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Managing Remote Workforces: A Playbook For Success

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These Are Unprecedented Times

- CV-19 has forced many companies to allow employees to work remotely
- Little to no advance notice
- Policies do not address working remotely
- Unclear expectations
- Lack of training
- Business and legal risk

Challenges To Telecommuting

- A sense of loneliness
- Communicating with others
- Feeling disconnected
- Taking breaks
- Unplugging after work
- Staying motivated
- Distractions

Transition To Telecommuting

- Maintaining regular morning routine
- Take advantage of the time saved from commuting
 - extra time with family
 - Hobbies or relaxation
 - Phone, face, zoom time...
 - Exercise
- Maintain/create work routine

Establishing A Telecommuting Program

- Review policies
- Set clear expectations
- Establish guidelines
- Paying employees properly
- Requiring telecommuting
- Use of leave during a pandemic or health emergency

Managing Telecommuters

1. Train managers
2. Share expectations with employees
3. Be flexible
4. Treat tele-commuters in the same manner as employees in the office
5. Balance workloads
6. Access to sick leave, vacation, and other paid leave

Managing Telecommuters

7. Maintain privacy (internal and external)
8. Engage regularly
9. Address feelings of isolation
10. Schedule video-based coaching
11. Make it feel inclusive

Additional Tips

- Maintain a sense of community
- Check in frequently
- Use available technology and resources
- Clearly define performance management plans
- Track outcomes and deliverables

Thank You

Thank you for attending this program.

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