GET PREPARED FOR
REMOTE WORKING
CHECKLIST

Spark nz

Get remote prepared

Grab your org chart, or look at your business structure, and note which roles are *Easy*, *Hard* and *Not Possible* to work remotely. Make sure your team is set up with the right devices, and have access to the internet from home. If you don't supply work laptops, ask if they have computers at home. An Unlimited plan with hotspot on their work mobile could be an option in a pinch.

Test everything

Make sure you can access your email, programmes and files remotely. Identify all the systems you use e.g. CRM, accounting, inventory management systems and ask your team to connect at home tonight or via a hotspot on a mobile device today and see if they can access them offsite.

Focus on security

Make sure that remote access to programmes and files doesn't compromise your security. Passwords on devices and an up to date antivirus are table stakes along with keeping business files in a place where they are backed up.

Update your answering system

Your message on your phone system can be useful to update your customers on any changes to your availability. Update any call routing to make sure calls get to the right place. Check you know how to divert landline calls to mobile numbers.

Keep it simple

Circulate an up to date list of everyone's mobile number.

Text is a great way to get messages to your team quickly with a very high read rate (90% of texts are read within 3 minutes).

Think about a chat platform—it could be something as simple as Facebook Messenger or WhatsApp to Microsoft Teams and Skype video calling. Microsoft is offering a free 6 months trial of Teams with full access to the Office suite on phones and tablets, with Teams calling and video conferencing and 1TB of storage. Dropbox is another option that offers a free trial.

Set up a work from home day

Set a date to practice working from home. Inform your customers that you are doing a trial. It's is a great way to signal you're getting prepared and have a plan in place.

Agree on ways of working

Communication is key in maintaining your productivity during difficult times. Have a plan for how you'll communicate regularly such as phone calls or video calls, and what times you'll do it. Scheduling a daily check-in is a simple way to keep everyone on the same page and ensure everyone is feeling supported when working away from the office.

Where are the gaps?

Once you've worked remotely create an action list of all of the things you need to improve/work on now that you've done it for real.

We're here to support you

During this challenging time we want all NZ businesses to know that we're here to help.
Reach out to your local Spark Business Hub if there's anything you think we can do to support you.