



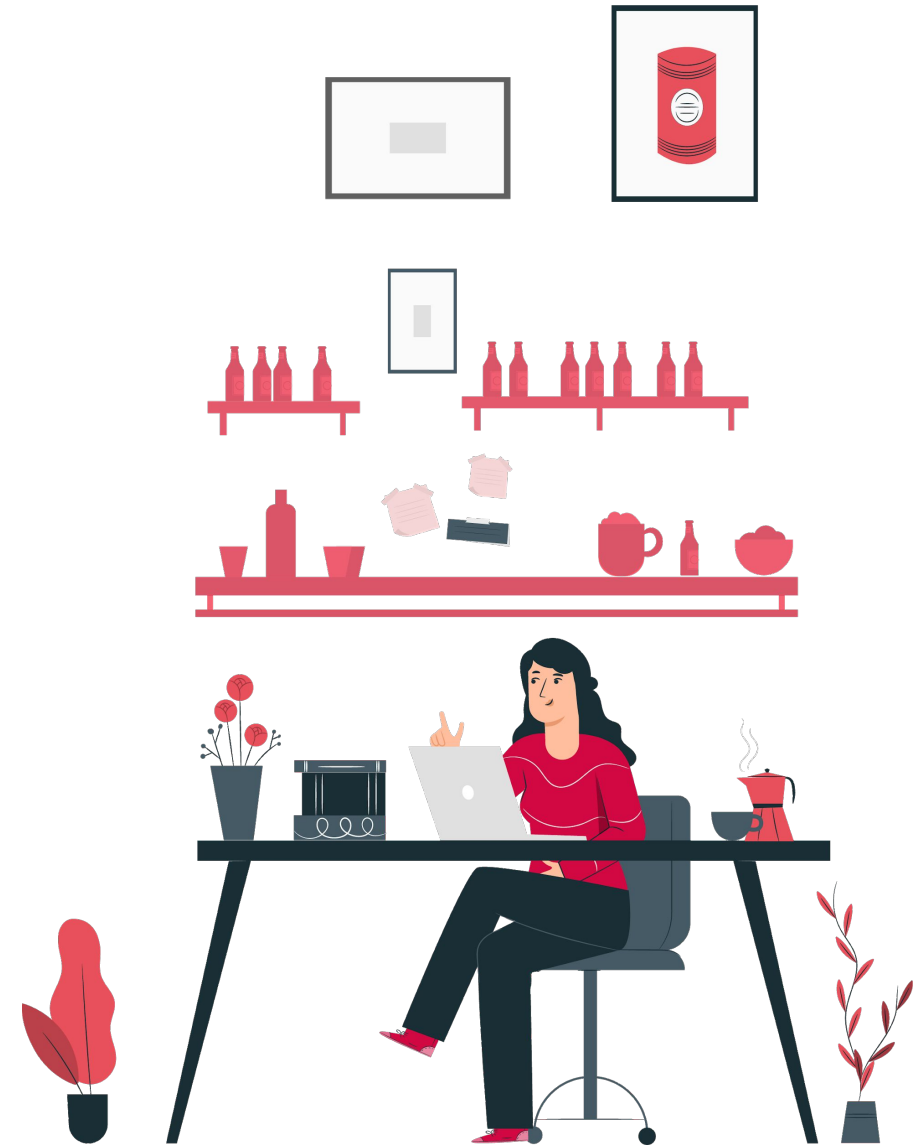
“Cultivate Great Employees”

Auzmor is an HR Software as a Service (SaaS) company, working behind the scenes to help companies enhance training, cultivate employees, and develop a growing workforce.

WEBINAR SERIES

## When Work Comes Home Strategies to Rebalance Work and Life

April 3<sup>rd</sup>, 2020 | 2:00pm CST



## Guest Speaker



**Nick Reddin**  
Vice President, ATC

## Host



**Zee Asghari**  
Director of Business Development and  
Partnerships  
Auzmor Inc.

# About Auzmor

## “Cultivate Great Employees”

Auzmor is an HR Software as a Service (SaaS) company, working behind the scenes to help companies enhance training, cultivate employees, and develop a growing workforce.

