

Success Strategy for a Telework Program



To begin, look at this checklist. I call it my “Success Strategy.” Follow along for hints on how to effectively manage teleworkers.

- Step 1: Clarify expectations and standards for the entire team
- Step 2: Complete a Telework Agreement for each telework employee
- Step 3: Communicate regularly for productivity and performance
- Step 4: Consider tools for efficiency and collaboration
- Step 5: Maintain harmony in the office
- Step 6: Remember your teleworkers’ professional development
- Step 7: Acknowledge your employees’ achievements

These steps are numbered, but feel free to view them in any order. You may find one step to be more relevant to your situation than another
