



How to stay productive **while working remotely**

A guide to help organizations embrace the major increase in the number of remote workers and get the most from more flexible working conditions.

INTRODUCTION

Working remotely is rapidly becoming **the new normal**

Right now, remote working is steadily increasing across industries and countries – enabled by a wide range of digital tools and platforms.

However, the majority of organizations are not prepared for its wide-spread enablement and many are still evaluating requirements and solutions.

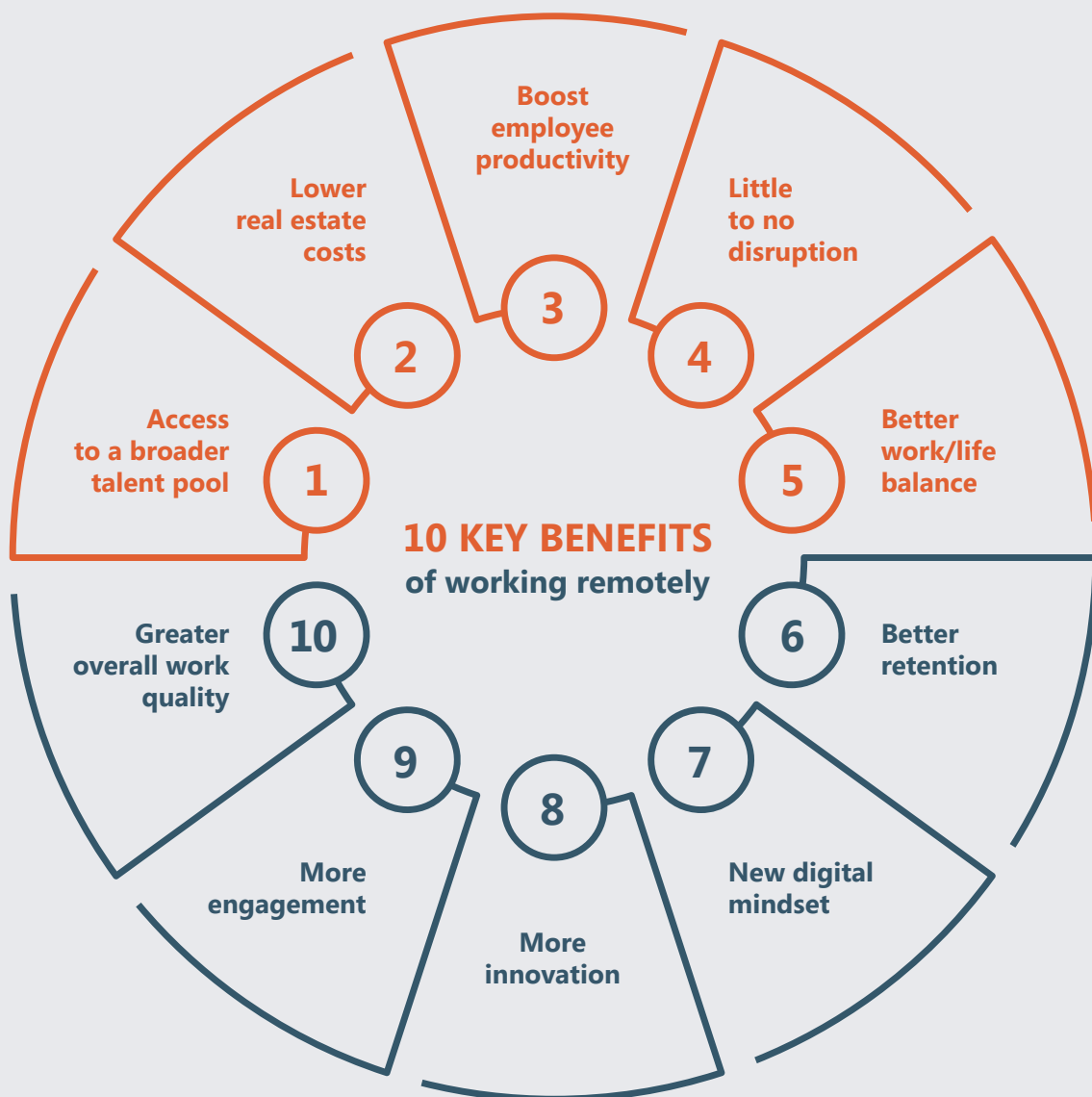
Most organizations are still either in the early stages of implementation or have not yet made a big enough commitment to invest in full-blown strategies and enablement.

Consequently, no matter who you are, it is likely that there will be considerable room across your organization to improve the digital employee experience when working outside the office.