“Auzmor has built a suite of products that cover LMS, ATS, HRIS and PMS. It is user-friendly and feels similar to using Facebook and LinkedIn. A Powerfully Simple Suite of Products that Cultivates Great Employees.”

- Darryl Jose, CEO of Auzmor, Inc.

# The webinar covered the following 8 Topics

1. When to decide to “Work From Home”
2. Best practices for working remotely
3. Tools that can be utilized
4. Reporting & why it’s critical while working from home
5. How to measure productivity and decrease distractions
6. Security components
7. WFH Policies
8. Handling family dynamics –homeschooling kids, balancing relationships



# To Decide to “Work From Home” Or Not

**Employers are urged by the CDC to actively encourage sick employees to stay home and not to require a doctor’s note to validate their illness.**

- As per CDC, employees should stay home and avoid contact with others until they are free of a 100.4° F fever.
- Individuals who have traveled abroad, or been in close contact with someone who has traveled abroad or seems ill, should also work from home.
- Symptoms of coronavirus include a fever, cough and difficulty breathing, according to the CDC. Signs of persistent pain or pressure in the chest, confusion or inability to arouse, and bluish lips or face all warrant immediate medical attention.
- Information about coronavirus suggests that older people and anyone with severe chronic medical conditions such as heart disease, diabetes and lung diseases may be at a higher risk and should stay home.
- Occupational Safety and Health Administration has pointed out that most of the U.S. workforce is at a risk of exposure.



