Remote working works!

“A guide to effective remote working”
The world in which we work is rapidly changing as we adjust to unprecedented external factors.

Remote working is now much more the norm and we need to respond to this.
We will know we’ve been successful when our business objectives are met or exceeded, and “the how” of remote working is put to the back of our minds.
This document details key tips for effective remote working – technology, environment, etiquette are all equally important.
At Keytree we have been successfully remote working on different assignments for years – this is the new norm and we would like to share our “how to” guide.
What makes remote working successful...

People and etiquette – **virtual teams**

- Speak first and email last
- Have team “messenger” or hangouts
- Keep your work up to date in the cloud
- If you learn something, write it down and share it

Tools

- Task management
- Chat
- Knowledge base
- Virtual folders
Teams...

Hey everyone I’m stuck can anyone help?

What’s the JIRA issue id?

Take a look at this “how-to”

Development lead

Project manager

Confluence

Chat

JIRA

Developer

keytree
What makes remote working successful...

**People and etiquette – virtual meetings**

- Always have a nominated chairperson
- Have clear objectives
- Everyone present should contribute
- Keep them short
- Make sure everyone uses the same set of technology and tools
- Get your camera on!

**Tools**

- Video
- Task management
- Chat
- Knowledge base
- Virtual folders
- Virtual whiteboards
Meetings...

Cameras on everyone!

Meet:
- Confluence
- Meet
- Jamboard

Meeting lead

Meeting contributor

Here’s my status report...

Let’s brainstorm some ideas...

Meeting contributor

Meeting contributor
What makes remote working successful...

People and etiquette - **workshops**

- Limit attendance to small groups
- Clearly define people’s roles
- Make sure this high engagement
- Use an interactive style
- Take regular breaks
- Prepare and understand technology ahead of time to have confidence in the kit
- Get your camera on!
- Always have a workshop chairperson

**Tools**

- Video
- Virtual whiteboards
- Presentation Q&A
- Common tooling
Workshops...

- Presenter
- Confluence
- Workshop supporter
- Jamboard
- Sheets
- Meet
- Workshop attendees
- Workshop facilitator

Time to breakup and brainstorm ideas...

Can I just check what the action is?

What does that mean?

Everyone’s looking like they need a break...

This feels interactive

Cameras on!
What makes remote working successful...

## Tools and technology

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<tr>
<th>Tool Type</th>
<th>Technology Options</th>
<th>Our Tool</th>
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<tbody>
<tr>
<td>Task Management</td>
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<td>Atlassian JIRA</td>
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<td>• Microsoft Surface Hub</td>
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Major Tip #1

Get your camera on!
Major Tip #2

Set a daily home schedule!
Provide regular upbeat feedback to your virtual team!

Major Tip #3
What makes remote working successful...

**Working at home**

- Make sure you have a clear designated workspace
- Get dressed and showered as though you were going into the office
- Have a clear start and end to the day – don’t let work overtake your life
- Pull together a daily schedule in your diary – including breaks
- Communicate with colleagues with open chat channels, social media and your mobile – don’t revert to email
- If you’re on a conference call get your camera on!

... and it’s really ok for interruptions from family, in fact it might lift some meetings and calls 😊
With the correct attitude, etiquette, tools and technology remote working can be fabulously successful!
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