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| ***Introduction***  ***(50 to 70 words)***  ***1st slide*** | Hello and welcome to the RETAIN-ME employer's toolkit – Introduction to remote work – part 1.  This toolkit helps employers, business owners, and managers with the tools they need to adapt to remote work practices within their business and adapt their business model accordingly.  Let's talk a little bit about remote work? |
| ***Key Learning Content 1***  ***(100 to 150 words)***  ***2ºslide***  ***3ºslide*** | What do you understand by remote work?  Remote work is done by people who aren't in the same physical location but are nevertheless working on the same projects effectively and efficiently. This can often mean they're dispersed across multiple places or time zones. It is any work situation where employees do not have to work in the same workplace. Can work: At home, in a co. working space or even at a library or a coffee shop.  Remote work is also known as telecommuting, telework, or working from home.  Remote employment is more about meeting or exceeding goals than it is about face time. Managers establish trust through setting clear goals, giving the tools and information employees need to complete tasks, and acknowledging employees' strengths. This may seem like a tall order to a new remote manager, but when you break it down, you'll notice that they are the same things you deliver in-person to your employees. |
| ***Key Learning Content 2***  ***(100 to 150 words)***  ***4ºslide***  ***5ºslide***  ***6ºslide (productivity)***  ***7ºslide (Performance)***  ***8ºslide (Engagement)***  ***9º slide( Retention)***  ***10º(Profitability)*** | The main difference is that certain of your communication tools may change if you operate remotely.Stand-up meetings are a great way to start the business day. Using tools such as Zoom, Google Hangouts, MIRO, Microsoft Teams, or Notion, can help the team members share updates, have get-togethers, build camaraderie, get feedback and ask questions.  Does the remote work revolution have a case for change?  The statistics come from the world's leading research institutions studying the topic of telework (including Gallup, Harvard University, Global Workplace Analytics, and Stanford University). The world's top researchers say yes, proving that workplace flexibility will boost your bottom line in these five categories:  • Productivity – Teleworkers are, on average, 35–40% more productive than their office-based counterparts, with at least a 4.4% increase in production.  • Performance – Workers generate outcomes with 40% fewer quality flaws when they have greater autonomy thanks to location independence.  • Engagement – Stronger engagement, or, to put it another way, 41 percent less absenteeism, results from increased productivity and performance.  • Retention – After a remote work agreement is established, there is an average 12 percent decrease in turnover since 54% of employees say they would switch jobs for one that offered them more flexibility.  • Profitability – Part-time telecommuters save their employers an average of 11,000 euros a year, which results in a 21 percent increase in profitability. |
| ***Reflection and Transfer***  ***(50 to 70 words)*** | Business leaders should consider the current effects of remote work and set best practices for securing their workflow as the world enters new terrain as a result of the COVID-19 epidemic. Make sure you support your workers with good communication standards and to accommodate their demands for a work-life balance. Future employees will demand a flexible and adaptable work environment. |
| ***Closing Remarks***  ***(50 to 60 words)*** | In this video, we looked at the topic of remote work and its benefits.  To dig deeper into this topic, we invite you to explore the other materials in the Introduction to Remote Work module. |