# Best Practices for Working Remotely



Permanent Work Space



Exercise Regularly



Quality Technology



Rewards System



High Productivity  
Periods



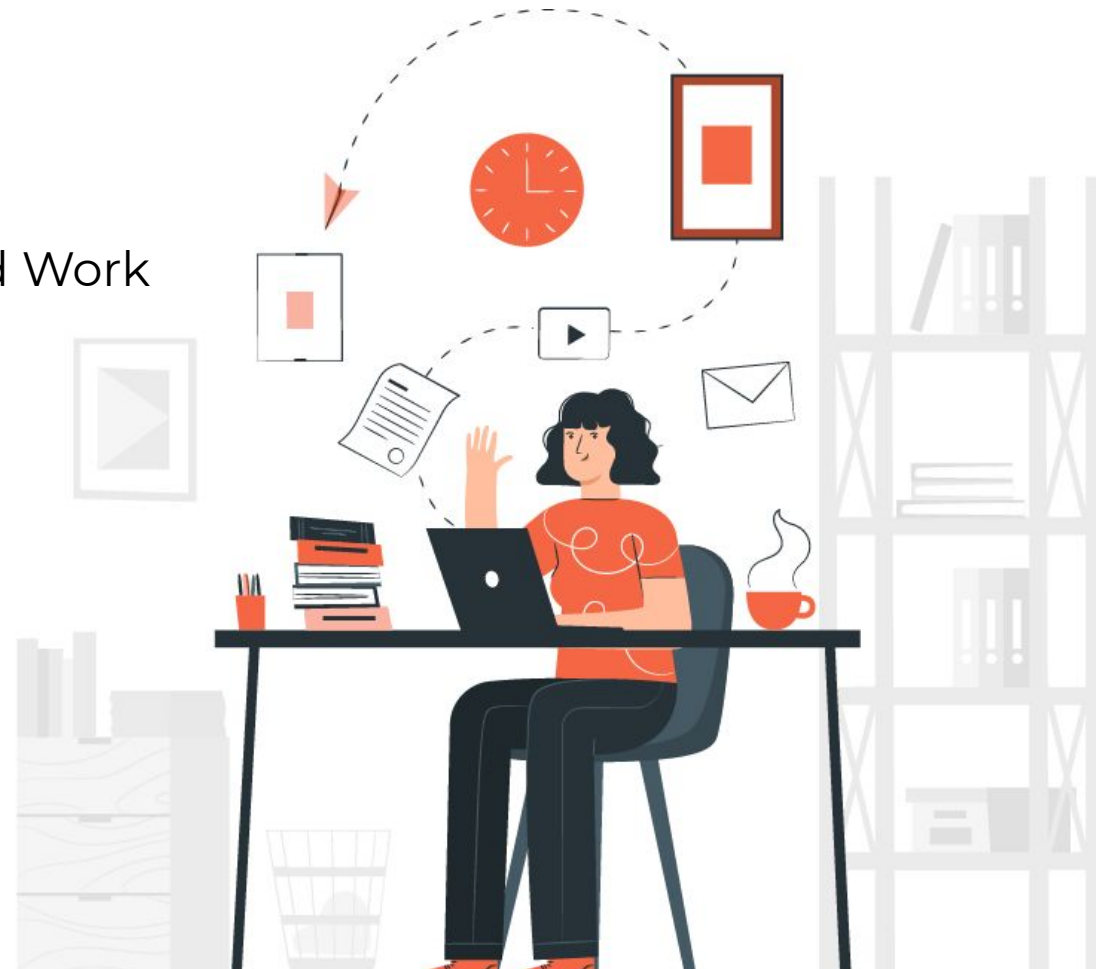
Connect Beyond Work



No Social Media



Video Chat



# Tools for a Remote Workforce

## Daily Stand-ups:

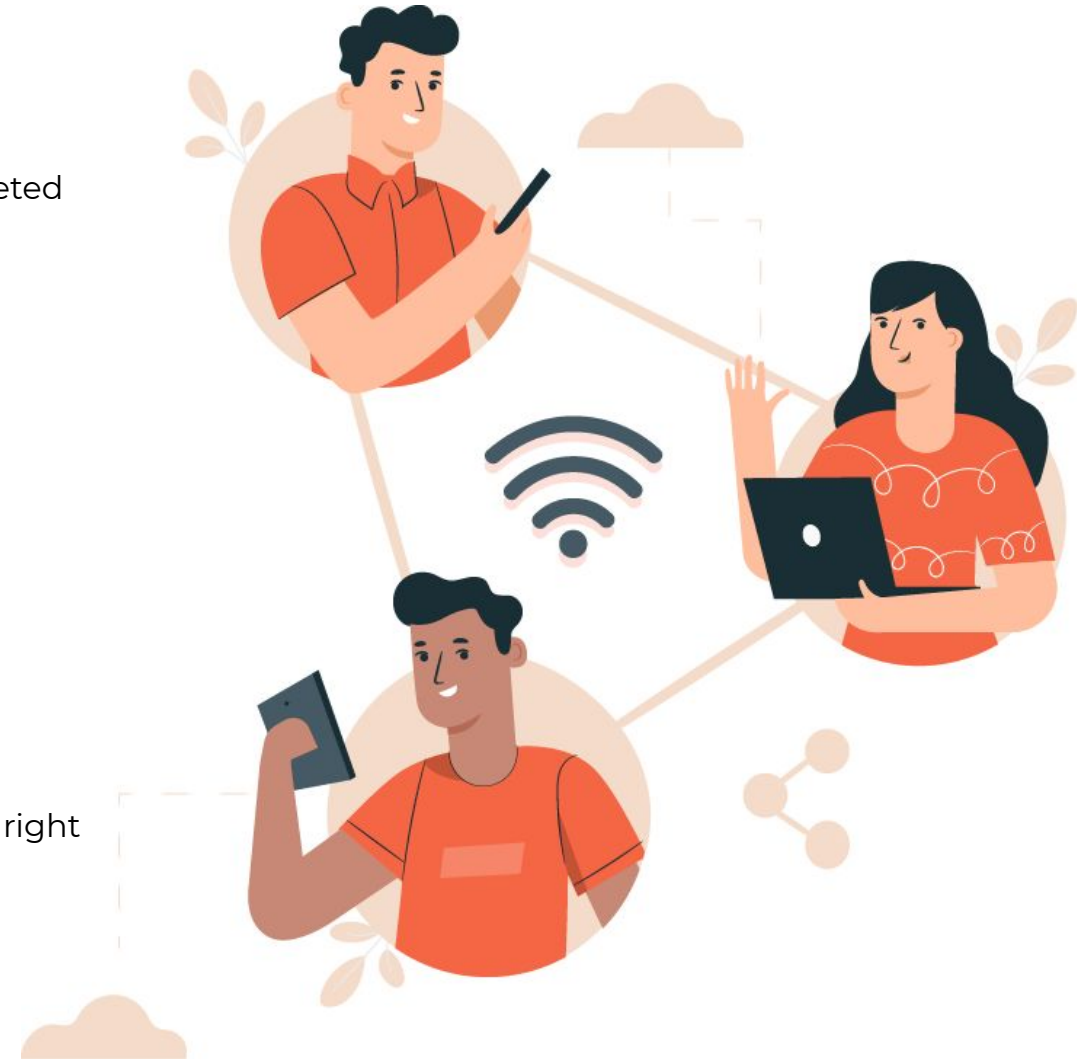
- Start your days as a team by gathering virtually
- Turning on the camera, wave hello to your peers at their homes
- Set the agenda of tasks that we will be focusing on accomplishing as individuals/teams
- Continue to communicate daily or as needed if tasks are not being completed
- **Suggested Tools:** Zoom, Google Hangouts, GoToMeeting

