company’s departments, teams, and processes and to examine and take strategic decisions to keep your organization healthy and growing.


"None of us is
as smart as all of us."
- Ken Blanchard