

How to Implement a Teleworking Programme



The Challenge

Cultural and technological changes over the past decade have transformed both how people work and how they are managed. Technology has opened up communications and increased employee demand for work-life balance. Companies are seeking solutions that help them to minimise infrastructure and hardware costs, reduce absenteeism and turnover, and develop corporate social responsibility and environmental policies

Flexible work models are no longer a luxury. Almost all companies now have a growing percentage of the workforce carrying out tasks and responsibilities remotely. Mobile devices enable workers to have travelling offices with anywhere, anytime access to work applications and files. The flipside of this is that there is less and less of a demarcation between work-related activities and personal activities, such as time spent on social networks.

It is more vital than ever that companies be able to guarantee employee productivity as the trend toward flexible work models continues to increase.

The Solution

Co-responsibility is key to implementing flexible work policies. When both employee and manager are involved in establishing new organisational protocols based on clear objectives and results, everyone wins.

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The number of hours an employee works can no longer be considered a measure of productivity, making it necessary to depend on quantitative metrics that evaluate the work performed by employees and the results delivered to the organisation.

The challenge often lies in the definition of goals. Objective goal and performance measurement is difficult to attain without the right tools.

The WorkMeter platform automatically and continuously collects objective data on employee work habits, offering companies:

- A framework that supports flexible work models.
- Information about employee performance that ensures continued efficiency and productivity.
- Continuous improvement processes: the data provided by WorkMeter brings visibility to behaviour patterns and helps companies identify areas for improvement, define action plans and measure results.

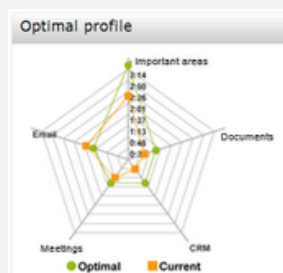
WorkMeter is a software solution that collects, processes and presents objective data on activity, productivity and application usage as employees work on company PCs, mobile phones and other devices.

How It Works

Changing habits and ways of working requires a continuous improvement process that is phased and gradual. It is possible to see immediate improvements, but time and sustained commitment to a programme will reveal more dynamic and long-term results.

Steps to Take: By analysing work patterns across your company, you can generate an optimal profile by role for programme participants and also to define measurable objectives. The data set generated at programme onset serves as a benchmark for both employee and organisation.

1. Establish optimal profiles. Role-based profiles are easily determined by data automatically collected by the platform. They are based on average dedication to main business activities.
2. Define objectives for key indicators. Select quantitative values that clarify the contribution expected of each employee.
3. Launch your teleworking programme. Employees can see if they are fulfilling the expected levels of contribution and can identify their particular time wasters and eliminate them to increase efficiency.





4. Results analysis.
 - Adjust objectives to accommodate your teleworking model
 - Define plans of action to remedy inefficient practices
5. Follow-up. Implement a continuous improvement cycle and measure results.

Results

Integrating automatic and objective performance indicators in teleworking environments allows companies to validate the actual efficiency and productivity of employees.

It also provides a framework that helps employees who participate in the programme to continuously improve the way they work.



Benefits

For the company:

- Increase productivity
- Minimise absenteeism
- Reduce costs
- Improve recruitment and gain geographic flexibility

For the employee:

- Better work-life balance
- Flexible work hours
- Interruption-free work environment
- Less time and money spent on travel



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