## Track Goals:

- Tracking tasks is one of the biggest challenges
- If something isn't tracked it doesn't exist
- Use a tool to create a sense of accountability
- Use stand-up meetings to track your team's progress
- **Suggested tools:** [Airtable.com](https://airtable.com) or [ClickUp.com](https://clickup.com)

## Employees Surveys & Feedback:

- At times, employers lose sight of what employees feel
- Surveys and feedback collect the information to make the right call at the right time to retain good employees
- **Suggested Tools:** Lattice, 15five, SurveyMonkey



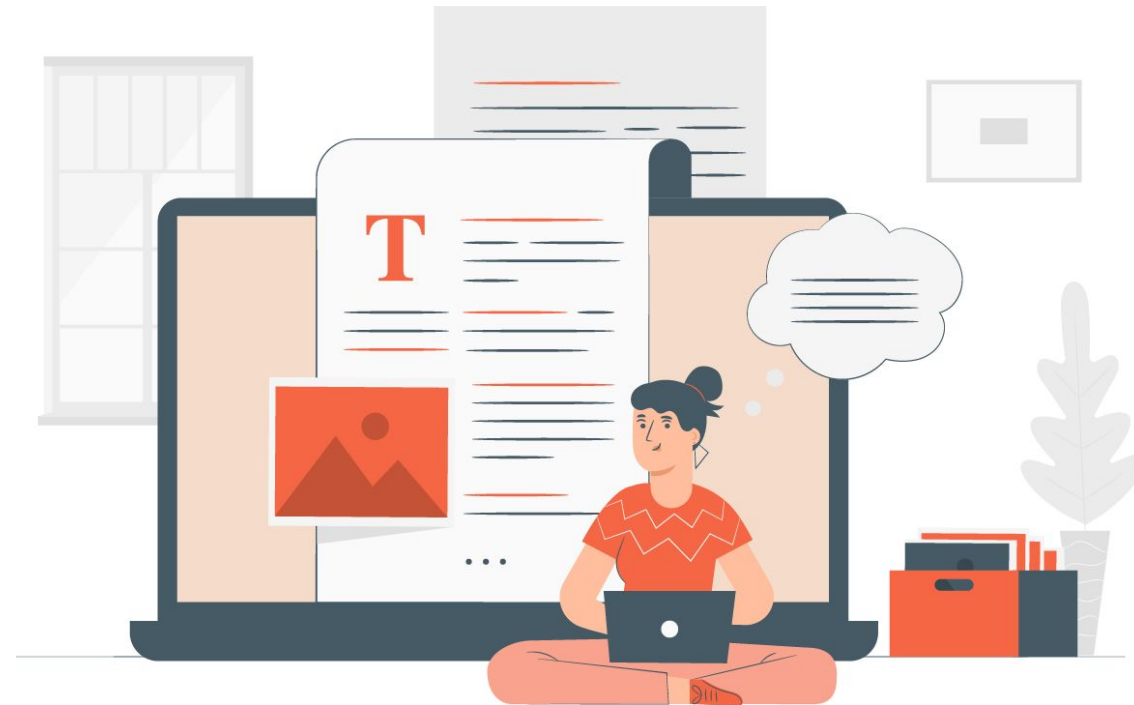
# Tools for a Remote Workforce (continued)