In this e-Book, we present key pitfalls, facts, benefits, and concrete solutions on how to exploit the full potential of the digital collaboration toolbox to keep workers engaged, connected, and empowered while working remotely.

Business impact

of an effective shift
to remote working



Enterprises need to **rethink remote working**

Employees worldwide are spending less time in the office and more time working remotely on their own terms. Thus, flexible working arrangements are quickly becoming the new normal.

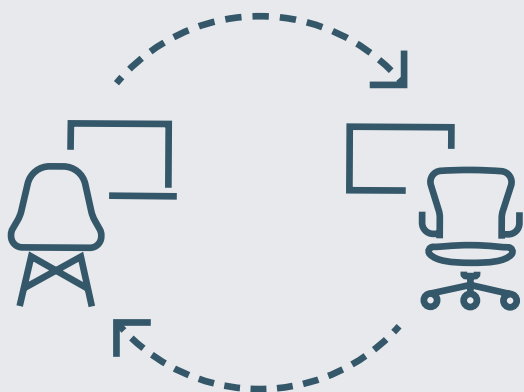
Research shows that 69% of businesses in the U.S. already have a remote working policy in place¹. And on a global scale, remote working has grown 159% since 2005 – which is more than 11 times faster than the rest of the workforce².

Flexible working conditions have proven to be a true asset for companies. They are not only generating happier and more productive employees – they also play a key employer branding role as a valuable incentive to attract the best candidates. Not least because most job-seekers today prefer greater work/life balance, and broader choices in terms of when, where, and how they work.

The employees are ready. The digital tools are ready. The question is: Are the companies ready to fully embrace the consequences of this transformation?

¹ <https://www.merchantsavvy.co.uk/remote-working-statistics/>

² <https://globalworkplaceanalytics.com/telecommuting-statistics>



61%

of companies worldwide have a **remote working policy**.

% of **age groups** who regularly work remotely:



45-60
YEARS OLD

51%



18-34
YEARS OLD

70%

85%



of over 15,000 global businesses confirm that greater working flexibility leads to **increased productivity**.

10%



predicted **boost in employee retention** in 2020 when companies offer flexible working conditions.

61%

of all employees have left or have **considered leaving a job** due to a lack of flexibility.



80%



of **remote workers are happy** in their jobs, compared to just 55% of on-site workers.

The growing need to build **a collaborative learning culture**

To harvest the business benefits of remote working, companies must cultivate a strong collaborative culture that promotes clear communication and open knowledge-sharing among employees.

Right now, a lot of organizations are remote working in a very ad hoc manner – without having a strategic plan in place and without truly exploiting the potential of their digital collaboration toolbox. As a consequence, many remote workers are left feeling isolated and unsupported.

There seems to be a great opportunity for enterprises to become more intentional and strategic about making remote working a part of their cultural DNA and way of doing business. To remain an attractive workplace. To harvest their full business potential. And ultimately, to keep up with the competition.

19%

of remote workers say that they **struggle with loneliness** when working remotely³

³ Source: www.merchantsavvy.co.uk/remote-working-statistics/ Updated Q1 2020

Cultivating the right culture takes the right tools

It's understood that clear communication among employees is vital to successful collaboration, which in this more flexible, global workspace, is vital to the overall company performance. But some businesses are only now understanding the immense value of building a collaborative learning culture within their organization.

Building this type of collaborative culture can be extremely difficult without the right tools. Lucky for businesses and Microsoft ecosystem users around the planet, the Microsoft Teams digital workplace, coupled with an integrated Learning Management System (LMS), brings your workforce together and keeps employees engaged, connected and empowered.



In learning culture, learning
is work and work is learning.
The two things are not separate.

Nigel Paine, Author ⁴

⁴ Source: www.learningnews.com / 'How to build a learning culture'

6 hacks

for more effective meetings with Microsoft Teams

As you move to remote work, a few key habits – when holding virtual meetings – will set remote workers up for success and stimulate a collaborative learning culture.

1

Turn on webcams

If all participants are comfortable doing so, turn on video. The face-to-face interaction creates a stronger sense of connectedness. Also, try to look into the lens when talking – this creates a feeling of eye contact.

2

Be inclusive and open to questions

During online meetings, it can be hard to notice when a colleague has something to say. Make sure to pause frequently to invite questions and let attendees know that they are welcome to use the meeting chat window to share their thoughts.

3

Record meetings and use transcripts

Some tend to schedule extra meetings in order to stay connected and compensate for lack of face-to-face time. Instead, make sure to always record meetings in Teams so coworkers can catch up later or use the automatically generated transcript.



Make room for informal knowledge-sharing

A lot of remote workers miss the casual conversations. Chats at the coffee stand. Think of chat messages as a virtual coffee stand where emojis, GIFs, and stickers are a fun way to keep the chatter fun and light.