## Communication Channels:

- Email responses can take hours or days.
- Lack of in-person communication can be frustrating.
- If something is urgent and you are working remote, try texting or instant communication methods.
- **Suggested Tools:** Text, Slack, Whatsapp

## Training & Certification:

- Face to face training is great but not the most cost effective technology.
- A blended learning approach is a common trend.
- An online training platform allows employees to get trained 24x7 -mobile, tablet etc.
- It reduces time, gets employees up to speed, and build engagement.
- During crisis, providing training on best practices for working remotely, being productive, or assigning training on new tasks that may be assigned to guide employees.
- **Suggested Tools:** Learning Management Solution (LMS)





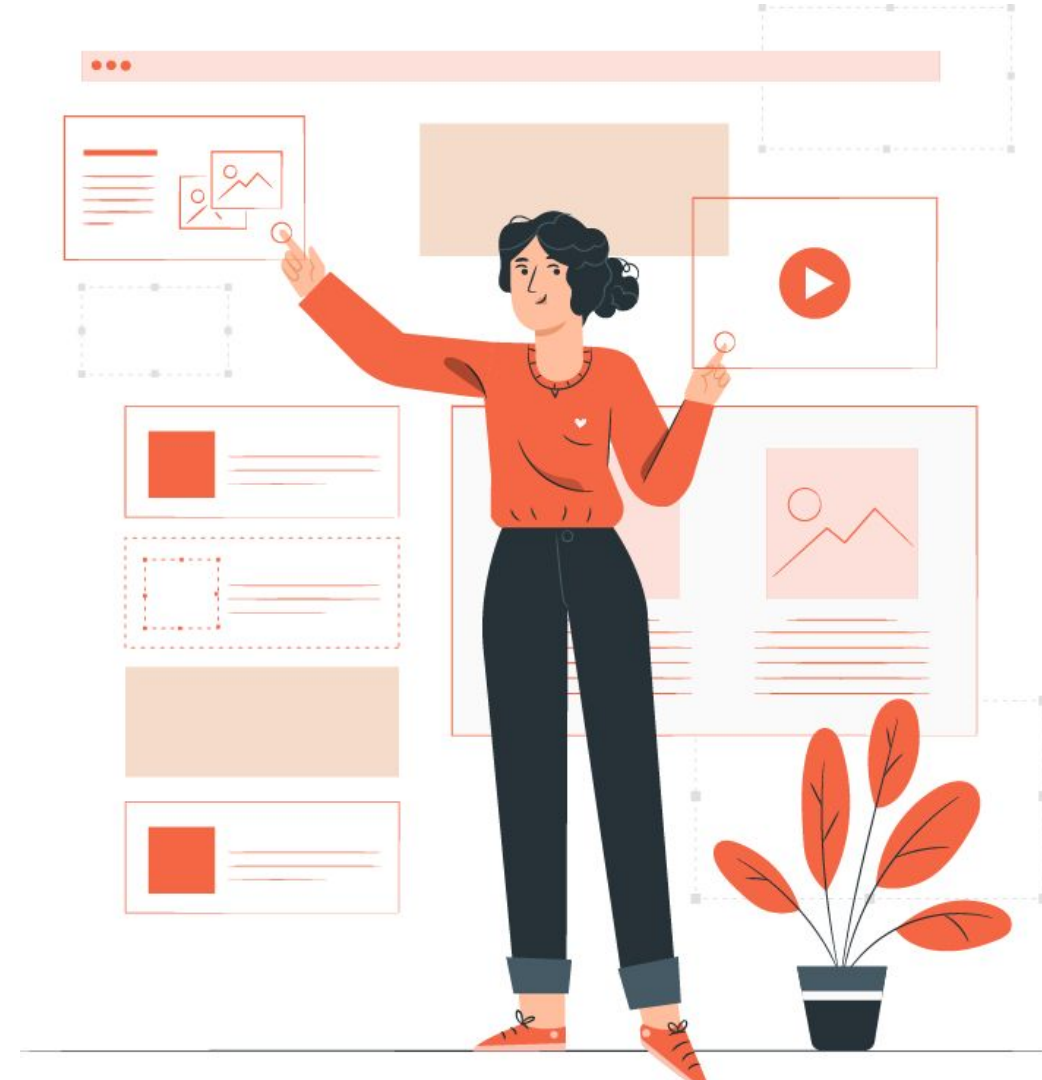
# Creatively Engage Employees

- Get your employees enrolled for FREE online trainings
- Find your work-life harmony (family/friends virtual bond)
- Indulge in your silent rejuvenation space (meditation/spiritual pursuits/religion/hobbies). If necessary help your employees with subscriptions for free meditation app, grocery coupons, corporate bookings for music apps, etc.
- Corporate social engagement (virtually)
- Be patient with employers who have children. They are also balancing parenting, home or virtual schooling and staying employed. They will take some time to get in the groove.
- Invest more-than-usual effort to stay connected with employees and encourage them to connect with each other
  - Have virtual breaks as you would have at work
  - Have lunch together in front of the webcam
  - If kids pop up, let them be part of your virtual meet-up



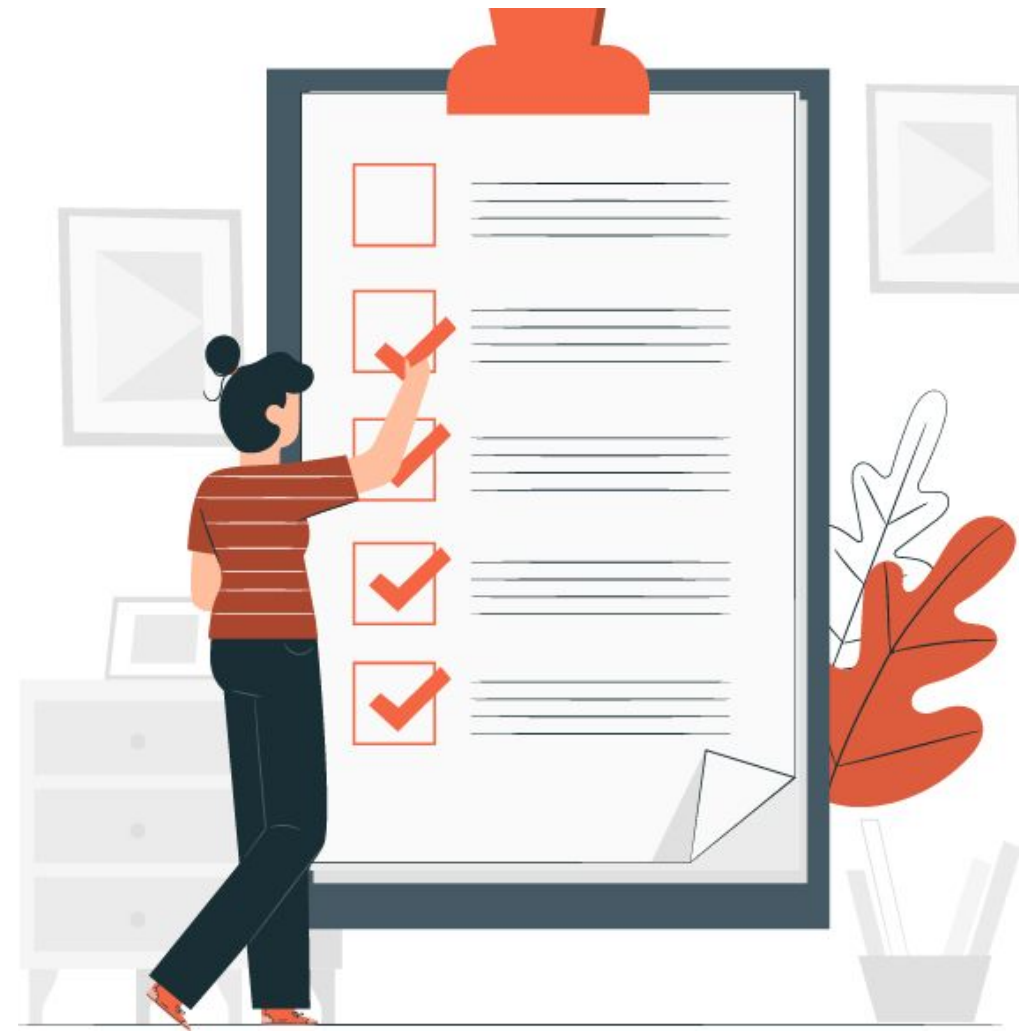
# Reporting & Why It's Critical When WFH