Set up team meetings or even team lunches

Studies show that working remotely can make employees feel isolated. Therefore, it's important to create opportunities for the team to mingle virtually. Schedule regular online team meetings or maybe even virtual team lunches!



Be creative and make people smile

Just like in the office, it's important to maintain a sound team spirit. There's actually a lot of things you can within Teams to make people stay positive and engaged. For instance, hold a photo contest, share anecdotes, news and stories.

Two tools

One collaborative learning culture

Microsoft Teams is a digital platform that has revolutionized how companies in the digital age work, connect and learn.

The tool brings the physical workspace to the online space, allowing you to seamlessly integrate your most valuable tools to ensure the best hub for teamwork.

One of the valuable tools that can be integrated with Microsoft Teams is LMS365 – a modern, cloud-based learning platform for the modern digital workplace. LMS365 connects eLearning and classroom training, to train, empower and engage your employees all on the streamlined Microsoft Teams platform.

By implementing quality employee training – with LMS365 – into the secure and interconnected Microsoft Teams platform, your organization can easily store vital documents and details all in one place so that they are accessible to your employees when they need them.

Access knowledge and collaborate without leaving Microsoft Teams

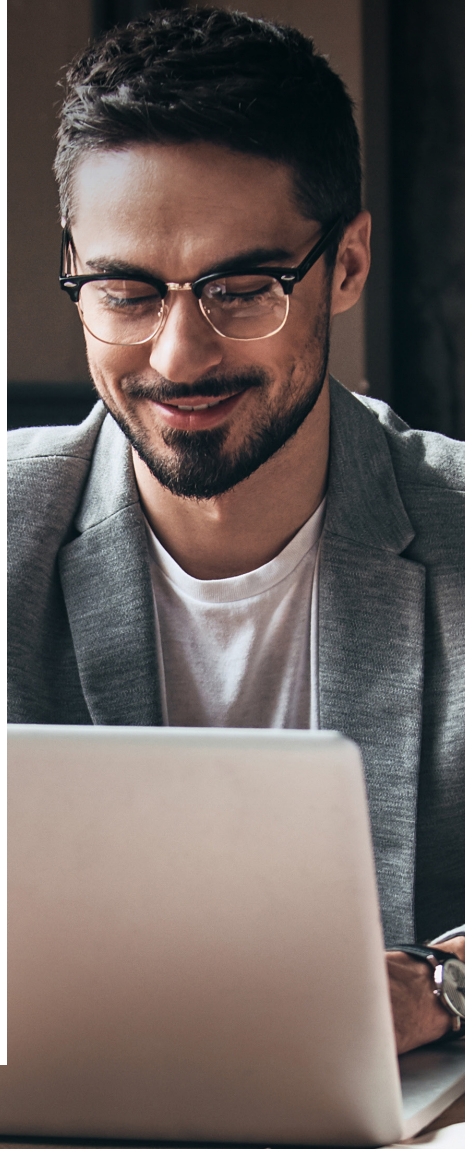
Improve the communication and collaboration across the entire organization and see the employee productivity accelerate – all with the help of LMS365 and Microsoft Teams.



Microsoft Teams is the newest collaboration tool – allowing you to seamlessly integrate your most valuable tools to ensure the best hub for teamwork.



LMS365, is a learning management platform built for Microsoft Teams, enables learners to find, take and keep track of their training directly inside the platform.





LMS365 in Microsoft Teams is a proven, intuitive and useful add-on for the platform. Now, we can collocate learning courses and training plans we have authored alongside the conversation and file collaboration experience already native within Teams.

Alex Cross

Knowledge Manager

RealFoundations, Texas, United States



Collaboration meets learning

Stay within your familiar platform

A familiar environment eases digital transformation as you avoid resistance to new tech. In addition:

- It's easier to implement
- Consistency is key to successful learning
- It ensures utilization and drives motivation

Collocate relevant training and teams

Today's workplace consists of many connected systems. Make your LMS one of them and allow your training to be:

- Delivered when and where it's needed
- Relevant to the project or department
- Assigned specifically to a team, channel, or individual

Take social learning to the next level

Combine Team's collaborative and chat-based features with LMS365 learning capabilities. Provide the option to:

- Collaborate throughout the learning process
- Introduce new training by video calling
- Find training by asking the LMS365 chat bot for help

Microsoft Teams is free to all Office 365 users

Simply run it on your browser and download it for your desktop or mobile. Combine this with LMS365, the Learning Management-System built into Office 365, and you can transform your business to meet the needs of the workforce of the future.