- Most people spend their days in close proximity to their boss, so communication is easy and effortless.
- Lack of face-to-face supervision means unless you report, your manager is in the dark.
- Reporting is critical to ensure task execution, task completion, assigning of new tasks/projects.
- Supervisors and workers can build TRUST by a smooth reporting process in place.
- Onboarding, training and managing remote workers is easy when a good reporting process is in place.
- For a good reporting process, below needs to be in place.
  - Create an internal communication plan (Emails, leader communication, Tools for better communication).
  - Summarize company policies/positions (attendance, paid time off, payroll continuation, travel, etc)
- 
- Employees feel valued when they know what they are doing is meaningful.



# Measure Productivity & Decrease Distractions

- Productivity is more nuanced than you may realize.
- Firstly, have a morning and end of day checks-in.
- Decide ahead of time how long you are going to work.
- Productivity also suffers when interrupted by digital tools. Stay off Social Media
- Control your environment and create boundaries.
- Make a list of your worst distractions, and then write your own rules on how to counter them.
- The best way to work is to focus on the task in front of you, then take a break.
- Everybody has the same amount of time. Time is not the problem; distractions are the problem. You need attention-management solutions, not time-management solutions.
- Work in chunks and batches. Take as much as you can chew. Stay motivated by task completions.



# Security Components

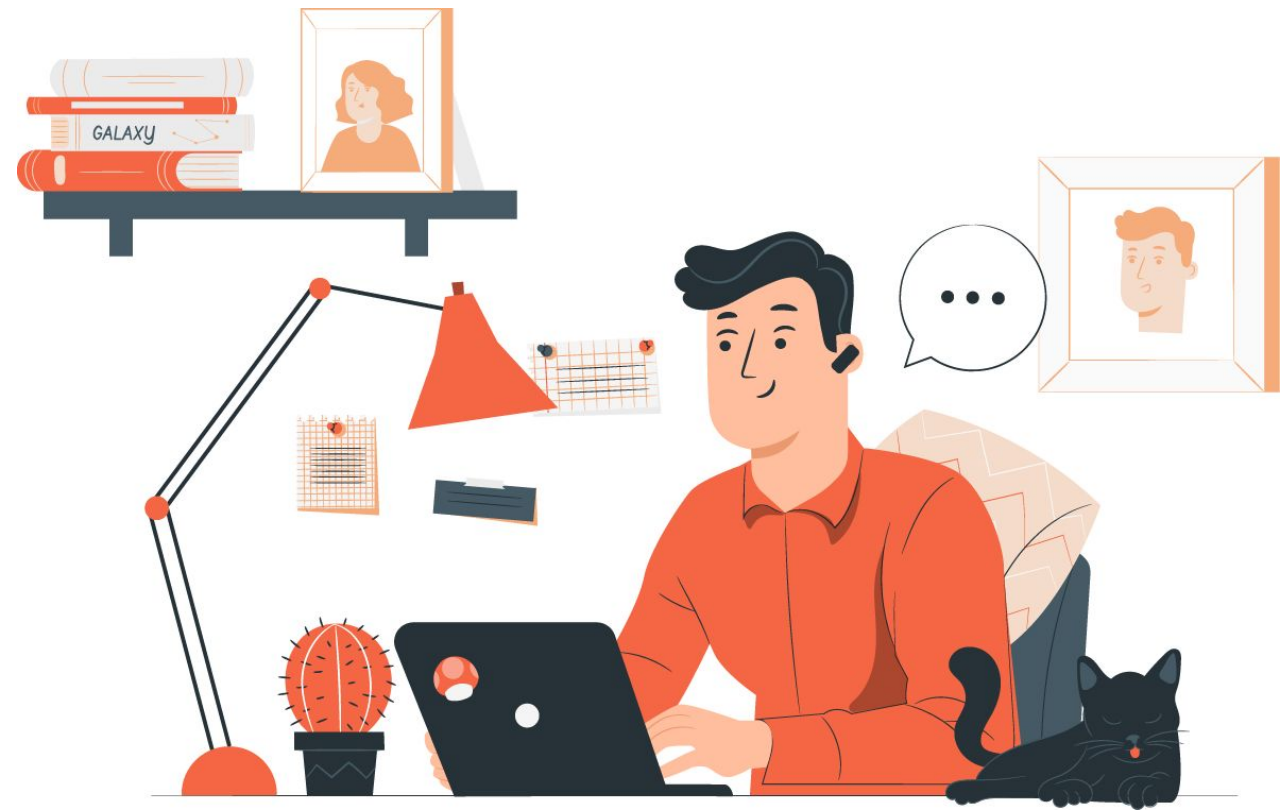
There are a lot of security aspects one must be aware of. If you have any queries about any of the below aspects, please contact the system administrator or the IT department of your organization.

- Two-factor authentication
- Use a VPN
- Firewalls
- Secure home router
- Install updates
- Beware of remote desktop tools
- Look out for phishing emails and sites
- Work-from-home scams
- Encrypted communications



# Work From Home Policies

- Clearly communicate expectations, responsibilities and conduct
- Define who is eligible to work from home
- Establish an approval process
- Set regular working hours
- Provide guidance on timekeeping for hourly employees
- Create attendance and availability standards
- Streamline communication channels
- Provide IT support
- Maintain security standards
- Continue internal communication programs, including all-hands meetings
- Maintain a connection to your work culture
- Gather feedback and iterate



# Family Dynamics

- Divorce cases rise in China as couples spend too much time together during coronavirus home quarantine.
- Managing homeschooling with two WFH parents can be tricky. Create and stick to schedules. Don't worry if you are not able to adhere to schedules. Just breathe, it will fall in place.
- Keep a lot of toys, riddles, puzzle boxes handy.
- Educational videos, NatGeo videos, Cartoons, are all life savers.
- Seek help from the elders. Allow some grandparent-grandchild bonding while you work peacefully and stay focused without having to worry about meal times of boo-boos.
- Share home-chores with your partner.
- Have mindfulness and heartfulness meditation videos handy. You never know when you need to use them.
- Work Dynamics and Family Dynamics are constantly evolving. So make changes and be flexible and have faith that things always have a way to work out.



# Contact Information

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